

Bliss Carman Middle School

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Bliss Carman Middle School OPERATIONAL PLAN 2020-2021

Please note: This document is subject to change based on direction from ASD-W and/or NB Public Health.

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. On the first day of work, a staff meeting will be held in the cafeteria (which can easily accommodate for physical distancing of 2 meters) with staff to go over the plan. The plan will also be reviewed 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: Parents/caregivers are asked to review the operational plan with their child before their first day of school. All students are required to bring a clean mask to school daily as masks are mandated for grade 6-8 students in common areas. When masks are not in use, it is recommended that they are stored in a Zip lock bag clearly labeled with the student name. If a student does not have a mask at school, a mask will be provided on a one-time basis. If the student repeatedly forgets their mask, they will be required to call home and have a parent/caregiver bring them a mask in order to stay at school. The operational plan will be communicated to students by their homeroom teacher and taught, modelled, and reinforced by all staff. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the table below.

| Date | Portion of Students | Grade level |
|------------------------|---------------------|-------------------------|
| Tuesday, September 8 | 1/3 | 6 |
| Wednesday, September 9 | 1/3 | 7 |
| Thursday, September 10 | 1/3 | 8 |
| Friday, September 11 | 3/3 | Whole School Population |

Communicate operational strategies, provide orientation to visiting professionals:

Visiting professionals will be given an in-person orientation by a member of the admin team (review of the operational plan – a record will be kept at the school) 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. The complete operational plan will be attached to the AESOP confirmation of acceptance of a job at BCMS with the understanding that it will be reviewed by substitute teachers/casual support workers before coming into the building.

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved and clearance given by the superintendent to share, it will be sent by SchoolMessenger to each family (Sept. 3). The entire operational plan will be posted to our website and with a hard copy available in the office. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail) – an administrator will respond to all inquiries. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

BUILDING ACCESS

Prevention of Public from Freely Accessing the Operation School:

THE FIRST DAY OF SCHOOL

A staggered entry for each grade level is planned for the first week of school:

Tuesday, September 8 – all grade 6 students (English and FI)

Wednesday, September 9 – all grade 7 students (English and FI)

Thursday, September 10 – all grade 8 students (English and FI)

All students in grades 6, 7, and 8 will attend school on Friday, September 11. These orientation days will allow teachers to spend time reviewing our school operational plan with students. In addition, students will spend time getting to know the students in their class bubble, meet their other subject teachers, and practice movement around the building with the new procedures and expectations. **All students must have a clean mask to wear daily at school.**

Please have your afterschool, travel arrangements made in advance, and ensure your child knows what bus to take home afterschool if needed (506-453-5454 Fredericton Education Centre - Transportation).

Friday September 4th, homeroom teachers will email their homeroom students welcoming them and letting them which class they have been assigned to. They will provide specific information on which class to report to on their first day back and who their homeroom teacher will be. On the first day of school (Sept. 8,9,10), students will enter the building through the Main Entrance. Students must wear a mask upon entering the building. Students will go directly to their homeroom class. This information will be sent to them by email on Friday Sept. 4th. Other staff members will be visible throughout the school to guide students to their classroom and welcome them.

***Please note new school hours for 2020-2021:**

- **School Start time: 9:20am**
- **Time of arrival for walkers and students dropped off: After 8:30**
- **Buses will arrive from 8:45am-9:15am.**
- **Walking and drop off students can arrive at school any time after 8:30am.**
- **The school is locked and there is no supervision for students until this time.**

Prevention of Public from Freely Accessing the Operation School:

Contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only and upon approval from admin. Parents/caregivers are asked to write a note to the homeroom teacher and/or call the office for students who are being picked up during the day for an appointment. When a note is received, 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 remain outside and will call the main school line 453-5401, ext 0 to indicate that they have arrived. Their child will meet them outside.

