

**fCOVID-19 OPERATIONAL PLAN FOR GNMES**

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: \_\_\_\_\_Gibson-Neill Memorial Elementary School\_\_\_\_\_

Principal (Signature): \_\_\_\_\_

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

Plan Implementation Date: September 2020

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

_____	_____	_____	_____
Name	Date	Name	Date
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Name

Date

Name

Date

**RATIONALE - Effective Risk Mitigation - Infection and Prevention Controls**

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

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

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

The K-12 [Return to School September 2020](#) document is the comprehensive and first reference point for this document.

<b>Communications</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<u><b>Communications</b></u>		
Communicate operational strategies, provide orientation to school personnel and students.	<p>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 to familiarize themselves. On the first day of work, a virtual meeting will be held to review the plan with staff.</p> <p>The plan will 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.</p>	

	<p>Students: The operational plan will be communicated to students by homeroom teachers. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Portion of Studetns</th> </tr> </thead> <tbody> <tr> <td>September 8</td> <td><math>\frac{1}{2}</math> students k-5</td> </tr> <tr> <td>September 9</td> <td><math>\frac{1}{2}</math> students k-5</td> </tr> <tr> <td>September 10</td> <td>All Students k-5</td> </tr> <tr> <td>September 11</td> <td>All students k-5</td> </tr> </tbody> </table>	Date	Portion of Studetns	September 8	$\frac{1}{2}$ students k-5	September 9	$\frac{1}{2}$ students k-5	September 10	All Students k-5	September 11	All students k-5	
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September 11	All students k-5											
Communicate operational strategies, provide orientation to visiting professionals	<p>The plan will be reviewed with visiting professionals 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.</p> <p>The summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)</p> <p>Attach to Aesop notifications.</p>											
Communicate operational strategies to parent/caregiver and school community.	<p>District Communications</p> <p>School based - Summary on the school website and Facebook page</p> <p>Classroom based - Teachers will send summary to each family</p>											

**Communication Strategies:**

Describe how school operational strategies are being communicated.

Once the plan is approved, a summary of the plan will be posted to our website and facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<u>Building Access</u>		
Controls are in place to prevent the public from freely accessing the operational school.	<p>On the first day of school for their child, the <b>K students</b> and the <b>new to GNMES parent/caregiver</b> will be permitted to enter the building with their child through the main entrance or K entrance of the building.</p> <p>The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of K students will be asked to exit through the door on that wing. All parents will be required to wear a mask.</p> <p>After the first day of school - parents and caregivers will not be permitted to enter the school unless they have a scheduled appointment or prior approval by administration.</p> <p>Parents/caregivers will be notified that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only and masks will be required.</p> <p>Parents/caregivers who are picking students up will be asked to write a note (email, text, E-message, or paper) to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 453-5429 to indicate that they have arrived.</p> <p>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 student will be sent up from the appropriate classroom. The</p>	

	<p>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 by the administrative assistant.</p> <p>The administrative assistant will record when the child arrived as well as the reason the child was late. Passive screening will be expected by all who enter the building Visitors who have permission to come into the school will be required to wear a mask.</p>	
<p>Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.</p>	<p><b>Each student will be required to wear a mask during arrival and dismissal times. They can remove their mask once they are in their classroom.</b></p> <p>K - 5 students will enter the school through the doors nearest their classroom after recesses, hang their belongings on their hooks and proceed directly to their classroom. The homeroom teachers will monitor this. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated in reverse at the end of the day. Once students have their belongings they will proceed outside.</p> <p>Each classroom teacher will walk their bubble out to the busses ensuring they keep 2 meters from other bubbles.</p>	
<p>Provide COVID controls for staff working outside of the classroom. Consider staff, students, visiting professionals, parents/guardians, and community members.</p>	<p>Teachers/visiting professionals working with groups of students outside the classroom (ie. Resource/guidance/EA) will keep a log of where they have been.</p> <p>Maintain 2 meter distance, use hand sanitizer. Use plastic barriers where possible or wear a mask.</p>	

