

# COVID-19 OPERATIONAL PLAN FOR FOREST HILL ELEMENTARY SCHOOL

2020 – 2021 SCHOOL YEAR

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: Forest Hill School

Principal (Signature): Tracy Stewart

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
_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date
_____ 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.

Communications	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b><u>Communications</u></b>		
Communicate operational strategies, provide orientation to school personnel and students.	<b>School personnel:</b> 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 virtual meeting will be held with staff 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. <b>Students:</b> The operational plan will be communicated to students by their care givers prior to the first day of school. In order to ensure that students are fully aware of the plan, teachers will also provide a pertinent summary review of the plan with students on their first day of school.	
Communicate operational strategies, provide orientation to visiting professionals	The operational plan will be posted to Aesop for any causal replacement staff to read & review prior to entering the school. All other visiting professionals will be provided with an in-person orientation / summary upon their visit. A hard copy of the operational plan will be available at the office for all visiting professionals to refer to.	
Communicate operational strategies to parent/caregiver and school community.	The operational plan will be posted on our school website & school social media pages (where possible). A copy of the plan will be sent to all parents by email through our School Messenger System.	

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<u>Building Access</u>		
<p>Controls are in place to prevent the public from freely accessing the operational school.</p>	<p>Prior to the <b>first day of school</b>, Forest Hill Staff will create a virtual tour of our school. This video tour will be shared with all students &amp; their caregivers as a replacement to our traditional open house usually held the week prior to school opening. This video will be shared through School Messenger, our school website, &amp; other social media sites where appropriate. On the first day of school staff will be stationed outside &amp; inside the school to assist children entering the building &amp; finding their classroom. This procedure will differ slightly from the remainder of the year due to the nature of the day. Full details on first day of school drop off procedures will be communicated with families by phone, email &amp; text message.</p> <p><b>Remainder of year:</b> Parents will be asked to drop their child off &amp; leave the school grounds, to avoid unnecessary congestion. At all points in the school year, parents will be asked not to enter the school unless they have a scheduled appointment or are picking their child up for an appointment or due to illness. All exterior doors will remain locked &amp; access to the school will be granted on a case by case basis by administrative staff. Students who arrive at school following the instructional start of the day will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived &amp; the reason the child was late.</p>	
<p>Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.</p>	<p><b>School start:</b> Buses will drop students off at the front of the school &amp; students will enter the front doors of the building supervised by a staff member &amp; monitored to ensure physical distancing. Parents &amp; caregivers who walk their child to school will walk the student to the front doors of the school where they will be met by the staff member supervising &amp; the student will enter the building &amp; proceed to their classroom. Parents &amp; caregivers who drive their children to school will drop their child off at the Kiss &amp; Drop area where they will be met by a staff member. Students who are dropped off at the Kiss and Drop will enter the exterior door closest to their classroom. Each door will have a staff member present to assist children as needed. Staff will be required to wear masks during all morning drop off procedures. Once students enter the building they will move directly to their classroom, undress &amp; enter their classroom.</p>	

	<p><b>Dismissal:</b> Our regular procedure for dismissal of afterschool care (Go-Go &amp; Preschool Center) will remain as students from each class will be enter the gym &amp; find their afterschool supervisor before other students dismiss. The 4 classes in our Kindergarten wing will dismiss out the K exterior door. The 3 classes in our grade one wing will dismiss out the front door. Our 2 classes downstairs will dismiss out the door downstairs. Bus students will be walked to the bus by a teacher or staff member. All classes will follow our usual dismissal procedures of calling buses &amp; then walkers / pick ups. Students will remain in their classrooms until they are called over the PA system. Staff will be required to wear masks during dismissal. Students will be encouraged to wear masks during dismissal.</p>	
<p>Provide COVID controls the classroom &amp; for staff working outside of the classroom.</p>	<p>Hand sanitizing stations will be provided in all classrooms.  Staff are encouraged to maintain a 2 m distance between themselves &amp; students. Students should use personal belongings. If sharing is required, sanitization of items will be completed as per this plan. Items that cannot be sanitized should not be used in the classroom or limited to one student who uses the item. 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 when taking their class outside).  Students will remain in homeroom classes for music.</p> <p>Teachers will ensure physical distancing when moving in the hallway to &amp; from the gym for Phys Ed. using door 1 for entering and door 2 for exiting. Phys. Ed. classes will ensure that any equipment used will be sanitized between uses. Games &amp; activities will encourage physical distancing when possible. More guidance to follow from EECD.</p> <p>Hand sanitizing stations will be provided in all work areas.</p> <p>Staff working in areas outside of the classrooms will require masks / shields when not able to keep a 2 m distance with the students or other staff. All staff supporting the classroom teacher in the classroom should strive for a 2 m distance between others when possible.</p> <p>Resource, Guidance &amp; EAL Area – Small group work outside of the classroom will be limited to students who are in the same class. Between working with groups in the same bubble; chairs, tables &amp; any areas touched by the student(s) must be cleaned with the appropriate cleaner. Groups of students should have</p>	

