# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All schools, and district offices, must develop a written COVID-19 operational plan to provide the safe environment needed for students and staff.

The following is intended to provide a check list with spaces for site-specific points for each main topic area and resources to help the plan owner, the principal, outline each school’s Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. District Occupational Health and Safety Coordinator is expected to be primary support with staff and students in consideration. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

Refer to EECD’s *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below.

School Name: Barker’s Point Elementary School

Acting Principal (Signature): Natasha Spencer

School District Official (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Implementation Date: September 2020  
Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

Name Date Name Date

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Name Date Name Date

## RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective on-site communication regarding the prevention and control of COVID-19.

The K-12 *Return to School September 2020* document is the comprehensive and first reference point for this document.

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| **Communications** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Communications** |  |  |
| **Communicate operational strategies, provide orientation to school personnel and students.**  School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work with students. On the first day of work, a meeting will be held in the cafeteria following the socially distance guidelines to go over the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.  Students: The operational plan will be communicated to students by homeroom teachers. The administration team will be developing a 2-page communication plan to be given to all teachers and shared/taught to the students their first day back. In order, to ensure that students are fully aware of the plan, we will be having staggered return to school dates. | Kindergarten- 1/2 day on Wednesday, September 9th, 1/2 on Thursday, September 10th and all on Friday, September 11th.  Grade 1 to 5- One full bubble per day (if you are not teaching you are in another classroom helping to go over the guidelines). Teacher that is not part of the bubble classroom will need to wear a mask when in the other teachers classroom helping on the first day).  (Appendix A- Classroom bubble list)  Tayne & Natasha to provide to staff   * 2 page quick facts on what to communicate to students   (Appendix B- 2 page quick facts)   * Paper copies will be made and sent home with students   Tayne & Natasha- Are the primary contact for parents and staff  If any questions that come from parents around COVID- teachers are to send these questions to Natasha & Tayne. Natasha and Tayne at the end of the day will develop a script to answer the questions and then send back to all staff. It is very important that we are sending the same information to all parents. | Communication to parents about start up date- In Progress week of August 24 to 28th  Communication to staff about Bubble classrooms- In progress week of August 24th to 28th  Bubble classroom list- Done  Quick Facts Sheet- Not started  Communication to parents- On going |
| Communicate operational strategies, provide orientation to visiting professionals | Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building (when possible or given when they arrive at the building). This includes substitute teachers who are coming into the building. | In progress to be developed by Natasha and Tayne. |
| Communicate operational strategies to parent/caregiver and school community. | Once the plan is approved, a summary of the plan (vetted through the PSSC) will be sent by email to each family. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through e-mail to Natasha Spencer ([Natasha.spencer@nbed.nb.ca](mailto:Natasha.spencer@nbed.nb.ca)) until September 25th and then Jennifer Ward ([jennifer.ward@nbed.nb.ca](mailto:jennifer.ward@nbed.nb.ca)) for the rest of the school year as well as Tayne Moore ([Tayne.moore@nbed.nb.ca](mailto:Tayne.moore@nbed.nb.ca)). These questions will be answered through a Q&A and sent home to parents via email and messenger. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator. | In progress to be developed by Natasha and Tayne the week of August 24th-28th. |