	<p>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.</p> <p>Sanitization kits for adults use will be placed in common areas as needed.</p> <p><b>Resource Area</b> - Small group work will be limited to students who are in the same class. Between working with students' chairs, tables and any areas touched by the student(s) must be cleaned with appropriate solution. 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.</p> <p><b>Guidance Area</b> - Small group work will be limited to students who are in the same class. Between each meeting with students chairs, tables and any areas touched by the student(s) must be cleaned with appropriate solution. Chairs/furniture in guidance area is to be kept to a minimum.</p> <p><b>SLP</b> - the SLP will be required to follow PPE protocol 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 cleaning solution provided. They will be required to pick up a sanitization kit from the office upon arrival.</p> <p><b>APSEA WORKER</b> - the APSEA Worker will be required to follow PPE protocol 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 appropriate solution. They will be required to pick up a sanitization kit from the office upon arrival.</p> <p>District Personnel meeting with GNMES Staff - When a distance of 2 m cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at GNMES.</p>	
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**Building Access:**

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

Once the plan is approved, a summary of the plan will be posted to our website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

<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>	
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	OHS Coordinators  Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic <a href="#">Risk Mitigation Tool</a>	
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	Student will be given a mask to wear if they do not have their own. They will sit at a cafeteria table until they are picked up. The table will be sanitized after the student leaves. Parent will be requested to contact 811 If testing is not required -Students can return once fever with no medications and other symptoms have resolved for 24 hours.	

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol.	<b>Provide COVID controls for the classroom:</b>	
	Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.	
<ul style="list-style-type: none"> <li>• Arrange furniture to promote the physical distancing requirements. (Include a reception area).</li> </ul>	Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.	
<ul style="list-style-type: none"> <li>• Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.</li> </ul>	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.)	
<ul style="list-style-type: none"> <li>• Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p><b>Library</b> - students will wear a mask and sanitize their hands upon entry and exit of the library. Tables and other high touch areas will be cleaned sanitized 3 times a day by librarian and designate.</p> <p><b>Music Room</b> - students will wear a mask and sanitize their hands upon entry and exit of the music room. Chairs and floor area will be cleaned sanitized after each class by music teacher and designate. Some classes will remain in their classes and the music teacher will travel between classes.</p> <p><b>Phys Ed - Gyms-</b> students will wear a mask and sanitize their hands upon entry and exit of the gym. Floor area will be cleaned sanitized 3 times a day by designate. All equipment used will be sanitized after each class.</p>	



	<p><b>Changing Rooms</b> - The changing rooms will not be used during the 2020 - 2021 school year for classes. Students who are in Phys. Ed. classes must go to the washroom one at a time. Allowing students washroom breaks during Phys. Ed. will be discouraged.</p> <p><b>Hallways</b> - directional signs and visual cues will be used where needed.</p>	
<p>Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the <b>high school</b> level.</p> <p>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.</p>	<p><b>The risk assessment within the school is as follows:</b></p> <ul style="list-style-type: none"> <li>• Students will have interactions with 1 - 6 with people outside the bubble.</li> <li>• Students will have interactions with others at less than 2 m.</li> <li>• Students will have prolonged interactions with others not in their bubble (longer than 15 minutes).</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><b>Mitigating factors to address the risks are as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Students will wear their mask if they are not with their bubble</b></li> <li>• Hallways are wide and will be able to maintain physical distance in the main buildings.</li> <li>• Students will wear their masks to the washroom or the classroom teacher will take the whole bubble to the washroom periodically.</li> <li>• Students will be taught by parents and teachers 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>	

**Physical Distancing:**

Describe how physical distancing is being implemented and communicated. It will be posted to our website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

<b><u>Transition Times</u></b>		
<p>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.</p> <p>School layout guide maps to inform students, staff, visitors, and public are encouraged.</p>	<p><b>Students</b> will eat in their bubble. Cafeteria services will be online ordering and delivered to the student's classroom. Delivery service must be masked to deliver the food.</p> <p><b>Students</b> will have specified places on the school yard to play with the students in their bubble. There will be 3 lunch and 3 recess times.</p> <p><b>Staffroom:</b> Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom. Use of Keurig will be permitted. Please bring your own waterbottle. Microwaves and fridges will be available for use. Lockers in the staffroom for Educational Assistants and support staff to use. Wear a mask when using the photocopiers and work tables.</p> <p><b>Office:</b> When entering the office please report to the main window. Permission <b>must</b> be given by the Administrative Assistant to enter the office area. There is only space for <b>1</b> additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk.</p> <p>Staff Meetings will be virtual except for small group/team meetings.</p>	

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**Transition:**

Describe how transitioning/staggering is being implemented and maintained.