Parents/caregivers without a cell phone will be asked to ring the doorbell at the front door of the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant 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 using the Main Entrance by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late. Students will sanitize their hands in the Main Office entry then proceed to their homeroom.

Procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:

Upon arrival to school students are asked to put on their mask as they exit the bus or car. All walkers are also asked to put their mask on when on school property. Grade 8 students will enter through the Main entrance. Grade 7 students will enter the school through the middle door next to the basketball pad. Grade 6 students will enter the school through the side door of the school facing the soccer field.

Once in the building, students will sanitize their hands and then go directly to their lockers to store their belongings. Duty teachers will monitor students to ensure that they do not move into an area where students from other classes have their lockers. Coats, shoes and school supplies will be stored in lockers. Students will bring all the school supplies needed for the day in their homeroom class to prevent going to their lockers again. Homeroom teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. Upon entering their homeroom, students will sanitize their hands again. Masks will stay on until students enter their classroom.

At the end of the day, once students have their belongings (staggered time during last period for students to go to their lockers) they will return to their classrooms and wait until the bell AND they are instructed to leave the building. Walkers and students being picked up will be dismissed first followed by bus students. Bus students will remain in their classroom until dismissed. Grade 8 students will exit the building through the back stairwell exiting through the main doors. Grade 7 students will exit using the middle stairwell through the back doors next to basketball pad. Grade 6 students will exit through the side door facing the soccer field. Students in PE during last period will exit using main entrance. Students in PRA during last period will use main entrance. All students will wear their mask upon leaving the classroom.

Parents/caregivers who are driving their child/ren to school will be asked to respect the 8:30am drop off time. Students who walk to school should arrive no earlier than 8:30am. Students who walk or

drop off will enter the building through their assigned grade level door and proceed directly to their lockers. All students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property. Students will enter the building with a mask and leave it on until they enter their classroom.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. Staff and students are required to sanitize their hands upon entering. Staff are encouraged to maintain a 1-meter distance between themselves and students. Students should use personal belongings. There should be 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 will ask for a walkie-talkie to be delivered to them. They will inform the office where on the property they will be – this record is used for monitoring and will allow us to ensure that no more than one class bubble is outside at the same time/location).

Students will remain in homeroom classes and teachers will move from class to class (carts will be provided for teachers as needed). Teachers/staff members are required to sanitize/wash their hands before entering a “new” bubble. Students will only travel to scheduled special classes (music/art, PE, and tech). Students will be required to wear their mask when travelling in the halls and sanitize their hands before entering these spaces. At the end of these classes, teachers will build in a sanitizing process that the students will be engaged in to prepare the space for the next class.

Library – The library will be used on a sign out basis to track usage. The librarian will sanitize books upon their return. Each student will be responsible for sanitizing their chair and workspace before leaving the library. Fabric chairs will not be used.

Art/Music Room/Technology – The specialist teachers and their students will be required to sanitize any equipment used by the class prior to putting the equipment away. In technology, students will be expected to wipe screens and keyboards. At the end of class, students will sanitize chairs and tables after usage prior to the next class entering the room. Custodians are not expected to sanitize these spaces between classes. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized at the end of the day.

Computers– Teachers will need to book the computer cart through the Onsite for tracking purposes. Students will be expected wipe screens, keyboards, cases prior to leaving.

Changing Rooms – The changing rooms are not to be used during the 2020 – 2021 school year. These rooms will remain locked throughout the school year. We highly encourage students to wear their PE clothes on the days they have scheduled PE as change rooms will not be available.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

Multipurpose room – Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer.

All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas, as necessary. This includes all programming rooms.

Resource Area – Small group work will be limited to students who are in the same class/bubble. Between working with students, chairs, tables and any areas touched by the student(s) must be cleaned with disinfecting solution. Students must have their own materials to work with. If the same students work in the area often, materials that are kept in that area for those students will be kept in sealed containers.

