

2020-  
2021

# School Operational Plan

DOAKTOWN ELEMENTARY SCHOOL

## **COMMUNICATIONS:**

### **Communicate operational strategies, provide orientation to school personnel and students:**

*School personnel:* This operational plan will be sent to all school staff by e-mail along with the message that it may be changed at any time. Staff will be asked to read the plan before entering the building on their first day of work. On the first day of work, August 31, a face-to face social distancing meeting will be held with teachers (8 in total) to go over the plan and make any suggestions or raise any concerns. A face-to face social distancing meeting will take place with all EA's (8 in total) on Friday, September 4, 2020. The Administrative Assistant and Custodians will meet with the principal to go over the plan on Monday, August 31, 2020. The plan will be gone over with staff who are not present for their meeting in small groups or individually on their first day back to work.

*Students:* The operational plan will be communicated to students by their homeroom teachers on their first day of classes. To ensure that students are fully aware and understand the plan, students will return to school using a staggered entry as indicated in the table below.

\*Tuesday, September 8, 2020 -Grade ¾, K/1

\*Wednesday, September 9, 2020-Grade 4/5, 1, 2

\*Thursday, September 10, 2020- All students K-5 return

### **Communicate operational strategies, provide orientation to visiting professionals:**

Visiting professionals will be e-mailed our operational plan before coming to our building. On the first time they enter the building during the 2020 – 2021 school year the principal will meet with them to answer any questions or concerns.

### **Communicate operational strategies to parent/caregiver and school community:**

On August 18, 2020, a message was sent to parents/caregivers to inform them that our operation plan is currently being developed and will be communicated to them once it is complete and has been approved. After approval, the entire plan will be posted to our school website and we will direct parents/guardians to this page for viewing. Parents/caregivers will be asked to contact teachers or the office if they have any questions or concerns through e-mail or phone. We will also offer a paper copy of our plan to parents/guardians who would like to have one. They are asked to call the office or ask a teacher and we will provide a copy.

## **BUILDING ACCESS:**

### **Prevention of Public from Freely Accessing the Operation School:**

-On September 8, 2020 grades  $\frac{3}{4}$  and K/1 will return to school and on September 9, 2020 grades 4/5, 1 and 2 will return. Parents/caregivers, for grades 1-5, who drop off students will be asked to do so in the breezeway area with the Principal and/or another staff member supervising. On the first day of school, for Kindergarten students, one parent/caregiver will be permitted to enter the building with their child through the main entrance of the building. The number of people entering the building will be monitored, by staff, to ensure that appropriate physical distancing can occur. Parents/guardians of Kindergarten students will be asked to exit through the bussing drop off door.

-Parents/guardians will be notified through School Messenger and our School Newsletter that contact with staff will be through phone and/or e-mail. In person meetings with parents/caregivers need to be by appointment only.

-Parents/caregivers who are picking students up 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 365-2060 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 will ask who the parent/caregiver is picking up. 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, with one parent. This parent will sign in their child leaving a contact phone number for themselves. Signage will be posted to show individuals how far they are permitted into the entrance.

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

-K – 2 students will always enter and exit the school through the regular bus drop off and pick up door. Grades 3-5 will always enter and exit the school through the breezeway doors, closest to the bus drop off and pick up door, then proceed upstairs to their classrooms. Kindergarten students will always go directly to their own coat room: whereas grade 1 will go directly to the shared coat room with grade 2 and grade 2 will go directly to their classroom. Once grade 1 is finished in the coat room then grade 2 will go out and put their belongings away. For grade  $\frac{3}{4}$  they will go directly to the shared coat room with grade 4/5, while grade 4/5 will go directly to their classroom. Once grade  $\frac{3}{4}$  is finished in the upstairs coat room then grade 4/5 will go to the coat room to put their belongings away. This will be repeated in reverse at the end of the day. At the end of the day for dismissal classes will line up in their classroom then one class at a time will exit the building to load buses with K-2 and 3-5 using separate doors. Students will exit one classroom at a time leaving a time delay of at least 1 minute between the exit of each classroom.