**Communication Strategies:**

Email, School Messenger, School Website, Paper, Meetings

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| **Building Access** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Building Access** |  |  |
| Controls are in place to prevent the public from freely accessing the operational school. | Communication will be sent out to parents, prior to school starting about the operational school plan and changes that will take place due to COVID.  Kindergarten- 1 parent/guardian will be permitted in the building for their child’s first day. Parent and child will wear a mask while entering the school. In the classroom the student can remove the mask, but parent must continue to wear the mask until they leave the school. Parents can stay for a maximum of 15 minutes. Parent/Guardian will sign in at their child’s classroom to allow for contract tracing.  Grade 1 to 5- Parents to remain outside for pick up and drop off.  New students to the building- Similar plan as Kindergarten  Morning drop off- Parents/Guardians who drop off their children in the morning are asked not to stay on school property. A quick“Kiss and Drop” and then we will ask parents to leave as the students will be coming directly into the building.  Parents/caregivers will be notified in the communication that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only. Parents/caregivers must wear a mask while in the building for appointments and/or to volunteer.  Parents/caregivers will be met at the door if they are picking up a sick child.  Parents/caregivers who are picking students up for an appointment will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line (453-5402) to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant or administrator will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant or administrator will walk the student to the main entrance and record who picked up the child and the time that the child left.  Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late. Only the student will enter the building and parents will be asked to stay outside to minimize the amount of traffic and people in the school. | On going communication with parents throughout the year.  Communication will be through messenger, email, school website and parent appointments upon request. |
| Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times. | Map of school traffic flow for in the school, cafeteria, outside playground, entry to school in the morning and exit of the school in the afternoon. (Appendix C)  While at school, students will be assigned to bubbles based on their homeroom classes. Students will not be permitted to move between bubbles and must maintain a distance of at least 2 metres from other bubbles. Students will not be required to wear masks while in their classroom. When students are preparing for recess, lunch and dismissal students will wear their masks. Students will be required to wear masks to go to the washroom. At this time, when travelling to physically education masks will not be required.  K – 2 students will enter the school through the doors in their wing. Students will wear their masks as they enter the school in the morning. Students will proceed directly to their classrooms. The homeroom teachers will monitor this. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. Masks can be removed once in their classroom bubbles.  At the end of the day, students must wear their masks to get ready in the hallways and until they proceed outside. Students must keep their masks on until they are on the bus and/or with their parents. Students will either immediately load the buses and/or go with their afterschool daycare, parents and/or guardians. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom. The classroom closes to the exit will leave first.  3-5 students will enter the school through the doors in their wing. Students will wear their masks as they enter the school in the morning. Students will proceed directly to their classrooms. The homeroom teachers will monitor this. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. Masks can be removed once in their classroom bubbles.  At the end of the day, students must wear their masks to get ready in the hallways and until they proceed outside. Students must keep their masks on until they are on the bus and/or with their parents. Students will either immediately load the buses and/or go with their afterschool daycare, parents and/or guardians. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom. The classroom closes to the exit will leave first.  Hand sanitizing stations will be provided in all classrooms. All staff and students must sanitize their hands when they arrive in the morning, after recess, after lunch, after they use the washroom, before and after physical education. Basically, anytime the students leave their classroom bubble they must sanitize prior to coming back into the classroom. Frequent handwashing is also encouraged before eating and recess and lunch.  Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.  Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)  Music teacher will move from class to class. (Cart will be provided for teacher as needed.)  Physical Education- Please see school map to see how to enter the gym and leave the gym with your students. Please remember to sanitize before and after leaving the gym. Sanitization pumps are set up at the entrance and the exit of the gym. It is important for the 2 classes entering the gym to be on time as the two classes leaving the gym cannot leave until you arrive to avoid congestion in the fall. Please pay attention to signage as you enter and exit the gym to maintain the 2-meter distance between the two classes.  **Library** – The library will be closed to students until the end of October as this will be used as a classroom. The librarian will select books to take to classrooms for students to borrow (ask librarian about this). The librarian will sanitize books upon their return.  Cafeteria- See Cafeteria schedule, staff on duty will be asked to wear a mask.  Bathrooms- Students must wear their masks to the bathroom. Students must sanitize their hands when they return from the bathroom. | Map- In Progress (99% done)  Information will be communicated with staff on the first day bay.  A PowerPoint will be made with key points staff need to remember.  A two page “key reminders” is being developed so the same communication goes to students in every classroom regarding the information in this and all sections. |
| Provide COVID controls for staff working outside of the classroom. | *Return to School* document  Hand sanitizing stations will be provided in all work areas. It will be the responsibility of the person using alternative work areas to clean after each group has left (i.e. Guidance Room, Resource Room, etc..). If you use a cafeteria table to do small group work it will be that persons responsibility to clean it.  Sanitizing stations will be provided with sanitizing spray and cloths to sanitize items/areas as necessary.  **Resource Area** - Small group work will be limited to students who are in the same class. If staff members cannot maintain a minimum of 1 m of physical distance, masks will be required to be worn by staff members. Between working with students’ chairs, tables and any areas touched by the student(s) must be cleaned with solution that will be provided in sanitization stations. (This can be done by students if age appropriate.) Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.  **Guidance Area** – Small group work will be limited to students who are in the same class. If staff members cannot maintain a minimum of 1 m of physical distance, masks will be required to be worn by staff members. Between each meeting with students chairs, tables and any areas touched by the student(s) must be cleaned with solution that will be provided in sanitization stations.  All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. These can be retrieved from the office.  SLP – the SLP will be required to use a tabletop barrier when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with solution that will be provided in sanitization stations.  APSEA WORKER – the APSEA Worker will be required to use a tabletop barrier when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with solution that will be provided in sanitization stations..  District Personnel meeting with BPS Staff – When a distance of 2 m cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at BPS.  We ask that all District Personnel, SLP, APSEA to please sign into the building upon arrival. |  |