	<p>their own materials to work with when possible. If the same students will be working in the area often, materials that are kept in that area for students should be identified.</p> <p>SLP, OT, PT &amp; Others – the professional will be required to wear a mask / clear shield when working with a student. Each student must have their own set of materials to work with or be sanitized prior to use. 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 appropriate cleaner. The cleaning solution will be provided by the school and available each time the SLP is in the school.</p> <p><i>Return to School</i> document</p>	
--	--	--

**Building Access:**

All visitors to the school will sign our visitor log at the office as per usual procedure.

<b>Risk Assessment</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<b>Risk Assessment</b>	<a href="#">Risk Assessment Guideline Health Canada</a>	
<p>Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.</p>	<p>The risk assessment within the school is as follows:            Students will have interactions with 1 – 5 people while at school.</p> <ul style="list-style-type: none"> <li>• Students will have interactions with others at a distance of less than 2 m.</li> <li>• Students will have prolonged interactions with others (longer than 15 minutes).</li> <li>• The setting in classes has a high density of people.</li> <li>• The classroom setting is primarily indoors.</li> <li>• Students have frequent contact with high-touch surfaces.</li> <li>• Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group.</li> </ul> <p>Mitigating factors to address the risks are as follows:</p>	

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• High touch surfaces will be sanitized as per district guidelines.</li> <li>• Students and school personnel will have access to hand sanitizing stations.</li> <li>• Supplies are available to school personnel for sanitizing items.</li> <li>• Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).</li> </ul> <p>OHS Coordinators Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic <a href="#">Risk Mitigation Tool</a></p>	
<p>Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.</p>	<p>Students or staff experiencing signs of illness will isolate in an empty space in the school (location will vary depending on the rooms being used &amp; occupied at the time of illness) while waiting to be picked up. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff accompanying the individual will be required to wear masks until the person has been picked up &amp; the room has been sanitized.</p> <p><i>Return to School</i> document.</p>	

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<p>Implement physical distance protocol.</p>	<p>Physical distancing will be encouraged as noted above &amp; in return to school document that was provided to the public. Classroom teachers will create a schedule for handwashing for their classes (using the bathroom sinks) so as to prevent class bubbles from interacting. Classroom furniture will consist of furniture which can be wiped down daily. Furniture made available for visitors will be sanitized after each use. Signage will be available at the main entrance &amp; throughout the building reminding individuals of physical distancing. Visual cues on the floor will be</p>	
<ul style="list-style-type: none"> <li>• Consider staff, students, visiting professionals, parents/guardians, and community members.</li> </ul>		
<ul style="list-style-type: none"> <li>• Arrange furniture to promote the physical distancing requirements. (Include a reception area).</li> <li>• Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>		

	installed by facilities / custodial staff prior to staff return to work. Physical barriers will be set up in the shared space required for Resource, EAL and student with complex needs when necessary or required.	
Establish protocols to ensure people don't congregate in groups (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	Staff room furniture will be cleaned weekly. No more than 3 people will be permitted to sit in the staff room at one time. All other staff may come into the staff room to access what they need (washroom, food, personal dishes, water cooler, Keurig, microwave, toaster, photocopier, closet, etc). Staff must bring their own dishes from home & take them home each day to wash. The sink must be kept clear of dishes & made available for hand washing. Lockers will be placed in the staff room for EA use if the school is able to secure them. Staff will be responsible for cleaning items they use in the staff room each day.	
Evaluate options to reduce those required onsite,	Not applicable	
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.	Individuals will remain to the right of the stairs when traveling down the stairs and to the left of the stairs when traveling up to prevent space challenges.	