-At the end of the school day students who are getting picked up will be taken to the breezeway by a teacher. One teacher K-2 and one teacher 3-5 will take students to the breezeway. Parents will be asked to wait in their vehicles in the main parking lot. Teachers will take students to the parking lot to meet their parents.

**Provide COVID controls for the classroom:**

All staff are encouraged to maintain a 1 m distance between themselves and students. Hand sanitizing stations will be provided in all classrooms. All students will be asked to wash their hands or sanitize upon arrival to the building in the morning. Students will be asked to use their own personal belongings throughout the day. There should be little or no sharing of items between students. 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.

**Library** – Our community/school library will be opened to bubble classrooms one class at a time. Librarians will follow all protocols provided to them from The New Brunswick Public Library Service.

**Art/Music Room** – The music and/or art teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized.

**Gym-** In the beginning of the year teachers will be encouraged to have gym classes outside. When this is not able to be done teachers will be required to sanitize any equipment used by the class prior to putting the equipment away. Before entering the gym, all students and staff will hand sanitize or wash their hands. Custodians will ensure that benches, doorknob handles and high touch surfaces are properly sanitized after each class.

**Provide COVID controls for staff working outside of the classroom:**

Hand sanitizing stations and cleaning solution will be provided in all work areas.

**Resource Room** - Small group work will be limited to students who are in the same class. After working with students' chairs, tables and any areas touched by the student(s) must be cleaned with a disinfectant solution. Students must bring 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.

**C&Y Team Room-** Next to this room are washrooms in which students/staff can wash their hands before entering. Hand sanitizer will also be made available. When 2 m distancing cannot be maintained then mask will be worn by both staff and students. After working with a student

chairs, tables and any areas touched by the student must be cleaned with a disinfecting solution by staff member.

SLP and OT– the SLP and OT will be required to wear mask when working with a student, as well as the child. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified for the student. Between students, chairs, tables and any areas touched by the student must be cleaned with a disinfectant solution. This solution will be provided by the school and mixed new each time the SLP or OT are in the school.

District Personnel meeting with DES Staff – When 2 m cannot be maintained masks will be required.

### **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 1 – 17 students while in a classroom or playground.
- Students will have interactions with 1-3 staff members while in a classroom.
- Students will have interactions with others at a distance less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- 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.

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.
- Staff will consistently model all the above hygiene practices.
- High touch surfaces will be sanitized as per district guidelines.
- Students and school personnel will have access to soap and water and hand sanitizing stations in their classrooms and washrooms.
- Supplies are available to school personnel for sanitizing items.
- Supplies are available to students and staff to practice hygiene.
- Students and staff will have their own clean community mask daily.

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

-Any student showing signs of illness will go to the main office. The individual will be given a mask to wear if he/she does not have a mask. An area will be set up for the student to wait for pick-up just outside the office. Only furniture that can be easily sanitized will be placed in this area. After the sick individual leaves, the custodian, while wearing the appropriate PPE, will disinfect the area.

**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:**

Arrows will be added to indicate the proper direction for hallways and stairwells.

**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:**

-No more than 2 people at a time in the staffroom. Staff will be able to enter the staffroom to get their food and then leave.

-Use of single-serve Keurig machine will be permitted.

-Use of the school dishes, glasses and cutlery will **not** be permitted. Staff will be asked to provide everything they need.

-Dishes brought from home are to be taken home to be washed.

-Microwaves and fridges will be available for use. Custodians will disinfect handles of these appliances daily.

**-Office:** Office door will remain closed. There is to be only **1** additional staff person in the office besides office personnel at one time.

**-Principal's Office:** There is to be no more than 1 additional individual in the office at one time.

-Teacher Staff Meetings will be held in the Music/Art room where social distancing can be observed. Total number of teachers will be 8.