EAL classroom – Small group work will be limited to students who are in the same class/bubble. Between working with students, chairs, tables and any areas touched by the student(s) must be cleaned with disinfecting solution provided by district. 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/SIW Workspace – Small group work will be limited to students who are in the same class/bubble. Between each meeting with students, chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

SLP/Child and Youth – The SLP/C&Y personnel will be required to wear a clear shield 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 bleach solution.

District Personnel meeting with BCMS Staff – When a 2-meter distance 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 BCMS.

RISK ASSESSMENT

Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:

The risk assessment within the school is as follows:

- Students will have interactions with approximately 1 – 5 people (staff members) while at school.
- Students will have interactions with others (within their class bubble) at a distance of less than 2 meters.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The classroom setting has a high density of people.
- The classroom setting is primarily indoors, however, outdoor learning spaces are encouraged.
- 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.
- There are a limited number of washrooms so students will be sharing with many students.

Mitigating factors to address the risks are as follows:

- 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.
- High touch surfaces will be sanitized as per district guidelines.
- Students and school personnel will have access to hand sanitizing stations.
- 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).
- Students will wear masks when leaving the classroom including in the hallways and washrooms.
- The custodial staff will clean washrooms at least 3 times during the school day.
- Admin assistants will sign all students in and out to reduce traffic in the office and limit the sharing of writing tools.

Determine the physical isolation elements for people showing signs of illness in the operational plan for your school:

People showing signs of illness will go to the third office in the office area. The individual who is ill will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

PHYSICAL DISTANCING

**Consider staff, students, visiting professionals, parents/guardians, and community members
Arrange furniture to promote the physical distancing requirements (include a reception area)**

Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.

Hallways:

Appropriate signage will be installed. Arrows will be added to indicate the direction for the side of the hallway. Signage will be added to indicate areas at which movement is to stop.

Determine if installation of physical barriers, such as partitions, is feasible

Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)

Staffroom/Grade 6 room:

Upon entering staff members are required to wash their hands. Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the upstairs staffroom. No more than 2 people at a time in the grade 6 staffroom. Other staff members may walk into their area to access their food but must leave immediately after.

Use of Keurig will be permitted but **only single serve** coffee will be available.

Use of the school dishes, glasses and cutlery is permitted but must be put in the dishwasher immediately after each use for washing.

Dishes brought from home are to be taken home to be washed. Sinks will be reserved for handwashing. Please bring your own water bottle.

Microwaves and fridges will be available for use for staff only.

| | |
|---|---|
| Bell | 9:20am (BELL) |
| School Begins | 9:20am |
| Homeroom | 9:25-9:30am |
| O'Canada/Announcements | 9:30(Bell) |
| Period 1 | 9:30-10:20am |
| Period 2 | 10:20-11:10am |
| Period 3 | 11:10-12 noon (BELL) |
| Lunch/Activity(See monthly lunch/activity plan below) Students wear mask and stay in bubble Student exit through designated door and hallways. | 12:00-1:00pm (BELL at 12:30 and 1:00 for students to come inside) 12:30-Bell, 1:00Bell |
| Transition | 1:00 to 1:05 |
| SSR | 1:05 to 1:20, 1:20 Bell |
| Period 4 | 1:20 to 2:10 |
| Period 5 | 2:10 to 3:00 |
| Period 6 | 3:00 to 3:50 |
| Dimissal(Walkers and pick up dismissed first through designated grade level doors. Bus students dismissed after through designated grade level doors) | 3:50 to 4:15 3:50 Bell |
| Dismissal. Upon exiting their homeroom, masks are required in ALL common areas until off school premises or entering a vehicle. | |
| Walkers and Pick up students | Dismissed at 3:50 prior to bus students |

Office:

When entering the office please use door facing railing. Please look through glass windows to check how many people are in the office. There is to only be **2** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk. Staff will refrain from using the office printer/copier. Physical distancing must be kept at all times.

Meetings will be virtual. Small group/team meetings will be held face to face when physical distancing is possible; otherwise, it will be virtual.