**Building Access:**

Describe how access to the school is being controlled and communicated. All usual security measures must be maintained. E.g., use visitor logs.

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| **Risk Assessment** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Risk Assessment** | [Risk Assessment Guideline Health Canada](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html) |  |
| Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure. | OHS Coordinators  Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic [Risk Mitigation Tool](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html)   * Students will have interactions with 1 – 5 people while at school. * Students will have interactions with others at a distance of less than 2 m (4 of our hallways are only 4 feet apart coat rack to coat rack) * Students will have prolonged interactions with others (longer than 15 minutes). * The setting in classes has a high density of people. * The classroom setting is primarily indoors. * Students have frequent contact with high-touch surfaces. * Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group. * Students who are non verbal will be unable to express if they are feeling ill. * Students who spit and who drool because of their disability will put our staff at a higher risk.   **Controls that are put into place to mitigate the risk of COVID-19 response?**   * Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices. This information will also be shared with parents, particularly around if the child is feeling ill. * High touch surfaces will be sanitized as per district guidelines. * Students and school personnel will have access to hand sanitizing stations, protective visors, and gloves. * Supplies are available to school personnel for sanitizing items. * Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets). * On going communication with District for our Complex cases on how to maintain the safety of staff and students. |  |
| Determine the physical isolation elements for people showing signs of illness in the operational plan for your school. | * Students showing signs of illness will go plastic chair by the front door. * Dividers will be installed to have privacy for the student as well to maintain social distancing from other students. * Staff who brought the student to the chair will inform the office that the student is there and the symptoms they are showing. Administrative Assistant will inform administrator and/or a member of the ESS if Administrator is not available to monitor the student until they are picked up. * Administrative assistant will call parent. * The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff interacting with the child will be required to wear a mask and practice social distancing. * Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the chair and surrounding area. | Communicate with custodian and staff first day back to work.  I have asked District for dividers to have a semi isolation room for child.  Need plastic chair |