**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.**

-All hallways and stairs will have arrows added to indicate the directions for each side of the hallway and stairs. Teachers will review proper use with their classes.

-K – 2 students will have access to the gym by using the stairs that connect from their floor directly to the breezeway leading to the gym. K-2 students will not use the washrooms close to the gym since these are grades 3-5 main washrooms. They will use the washrooms in their wing only. They will access the playground through the regular bus drop off and pick up door.

-Grade 3 – 5 students will access the gym by going down the stairs that connect from their floor directly to the breezeway leading to the gym. They will access the playground by using the end doors closest to the playground.

**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.**

TIME	CLASSES	WHAT?
7:40-8:00 am	K	Access to their own coat closet
7:40-7:50	1	Access to shared coat room with grade 2
	2	Goes directly to their classroom
7:50-8:00	2	Access to shared coat room with grade 1
	1	Goes directly to their classroom
7:40-7:50	$\frac{3}{4}$	Access to shared coat room with grade 4/5
	4/5	Goes directly to their classroom
7:50-8:00	4/5	Access to shared coat room with grade $\frac{3}{4}$
	3/4	Goes directly to their classroom
8:05	K-5	Start of the day
9:25	K	Start Morning Recess Eat snacks in in homeroom before going outside

9:40	K	Get ready for outside
9:30	1	Start Morning Recess Eat snacks in homeroom
9:30	2	Start Morning Recess Access to coat room
9:40	1	Get ready for outside
9:40	2	Eat snacks in homeroom
10:15-10:20	2	Undresses in coat room then goes to homeroom
10:15-10:20	1	Undresses in the hallway
10:20-10:25	1	Takes belongings to the coat room
9:35	3/4	Start Morning Recess Eat snack in homeroom
9:35	4/5	Start Morning Recess Access to coat room
9:45	3/4	Access to coat room
9:45	4/5	Eat snack in homeroom
11:35	K	Start Lunch Eat lunch in homeroom
12:00	K	Get ready for outside
11:35	1	Start Lunch Eat lunch in their classroom
11:35	2	Start Lunch Go to coatroom to bring their belongings into the classroom and eat lunch
11:40	2	Eat lunch in classroom
11:55	1	Get ready for outside in coat room
12:00	2	Get ready for outside in classroom
11:45	3/4	Start Lunch Eat lunch in homeroom
11:45	4/5	Start Lunch Go to coatroom to bring their belongs into the classroom and then eat lunch
12:00	3/4	Get ready for outside in the coatroom
12:00	4/5	Get ready for outside in their classroom



12:30	K-5	Bell will ring to go back inside. Each class will have specified place to line up with social distancing between classes. Staggered entrance into building with appropriate wait time in between classes.
12:30	K	Get ready to return to class in their own coat room
12:31	2	Get ready to return to class in their shared coat room
12:32	1	Get undressed in the hallway
12:35	1	Take belongings to shared coat room then return to classroom
12:30	3/4	Get undressed in the hallway
12:31	4/5	Get undressed in the coatroom then go directly to classroom
12:35	3/4	Take belongs to shared coat room then return to classroom
12:45	KP; 1R; 3B	Prepare to Return to Class
1:35	K/1A; 1/2T; 2D	Start Last Recess
1:45	K	Prepare to load buses
1:50	1	Prepare to Load Buses
1:55	2	Prepare to Load Buses
2:00	3/4	Prepare to Load Buses
2:05	4/5	Prepare to Load Buses

**Supervision:**

-Supervising staff will ensure that students do not move between their classroom bubbles. Staff will be given a copy of the schedule of playground areas as well as class lists to help them ensure students remain in their class bubbles.

-Each class will have a marked, designated area in which to line up prior to re-entering the building following outside time.

-Each class will be given a designated area to play in. A rotating schedule will be used for the 5 different areas of the playground. The areas are: pavement and driveway (basketball), sand and driveway (soccer), bottom of the hill play structure and swings, up hill play structure only and field, up hill swings/monkey bars/fire truck. Each class will play in an area then switch weekly.