Staff meetings with less than 50 people will be held in the cafeteria. Staff will respect physical distancing at all times in the cafeteria during the staff meeting.

Evaluate options to reduce those required onsite

Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than one meter (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.

Appropriate signage will be installed. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to stay to the right and walk closely to the wall/lockers.

Signage will be added to indicate areas at which movement is to stop.

TRANSITION:

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. Teachers will travel and students will stay in their homeroom except for PE, Tech, Music/Art and Library.

Supervision:

Students will be supervised at a ratio of 1 teacher/4 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of outside play areas as well as, class lists to assist them with supervising that students remain in their class bubbles. A staff member will be designated as a “Floater” and circulate through the three designated outside play areas to support outside lunch duty.

Upon entering the building from activity time, students will use their designated grade level door. Students must also wear their mask when leaving their bubble to enter the building. They will keep their mask on until entering their classroom.

Each class will be provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized when returned. The homeroom teacher will be responsible to ensure that equipment is properly sanitized and returned at the end of each recess.

Outside Play Areas:

Students will alternate on the playground area according to schedule below and will use their respective entrance/exit doors. Students will wear mask when they leave their class and will leave it on until they meet in their bubble outside. When the weather conditions does not permit students to go outside, students will remain in their classroom for activity time. Teachers scheduled to be on duty those days will do their supervision in their grade level supervision hallways. For instance, teachers supervising grade 6 classes outside would supervise grade 6 hallways.

Monthly Lunch and Activity Plan:

12:00 to 12:30-Grade 7FI and Grade 8's will be outside in their designated bubble area.

-Grade 6 will be eating in their classroom

-Grade 7Prime will be eating in the cafeteria at their assigned bubble table placed at physical distance of 2 meters.

12:30 to 1:00 -Grade 7FI will be eating in their classroom.

-Grade 8's will be eating in the cafeteria at their assigned bubble table placed at physical distance of 2 meters.

-Grade 6 and 7Prime will be outside in their designated bubble area.

This plan will rotate monthly for each grade level to have an opportunity to eat in the cafeteria.

Outside area used for bubble class. A monthly schedule will be created for classes.

- Soccer field (Kimble field)
- Basketball pad and swing area.
- Colpitts field
- Swing area
- Baseball field

Provide time for food preparation and mealtimes.

| | outside | Class | cafeteria |
|------------------------------|---------------------|---------|-------------|
| September 12:00- 12:30 | 7FI Grade 8 | Grade 6 | 7Prime |
| 12:30-1:00 | All grade 6 7ABC | 7FI | All grade 8 |
| | | | |
| October 12:00- 12:30 | 7FI Grade 8 | 7Prime | Grade 6 |
| 12:30-1:00 | Grade 6 7ABC | Grade 8 | 7FI |

As per schedule above, one grade level (except for grade 7 which is divided into two groups) at a time will eat in the cafeteria. Classes will be seated by bubble at physical distance from one another. Classroom lunch: One grade level will eat in their classroom for the entire month. Please see schedule above. Students are expected to sanitize or wash their hands and desktop before eating. Duty teachers will circulate through the grade level wing to supervise classes while they are eating. When students are finished eating, custodians will clean all desktops.

The cafeteria will be open on September 14. One grade level(except for grade 7 divided into 2 teams) at a time will eat in the cafeteria. Classes will be seated by bubble at assigned table at physical distance from other bubbles. Students who are purchasing from the cafeteria must always wear their mask and maintain a physical distance of 2 meters. There will be 1 duty teacher in the cafeteria and one administrator to monitor traffic and enforce physical distancing. Students who eat in their classroom will have the opportunity to come to the cafeteria 5 minutes ahead of time to buy their lunch. They will wear masks and remain at physical distance from others. Once students purchase their food, they will return to their homeroom to eat.