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| **Physical Distancing** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Implement physical distance protocol. | Provide visual cues on floor, indicate directional movement were appropriate, “no-stopping” areas in narrow hallways, etc.  **Hallways**:  Most hallways have green lines indicating the center of the hallway. Arrows have been added to indicate the direction for the side of the hallway.  Red stop circles will be added to indicate areas at which movement is to stop.  Blue lines indicate “caution” zone or a zone where classes will need to cross for example to get to a set of staircases or to the cafeteria.  **Determine if installation of physical barriers, such as partitions, is feasible.**  Physical barriers are required in our front lobby to allow for students who have symptoms to self isolate until the parents arrive.  Physical barriers separating tables in cafeteria to allow for small work areas, small meeting areas, space for Speech, OT, SLP, EAL teacher to work with students (we physically have not more space available)  **Staffroom**: The staffroom is to be used for eating purposes only. Staff members should refrain from socializing in the staffroom. Staffroom can be used as long as social distancing can be maintained, if unable to maintain social distancing please ensure masks are on when accessing the staffroom.   * Staff members will need to wash and then disinfect the area in which they ate upon finishing eating and prior to leaving the area. * Use of Keurig will be permitted but **only single serve** coffee will be available. * Use of the school dishes, glasses and cutlery will be permitted, but it is up to the individual to wash them. If dishes and/or utensils are left in the sink we will need to implement bring your own dishes/utensils. This is for the safety of all staff. * Dishes brought from home are to be taken home to be washed. * Please bring your own water bottle. * Microwaves and fridges will be available for use.   **Office**: When entering the office, there is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind the administrative assistant’s desk, unless AA gives permission and staff is wearing a mask.  Staff and students entering the office must wear a mask.  Staggered start, break/recess, lunch and release times have been created. Appendix A and C  Staff Meetings will be virtual except for small group/team meetings or when social distancing can be maintained.  **Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.**   * Most **hallways** have green lines indicating the center of the hallway. Arrows indicate the direction for the hallway. Students will be taught to walk in the appropriate directions. * Red signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots. Stop zone going in and out of the gym, stop zone going downstairs from top floor prior to going outside, stop zone for water fountains). * Blue lines indicate a safety zone where lots of traffic has the potential of crossing over and/or where students may cross into the other lane to access the bathroom and/or stair way if no class is coming the other way. * K – 2 students will access the gym by using the ramp that connects to the stage. They will exit the gym by the main gym door. * K-2 students will access the playground by the various entrances and exit explained in the duty schedule. * 3-5 students will access the gym by using the ramp that connects to the stage. They will exit the gym by the main gym door. * 3-5 students will access the playground by the various exit explained in the duty schedule. * All students will enter and exit their appropriate doors to access their classrooms in the morning. | Visual cues/directional arrows- completed |
| * Consider staff, students, visiting professionals, parents/guardians, and community members. | Hallway lines- completed |
| * Arrange furniture to promote the physical distancing requirements. (Include a reception area). | Physical barriers in hallway- need from facilities |
| * Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc. | Staffroom- cleaning station needs to be provided |
| * Determine if installation of physical barriers, such as partitions, is feasible. | Appendix D- Completed |
| Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release times and locations, virtual rather than in-person meetings, limit access to common areas, etc.). | Transition Times   * 3 recesses and 3 lunches have been established to allow for students to access playground safely. (Appendix E) * There are 7 outside playgrounds that have been spray painted to show the different zones. A colored map has been printed and given to all staff/students. * Staggered entry will happen the first week of school. (Appendix D) | Completed |
| Evaluate options to reduce those required onsite, | * Parents will be by appointment only * EECD & District staff permitted (when possible by appointment) * Parents who come to pick up students who are sick- child will be brought to the door, parent to stay outside. * Volunteers for Breakfast program- permitted following school and provincial COVID guideliines * As part of their medical plan- e.g. Diabetic student and staff unable to get sugars up. | Ongoing throughout year |
| Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level.  Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down. | * Hallway when moving to physical education- Mitigated by schedule prepared and new protocol for entering and exiting the gym. * Busing before and after school – Mitigated by all students wearing masks entering and leaving the school until on the bus or with parents. * Lunch time in cafeteria- Unable to have cafeteria while meeting the social distancing guidelines. Cafeteria will be closed for eating this year. * Bathrooms- Students must wear masks if no bathroom is in the teacher’s classroom. If teachers have a bathroom in their classroom this is the bathroom students use. * Movement to physical education class, at this time, masks are not required. * Mitigation- arrows have been placed throughout the school to show direction of movement, green tape has been used to divide the hallway, blue tape has been used to show “caution areas”, social distancing stickers have been placed on floors where “line ups” may happen. | Completed |

**Physical Distancing:**

Describe how physical distancing is being implemented and communicated.

Signage

Staff and Parent communication

2 page document share with all students by staff

Orientation

Website

School Messenger

Video showing parents what “A day in the life of a student at BPS”. They can see all the safety measures that have been put in place.