\*\*\*Soccer balls and basketballs will be assigned to each class for outside use.

-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. Staff will be responsible to ensure that equipment is properly sanitized at the end of each play time.

**Cafeteria/Lunch Time:** All students will eat in their own classroom. They will wash hands or sanitize before eating.

**Breakfast:** Breakfast baskets will be provided to classrooms with non-perishable food items in them daily.

**School layout guide maps to inform students, staff, visitors, and public are encouraged.** School layout guides will be developed as needed.

**Recess:**  
See table above.

**SCREENING:**

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

-Parents/guardians will be given the document about COVID 19 symptoms. Each school day parents/guardians will be asked to take their child's temperature prior to the child leaving for school.

-Parents/guardians will be required to ensure that if their child is not feeling well that they will keep them at home.

-As per provincial protocol, parents/guardians will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/guardians will be asked to contact 811 if they are unsure if testing is required.

-Any member of the public who has 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 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 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 COVID 19, he/she will notify the office. The administrator 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 COVID 19. 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 asked to self-monitor throughout the day. If students or staff members become ill, they are to report this to the office 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.**

Anyone showing signs of illness will come to the office, where just outside, there will be non-cloth chairs to sit in. The individual who is sick will be given a mask to wear (if he/she does not have a mask). The office door will be kept closed. A window in the door and clear office window 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 area.

## **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 and students. 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.**

Custodians will leave disinfectant solution in each classroom including the Resource room, main office and C&Y room daily. An extra solution bottle will be left in each room so that EA's and/or

other staff can access them easily. These bottles will be frequently monitored throughout the day. The Custodians will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate disinfectant solution. In their storage closets custodians will have 2 designated spots that are clearly marked to indicate where sanitized and un-sanitized disinfectant solution bottles are to be stored.

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

Both custodians will monitor supply levels and communicate with the office when 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:** Only one student may be in a washroom at a time. A sign will be placed outside the bathroom to indicate when it is in use. We have designated staff washrooms in the following locations: upstairs washroom, downstairs washroom and gym office. 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 numbers allowed in the space at one time based on distancing requirements.**

-All washrooms will be limited to one person at a time. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during instructional time. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.

-Staff members on supervision (outside or inside) will need to ensure that they only permit one student 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.**

-Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from a classroom or go to the main office to request one from a custodian.

-This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.

-The custodians will sanitize the bottles and empty the bottles daily after picking them up from the rooms.

-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.**

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 needs to notify the office immediately. The Facilities Repair line will be contacted by the Custodian II immediately.

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while at school, they need to have a clean mask with them every day. All mask needs to be taken home daily and returned the next day with a clean mask.

**Promote appropriate hand and respiratory hygiene.**

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Review of this will be done daily or weekly as needed.

**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. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line.

### **Provide hand sanitizer.**

*We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>"*

### **Communicate frequently about good respiratory hygiene/cough etiquette.**

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Review of this will be done daily or 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.**

Shared objects within a classroom are to be sanitized prior to being given to students. 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.

### **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.**

A physical barrier has been installed for the office window opening and face shields and/or mask will be made available for the SLP, OT and C&Y team working with students. Teachers will also have a physical barrier for their desk.

**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.

**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. This log will include a contact phone number. The administrative assistant will also keep a log of staff attendance. Teachers or designate will be asked to keep a log of staff and times of adults who 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.

#### **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**

N/A

#### **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 for further reading if they want more 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 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 sign a sheet confirming they have completed the reading.

<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.

**\*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 (3 members) will take place to provide new updates.

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 polices, 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. District will be notified of any changes made 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 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.

-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. 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. At the beginning of the year each staff member will choose one person to be their check-in person. Partners will do check-ins on each other randomly then if they want further support or advice they will talk to the principal.

-As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and 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 at their first full ESST meeting.

Attached Resources:

**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\*\*](http://www.gnb.ca/coronavirus)