Students must have water bottles as access to water bottle filling stations is available. Access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Microwaves will **NOT** be available for students. Students will need to bring a lunch from home that does not require heating, as well, as any utensils needed to eat with.

Breakfast Program:

Breakfast baskets with non-perishable food items will be provided to classrooms. These baskets will be refilled by teachers when necessary. Please note that this program does not replace sending snacks with your child/ren from home.

School layout guide maps to inform students, staff, visitors, and public are encouraged.

School layout guides will be developed as needed.

Recess:

There will be no official recess. Students may graze (snack/drink during class without disruption) during class and teachers are encouraged to incorporate brain and body breaks between classes.

SCREENING:**Outline how passive screening requirements are being met and communicated.**

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 contact 811 to get direction from Public Health when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether 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.

Ensure that the staff understands and implements its screening process.

Passive screening (Covid-19 questionnaire) will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be required to take their temperature before leaving for work each morning.

Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

See above.

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.

If a member of the school's personnel becomes aware that an individual is suspected of having symptoms associated with COVID 19, he/she will notify the administration. A member of the administrative team will contact the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having symptoms associated with COVID 19 as outlined by Public Health. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

Students and staff must self-monitor throughout the day.

Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

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.

People showing signs of illness will go to the third office in the Office area. If that space is already used for a person not feeling well, a designated space on the stage will be made available. The individual who is ill will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

CLEANING AND DISINFECTING PROCEDURES

Proper hand hygiene practiced before and after handling objects or touching surfaces.

Proper hand hygiene practice will be reviewed with staff. Homeroom teachers will have copies of this procedure in their classrooms. Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.

When custodians clean classes and all areas of the school during and at the end of the day, they will refill all bottles of sanitizers and bottles of cleaning solutions everywhere in the school and all classes. They will also restock classes with all necessary supplies used to disinfect and sanitize including hand paper. Each class will be equipped with a basket filled with necessary cleaning supplies as outlined in the report.

Designate personnel responsible for monitoring supply levels and communicating with administrators.

Etienne Lagacé, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

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.

Washrooms:

Students must sign out using a log sheet (Name/Time Out/In) in their classroom to go to the washroom. All staff and students must wear a mask when going to the washroom. There will be a gender-neutral washroom located next to the water fountain at the beginning of the grade 6 wing. In the boys washroom, only one urinal can be used. Students need to monitor the washroom as they

enter. There may be no more than 2 people in the washroom at any given time. If the washroom is at its capacity students will wait outside the bathroom respecting the 2-meter physical distancing until someone exits the washrooms. All students' washrooms are equipped with air dryers. As per EECD, those are acceptable instead of paper towels.

Designated Staff Washrooms – Staff washroom in grade 6 wing, grade 7 wing, grade 8 wing, in PE area (side entrance) and office.

All washrooms will have liquid soap dispensers and air dryers/paper towel dispensers. Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned at least three times per day.

Foot-operated door openers may be practical in some locations.

N/A

Hand-washing posters must be posted.

Additional hand-washing posters will be printed, laminated, and posted. All bathrooms will have a handwashing poster posted beside every sink.

For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.

All washrooms will be limited to 2 people at a time. Teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to return to homeroom classes after lunch/outside play and seek permission from their teacher prior to going to the bathroom. When students go to the washroom. They will check to see how many students in the washroom. If 2 students are already in, they will wait outside the washroom at physical distance for a student to come out. Students will wear mask when leaving the class or coming from outdoors to use the washroom.

Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time.

Since physical barriers are not always possible:

Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.

When custodians' clean classes and all areas of the school during and at the end of the day, they will refill all bottles of sanitizers and bottles of cleaning solutions everywhere in the school and all classes. They will also restock classes with all necessary supplies used to disinfect and sanitize including hand paper. Each specialists' class will be equipped with a basket filled with necessary cleaning supplies as outlined in the report.

Encourage proper hand hygiene before and after handling objects or touching surfaces.

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

For ventilation, consult the *Return to School* document.