<b><u>Transition Times</u></b>		
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.	Schedule for outside play (see below). Outside play supervision will be 1 -2 adults / 2-3 classes. Classes will remain bubbled outside with one group having the playground equipment for 1 recess while another group has the field and play toys in the field. Classes will alternate locations based on schedules created by teachers whose classes share the same outside time. Each class will have their own bucket for outside toys they can use. All individuals will wash their hands upon the end of outside play time. School layout map will be provided to visitors when needed.	
Provide time for food preparation and mealtimes.	Teachers will slot a 30 minute eating time (this includes time for handwashing) into their day that is scheduled around their instruction & outside recess time. These schedules will be shared with administration & included at the end of this document. Students will eat in their classrooms. Custodian will be provided with cleaning schedule for student desks. School staff & / or parent volunteers will assist with our morning breakfast program from 7:30 – 7:45 am. Milk & hot lunch programs will be available to students. Hot lunch providers & administrative staff will ensure that there are individual servings & no sharing food buffet style with others.	

Transition:

Outside Recess	Monday	Tuesday	Wednesday	Thursday	Friday
9:05 – 9:30	<b>1 FIP &amp; FIS</b>	<b>1 FIP &amp; 1FIS</b>	1 FIP & 1FIS	<b>1 FIP &amp; 1FIS</b>	<b>1 FIP &amp; 1FIS</b>
11:10-11:35	Choose morning / lunch to supervise	Tracy to cover lunch	Tracy to cover recess	Tracy cover lunch	Choose morning / lunch to supervise
9:35 – 9:55	<b>KB / KC</b>	<b>KB / KC</b>	KB / KC	<b>KB / KC</b>	<b>KB / KC</b>
11:40 – 12:05	Choose morning / lunch to supervise	Tracy to cover lunch	Tracy to cover recess	Tracy cover lunch	Choose morning / lunch to supervise
10:00 – 10:20	<b>KLi/KLa</b>	<b>KLi/KL</b>	KLi/KLa	<b>KLi/KLa</b>	<b>KLi/KLa</b>
12:10 – 12:35	Choose morning / lunch to supervise	Andrea C to cover lunch	Tracy to cover recess	Resource cover lunch	Choose morning / lunch to supervise
10:25 – 10:55	<b>1G / 1T, KK</b>	<b>1G / 1T, KK</b>	1G / 1T / KK	<b>1G / 1T, KK</b>	<b>1G / 1T, KK</b>
12:40 – 1:05	Choose morning / lunch to supervise	Tracy to cover lunch	Tracy to cover recess	Tracy cover lunch	Choose morning / lunch to supervise



Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<p>Ensure that the staff understands and implements its screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p>	<p><b>Parents/caregivers</b> are asked to refer to the GNB 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.</p> <p>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. Passive screening will be required by <b>school &amp; district personnel</b>. Signage will be posted at all exterior doors. 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.</p>	
<p>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.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will make contact with the individual to verify the information. School personnel &amp; parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel &amp; students will be required follow the directives of public health (potentially stay at home until they have received confirmation that they do not have COVID 19).</p> <p>EECD Outbreak Management Plan <i>Return to School</i> document</p>	
<p>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.</p>	<p>As noted above, an isolation space will be provided to the individual until they are picked up from the building. Cleaning &amp; disinfecting will immediately follow before anyone is able to use the space again.</p> <p>EECD Outbreak Management plan.</p>	

**Screening:**

Signage will be posted on all exterior doors of the school and at the office. Parents / caregivers & staff will be provided with a summary document of the symptoms of Covid-19.

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School document and appendixes for guidelines</i>	
<ul style="list-style-type: none"> <li>Proper hand hygiene practiced before and after handling objects or touching surfaces.</li> </ul>	<a href="#">Hand Sanitizer Poster</a> 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.  Designate personnel responsible for monitoring supply levels and communicating with administrators.	Homeroom teachers & all staff who work with students in areas outside of classrooms will be provided with spray bottles (& cloths) with a designated cleaning solution daily. All staff will return spray bottles to “custodial” room before leaving daily. The sanitizing bottles will be refilled and available each morning with the appropriate cleaning solution. Katherine Cormier, custodian will monitor supply levels and communicate with administration as needed.	
<b>Washrooms</b>		
<ul style="list-style-type: none"> <li>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.</li> <li>Foot-operated door openers may be practical in some locations.</li> </ul>	Schools Custodial and District Facilities Management	
<ul style="list-style-type: none"> <li>Hand-washing posters must be posted.</li> </ul>	Handwashing posters will be posted in all areas where there is a sink available for handwashing, <a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.</li> </ul>	No more than 2 students not in the same classroom bubble can be in the washroom at one time. School staff will work together to help monitor this as much as possible. Washrooms will be cleaned multiple times / day as per the GNB guidelines for cleaning.	
<b>Since physical barriers are not always possible:</b>		
<ul style="list-style-type: none"> <li>Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	Cleaning and Disinfection Guide for Schools	
Encourage proper hand hygiene before and after handling objects or touching surfaces.	Staff will work with students teaching them to wash their hands & /or hand sanitize frequently before & after handling shared items.	
Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	Cleaning and disinfecting guide	