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| **Transition Times** |  |  |
| School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.  School layout guide maps to inform students, staff, visitors, and public are encouraged. | * 3 different recesses and lunches have been established * The playground has been divided into 7 sections. * Planning around who will be in our smaller hallways when getting ready have been taken into consideration. Because the hallways are only 4 feet apart staff and students must wear their masks when getting ready before and after school. We believe we have the recess and lunch scheduled so only 2 classes will be in the hallway at the same time. Accept one class that we have asked for the coat and shoe rack to be moved inside the classroom. * Recess and Lunch entrance and dismissal * The first group that goes out for recess- homeroom teachers walks their students to their zoned playground; homeroom teacher comes in while duty teacher monitors the students. It is VERY important that teachers take the students on a tour of the playground so they understand the different zones and remind the students daily (until it is routine) that they must stay in their zoned playground. Once the bell rings students must line up on the number that has been spray painted on the playground. The next group of students that comes out and will be lead by their homeroom teacher, that homeroom teacher brings their students to their designated playground and brings in the other class who is waiting on the painted number. Lastly, the same thing happens with the third group, but the same homeroom teacher will need to go back out to get them. Once this group is familiar with the routine because they are the Grade 4’s and 5’s. As the year progresses and the students become familiar with the routine of lining up teachers may not need to go outside and bring students in and simply have the duty teacher wave them in like the Grade 4 and 5 teachers. When they can line up on their own the duty teacher will simply wave one class in at a time. Once students enter the school, they go to their classrooms, put on their masks, and then change their coats/shoes. * Map has been designed for staff to see. |  |
| Provide time for food preparation and mealtimes. | * There will be no cafeteria this year, staff will eat with students in their classrooms. * Breakfast program- In the morning, students will come in the front, sanitize their hands, and proceed to the breakfast program. This will be on the long cafeteria table against the window. Volunteers will wear masks, gloves and sanitize the tables once the program is finished for the day. | No cafeteria this year and this as been communicated to staff.  Mr. Campbell working with breakfast volunteers. He will go over the safety protocols with them. |

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| Screening | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Screening |  |  |
| Ensure that the staff understands and implements its screening process.  Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school. | * Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school. * Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home. * As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether or not testing is required. * Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building and to wear a mask while in the building. They will also sign a sheet at the front office to allow for contract tracing.   Passive screening will be required by school and district personnel.  Signage will be posted at all entrances.  **Staff must screen themselves, before leaving residences. If there are symptoms of COVID, they should not be at school.** | Information will be continuously sent home along with reminders.  Information will be sent home through school messenger and posted on school website.  Administrative assistant has been informed on how and when to admit non staff to the building.  Extra masks are at the front desk office for those who might not have masks.  Anybody entering the building must sanitize their hands at the pump in the lobby. |
| Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. \*Regional Public Health will notify the school about what is to be done.  Students and staff must self-monitor throughout the day. | EECD Outbreak Management Plan  *Return to School* document  P. 59-61 of “Return to School: Directions for School Districts and School”  p. 8-10 of “Return to School: Guide for Parents and the Public”   * Students showing signs of illness will go plastic chair by the front door. * Dividers will be installed to have privacy for the student as well to maintain social distancing from other students. * Staff who brought the student to the chair will inform the office that the student is there and the symptoms they are showing. Administrative Assistant will inform administrator and/or a member of the ESS if Administrator is not available to monitor the student until they are picked up. * Administrative assistant will call parent. * The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff interacting with the child will be required to wear a mask and practice social distancing.   Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the chair and surrounding area.  Staff who become ill during the day with 2 or more symptoms, must mask immediately and leave as soon as possible. | Both documents have been sent to staff.  School Operational plan will be sent to parents with a copy of the Return to School documents both for parents and schools.  Printable versions will be available upon request. |
| Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given. | The self isolation space will be my the main door but we require dividers as mentioned above as this is where we have 8 classes that go to and from their classrooms to the gym therefore we need to have sometime of barrier. | Pat making friendly signage. |

**Screening:**

Outline how passive screening requirements are being met and communicated.