If a staff members notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II

immediately. This will be considered an “emergency” issue. The administration will contact the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

PERSONAL HYGIENE ETIQUETTE

Use masks according to the *Return to School* document protocols.

All students must come to school with a clean mask daily. Masks are mandated for students in grades 6 to 8 in all common areas on school property when outside of their homeroom class bubble. Students will be required to wear masks when on a bus. Masks are not required when students are in their homeroom bubble. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time. Students are required to bring a clean mask to school with them daily. We suggest that students bring two masks daily. When masks are not being used, they should be stored in a Zip Lock baggie with their name clearly marked.

Promote appropriate hand and respiratory hygiene.

Staff will teach, model, and reinforce appropriate hand and respiratory hygiene.

Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.

Custodians will ensure that washrooms are well stocked with liquid soap. Air dryers will be used to dry hands. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

Provide minimum hand sanitizer approved by Health Canada.

All classrooms and work areas will be provided with hand sanitizer *that is approved by Health Canada*. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Custodians will check and refill all supplies throughout and at the end of each day. Additional hand sanitizer can be obtained through custodial staff.

Communicate frequently about good respiratory hygiene/cough etiquette.

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done 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.

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. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning arrival, lunch, and at the end of the day.

PROTECTIVE MEASURES

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.

Movable physical barriers will be in place if deemed necessary.

Provide personal protective equipment – only for those situations that require it:

Hand protection (nitrile, rubber or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

Please see section on working outside of classroom settings. This type of PPE is only required in one area(multipurpose room).

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.

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 and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working. Students should **NOT** be working in the hallway at any time.

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.

See isolation procedures above.

Considerations for school licensed under Food Premises Regulations

The cafeteria will be open on September 14 to purchase food – masks are required. One grade level will eat in the cafeteria at different times and one grade level will eat in their homeroom on a monthly rotation.

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Act and Regulation Requirements

Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.

Staff will be given the following information as well as the website to do further reading about this information.

The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:

- 1.The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.

3. The right to refuse work that could affect their health and safety and that of others.

Website: <https://ohsguide.worksafenb.ca/topic/rights.html>

Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.

Staff will have access to this document. Staff will provide students with the information in this document at an age/grade appropriate level. New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

Provide staff the employee training on the COVID-related work refusal process.

Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.

<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

Keep records/log of visitor and employee presence, as well as orientation, training and inspections.

Records of orientation, training, and inspections will be kept by the principal.

Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.

All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.

All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

Make available appropriate personal protective equipment for the school setting.

Masks, gloves, shields, and any other PPE will be provided as required for staff. Staff will also be able to bring their own mask should they wish to do so.

***School District Human Resources confirm process for addressing employee violations of policies and procedures.**

Staff not following policies and procedures will be referred to the School District Human Resources.

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.

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed, a meeting of the committee will occur in the technology room(as it 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.

Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures, and processes established.

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.

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

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.

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

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 meter and wear a mask. The symptomatic individuals must wear a mask. 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.

ADDITIONAL CONSIDERATIONS e.g. Mental Health Support

Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.

Staff will be made aware of contact information for EAP and Teacher Counselling. Admin will check in on the teaching staff, administrative assistant, library assistant, custodians and any other staff members on a weekly basis; the EST-R will check in with Educational Assistants 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.

Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry.

The ESST will read and review this document on September 1, 2020.

APPENDIX ONE

SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:

Do you have any of following symptoms:

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.

If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

- A fever of above 38°C
- A new cough or a worsening chronic cough
- Sore throat
- Runny nose
- Headache
- A new onset of fatigue
- A new onset of muscle pain
- Diarrhea
- Loss of sense of taste or sense of smell
- In children, purple markings on fingers or toes

If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.

If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you had close contact within the last 14 days with a person being tested for COVID-19?
- You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
- You have been told by public health that you may have been exposed to COVID-19.

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

For the latest information visit: www.gnb.ca/coronavirus