For ventilation, consult the <i>Return to School</i> document.	Windows are to be kept open whenever possible. In cold months, windows are to be open 3 times / day for a minimum of 20 minutes. Facilities staff & Custodian will monitor this.	
--	---	--

**Cleaning and Disinfection:**

All cleaning and disinfecting will occur as per the cleaning and disinfecting guide.
--

<b>Personal Hygiene Etiquette</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
Use masks according to the <i>Return to School</i> document protocols.	While students are not required to wear a mask while at school, it is recommended that students have a cloth mask with them. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task & must be worn & disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time. Staff will wear community masks during morning supervision, dismissal & other times when needing to work with children outside of classroom bubbles. <i>Return to School</i> document.	
Promote appropriate hand and respiratory hygiene.	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 daily to weekly as needed.	
<ul style="list-style-type: none"> <li>Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>Provide minimum 60% alcohol-based hand sanitizer.</li> </ul>	<a href="#">Hand Sanitizer Poster</a>	
<ul style="list-style-type: none"> <li>Communicate frequently about good respiratory hygiene/cough etiquette.</li> </ul>	<a href="#">Coronavirus disease (COVID-19): Prevention and risks</a>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	Cleaning and Disinfection Guide for Schools	

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.	<i>Return to School</i> document District Student Support Services Guidelines for itinerant (visiting) professionals	
<b>Provide personal protective equipment – only for those situations that require it:</b>	<a href="#">OHS Guide-PPE</a> <a href="#">PPE Poster</a>	
<ul style="list-style-type: none"> <li>Hand protection (nitrile, rubber or latex gloves)</li> </ul>	District Student Support Services will work with Forest Hill ESS team when needed regarding safety procedures for individual students with complex needs. Custodian will have access to PPE required when needing to clean an isolation area following an individual needing to use the space.	
<ul style="list-style-type: none"> <li>Eye protection (safety glasses, goggles or face shield)</li> </ul>		
<ul style="list-style-type: none"> <li>Other PPE as determined necessary through the risk assessment</li> </ul>		
In areas where following the school physical distancing standards as set out in the <i>Return to School</i> 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.	Aesop will be used to track staff attendance. Visiting staff will be asked to check in attendance log (paper copy) kept in the office. Student attendance will continue through PowerSchool as per usual procedure. Admin Assistant, Ruth Ellis will keep daily logs of all people in the building. <i>Return to School</i> document	
<b>Additional Protection</b>		
Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.  Considerations for schools licensed under Food Premises Regulations	<a href="#">Health Canada information on non-medical masks and face coverings</a> Outside volunteers to assist with our breakfast program will be limited. <i>Return to School</i> document	

**Personal Hygiene:**

Increased signage and staff and student training will be a priority throughout the school year.

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Occupational Health and Safety Act and Regulation Requirements</b>		

Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	This will be completed the week of August 31, 2020 <a href="#">OHS Guide-Three Rights</a>	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Teachers will provide age appropriate training on these policies & processes during the first week of school. <a href="#">OHS Guide-New Employee Orientation</a>	
Provide staff the employee training on the COVID-related work refusal process.	Will be completed the week of August 31, 2020. <a href="#">Right to Refuse</a> School District HR	
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.	This will be kept by School Principal & Administrative Assistant	
Ensure <u>supervisors</u> 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 <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> 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 <u>personal protective equipment</u> for the school setting.	District Student Support Services & school ESS team as necessary/required.	
*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. <a href="#">OHS Guide-JHSC</a>	
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. <a href="#">OHS Guide topic-Supervision</a>	
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.	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.  EECD and school outbreak management plan <i>Return to School</i> document	

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

Plan will be monitored based on direction from ASD-W, EECD & Public Health.
---

**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.

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.	<a href="#">GNB Mental Health Resource</a> School District support staff School District Human Resources Staff	
Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact <a href="#">NACTATR Guide to School Re-Entry</a>	School District Support Services	

**Additional Considerations:**

Staff will be made aware of contact information for EAP and Teacher Counselling. Principal will make contact with all staff members on a weekly / biweekly 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 primarily through skills teaching. 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.

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