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| Cleaning and Disinfection Procedures | Resources  (Examples, Templates, Guidance Documents) | Status  (Done, In Progress, Not Started, N/A) |
|  | *Return to School document and appendixes for* guidelines |  |
| * Proper hand hygiene practiced before and after handling objects or touching surfaces. | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)  Teachers will teach and monitor appropriate hygiene after items are touched. |  |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.  Designate personnel responsible for monitoring supply levels and communicating with administrators. | Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.  Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.  Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)  Homeroom teachers and all staff who work with students in areas outside of classrooms will have their own sanitization kit which will include spray bottles with a designated cleaning solution and cloths. Cloths will be washed in an appropriate bleach solution and dried for reuse. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate solution. |  |
| Washrooms |  |  |
| * Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed. * Foot-operated door openers may be practical in some locations. | Schools Custodial and District Facilities Management |  |
| * Hand-washing posters must be posted. | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) |  |
| * For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements. | Classrooms with washrooms and sinks are to use these are your #1  Numbers will be limited unless a whole bubble goes on a washroom run.  Masks must be worn if using the washrooms outside your classrooms. |  |
| **Since physical barriers are not always possible:** |  |  |
| * Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. | Use Cleaning and Disinfection Guide for Schools  Teachers will teach the appropriate hand washing and hand sanitizing procedures. Staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the office.  This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.  All staff will return cloth and spray bottles to the office before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.  The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.  Each class/programing area and entrance will be equipped with a hand sanitizing station. |  |
| Encourage proper hand hygiene before and after handling objects or touching surfaces. | Teachers will ensure hand washing or sanitizing as appropriate. |  |
| Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards. | Cleaning and disinfecting guide  District staff to meet with custodial staff to review expectations  All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day. |  |
| For ventilation, consult the *Return to School* document. | Facilities staff |  |

**Cleaning and Disinfection:**

Describe the cleaning and disinfection procedures and how they are being managed

It will be posted to our school website. Parents/caregivers will be asked to send questions to the school through email to Natasha Spencer [Natasha.spencer@nbed.nb.ca](mailto:Natasha.spencer@nbed.nb.ca) (until September 25th), Jennifer Ward- [jennifer.ward@nbed.nb.ca](mailto:jennifer.ward@nbed.nb.ca) (September 25th-end of school year, and Tayne Moore [Tayne.moore@nbed.nb.ca](mailto:Tayne.moore@nbed.nb.ca) (Full school year. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

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| **Personal Hygiene Etiquette** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Use masks according to the *Return to School* document protocols. | *Return to School* document.  Masks will be required by all students/ staff and visitors if the 2 meter physical distance can’t be maintained (outside of bubble) |  |
| Promote appropriate hand and respiratory hygiene. | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) will be posted by all sinks |  |
| * Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate. |
| * Provide minimum 60% alcohol-based hand sanitizer. | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf) |  |
| * Communicate frequently about good respiratory hygiene/cough etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html)  Teachers will teach and monitor the good respiratory hygiene/cough etiquette to students. Lessons and/or review of this will be done daily to weekly as needed. |  |
| * Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms. | Cleaning and Disinfection Guide for Schools  Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done.  All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day. |  |

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| **Protective Measures** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  \*To ensure that members of vulnerable populations and students with complex needs are accommodated. | *Return to School* document  District Student Support Services  Guidelines for itinerant (visiting) professionals  Movable and/or permanent physical barriers will be in place at the office window opening and for the SLP, OT, EAL Teacher and APSEA Worker working with students, as well as the resource and guidance teacher. | Tayne touching based with Ross regarding the Divider in the gym plus how to clean it? Blue mats would be easier to clean. |
| **Provide personal protective equipment – only for those situations that require it:** | [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)  [PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal+Protective+Equipment+Poster.pdf?MOD=AJPERES&CVID=mu8SU02)  District Student Support Services  All PPE needed will be provided |  |
| * Hand protection (nitrile, rubber or latex gloves) |  |
| * Eye protection (safety glasses, goggles or face shield) |  |
| * Other PPE as determined necessary through the risk assessment |  |  |
| In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log.  This is in addition to regular school attendance logs.  Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school. | *Return to School* document  A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.  Teachers or designate will be asked to keep a log of staff who are in their rooms (suggestion write it in your lesson plan and/or have a sign in sheet by the sanitization pump). This sheet can also be used if student is leaving the room with another staff member. The student/staff will “sign out” letting us know who worked with the student that day. |  |
| **Additional Protection** |  |  |
| Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols. | [Health Canada information on non-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html) |  |
| Considerations for schools licensed under Food Premises Regulations | *Return to School* document |  |

**Personal Hygiene:**

Describe how requirements for personal hygiene are being met and communicated. E.g. training for use of products and PPE.

Communication regarding cleaning protocols will come District office to our Custodians while keep administrators informed.

Information will be posted on school website, shared through school messenger and email.

Any PPE required will be provided as well as sanitization material.

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| **Occupational Health and Safety** | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| ***Occupational Health and Safety Act* and Regulation Requirements** |  |  |
| Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations. | [OHS Guide-Three Rights](https://ohsguide.worksafenb.ca/topic/rights.html)  Communicate with staff first day |  |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | [OHS Guide-New Employee Orientation](https://ohsguide.worksafenb.ca/topic/orientation.html)  Operational plan will be covered with staff on their first working day.  Teachers will share 2 page-key highlights with students on their first day.  Administration will keep staff, students and community comprised of any new changes and/or updates.  Administration will be primary contact for PSSC and District. |  |
| Provide staff the employee training on the COVID-related work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/)  School District HR |  |
| Keep records/log of visitor and employee presence, as well as orientation, training and inspections. | Log will be kept at the office for all persons entering the building,  Administration will keep logs of orientations and trainings |  |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | All Administration and Staff |  |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | This information will also be shared with staff during their first week returning to work for the 2020 – 2021 school year |  |
| Make available appropriate personal protective equipment for the school setting. | District Student Support Services |  |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | District Student Support Services  Masks, gloves, shields and any other PPE will be provided as required for staff. |  |
| Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees. | [OHS Guide-JHSC](https://ohsguide.worksafenb.ca/topic/fixed.html)  When new policies and processes are established in relation to COVID 19 members of the JHSC (Joint Health Safety Committee) will be provided with this information. As needed a meeting of the committee will occur in a meeting space that provides for appropriate physical distancing.)  Staff are advised to read information on the following website:  <https://ohsguide.worksafenb.ca/topic/fixed.html> |  |
| Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html) |  |
| Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.  Schools must engage the district from the beginning.  Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.  Once the district is advised of a positive case, they must then report it to WorkSafeNB. | EECD and school outbreak management plan  *Return to School* document  In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.  If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.  In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.  Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.  If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school’s designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.  Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.  The symptomatic individuals must wear a mask unless not tolerated.  Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.  If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.  Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health. |  |

**Elements of the OH&S Act and Regulations – School-based COVID Response:**

Outline how the requirements for OH&S within a COVID response are being met.

**Outbreak Management Plan – COVID Response:**

Using the *Return to School* document, outline how the requirements for COVID response are being met.

Information will be posted on school website, shared through school messenger and email.

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| **Additional Considerations:** e.g., Mental Health Support | **Resources**  (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available. | [GNB Mental Health Resource](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/mental-health-and-coping-during-covid-19.html)  School District support staff  School District Human Resources Kevin Cameron- 1-hour session  NBTA Teaching Counselling  Staff will be made aware of contact information for EAP. The Admins will make contact with K – 5 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Admins will make contact, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.  As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health. | On going |
| Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact [NACTATR Guide to School Re-Entry](https://nactatr.com/news/files/01GuideRe-Entry.pdf) | School District Support Services  ESS Team to read and let me know if there is anything we need to share with staff and students. | Completed Pat shared with ESS Team. |

**Additional Considerations:**