Once the plan is approved, a summary of the plan will be posted to our website and facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

<b>Screening</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<b>Screening</b>		
<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>Staff meetings will be used to ensure staff understands the screening process Staff will be provided with symptoms checklist.</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>EECD Outbreak Management Plan <i>Appendix K in Return to School document</i></p>	

Students and staff must self-monitor throughout the day.		
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>Student will be given a mask to wear if they do not have their own. They will sit at a cafeteria table until they are picked up. The table will be sanitized after the student leaves.</p> <p>Parent will be requested to contact 811</p> <p>If testing is not required -Students can return once fever with no medications and other symptoms have resolved for 24 hours.</p> <p>The individual who is sick will be given a mask to wear (if he/she does not have a mask).</p> <p>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.</p>	

**Screening:**

Outline how passive screening requirements are being met and communicated.

It will be posted to our website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

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> Teachers will teach and monitor appropriate hygiene after items are touched.	
Ensure availability of all necessary supplies for cleaning and	Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.	

<p>disinfecting. Consider "Sanitization Stations" for accessing, borrowing and returning products by staff.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators. Laurie Russell Custodian II report to Heather Theriault V.P.</p>	<p>Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.</p> <p>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.)</p> <p>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 the office. All staff will return cloths and spray bottles to office before leaving daily. Cloths will be washed in an appropriate solution and dried for reuse. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate solution.</p>	
<p><b>Washrooms</b></p>		
<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>	<p>Schools Custodial and District Facilities Management</p>	
<ul style="list-style-type: none"> <li>• Hand-washing posters must be posted.</li> </ul>	<p><a href="#">Handwashing Poster</a> for each washroom and near each classroom sink</p>	
<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>	<p>Numbers will be limited unless a whole bubble goes on a washroom run.</p>	
<p><b>Since physical barriers are not always possible:</b></p>		

<ul style="list-style-type: none"> <li>• Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	<p>Use Cleaning and Disinfection Guide for Schools</p> <p>Teachers will teach the appropriate hand washing and hand sanitizing procedures. 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 the office.</p> <p>This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.</p> <p>All staff will return cloth and spray bottles to the office before leaving daily. Cloths will be washed in an appropriate solution and dried for reuse. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.</p> <p>Each class/programing area and entrance will be equipped with a hand sanitizing station.</p>	
<p>Encourage proper hand hygiene before and after handling objects or touching surfaces.</p>	<p>Teachers will ensure hand washing or sanitizing as appropriate.</p>	
<p>Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.</p>	<p>Cleaning and disinfecting guide</p> <p>District staff to meet with custodial staff to review expectations</p> <p>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.</p>	
<p>For ventilation, consult the <i>Return to School</i> document.</p>	<p>Facilities staff</p>	

**Cleaning and Disinfection:**

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

It will be posted to our website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

<p align="center"><b>Personal Hygiene Etiquette</b></p>	<p align="center"><b>Resources</b> (Examples, Templates, Guidance Documents)</p>	<p align="center"><b>Status</b> (Done, In Progress, Not Started, N/A)</p>
<p>Use masks according to the <i>Return to School</i> document protocols.</p>	<p>Masks will be required by all students/ staff and visitors if the 2 meter physical distance can't be maintained (outside of bubble)</p>	
<p>Promote appropriate hand and respiratory hygiene.</p>	<p><a href="#">Handwashing Poster</a> will be posted at all sinks</p>	
<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>		
<ul style="list-style-type: none"> <li>Provide minimum 60% alcohol-based hand sanitizer.</li> </ul>	<p><a href="#">Hand Sanitizer Poster</a></p>	
<ul style="list-style-type: none"> <li>Communicate frequently about good respiratory hygiene/cough etiquette.</li> </ul>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a> Teachers will teach and monitor the good respiratory hygiene/cough etiquette to students. Lessons and/or review of this will be done daily to weekly as needed.</p>	
<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>	<p><i>Cleaning and Disinfection Guide for Custodians</i> Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.</p>	

Protective Measures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</p>	<p><i>Return to School</i> document  District Student Support Services  Guidelines for itinerant (visiting) professionals  Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students, as well as the resource and guidance teacher.</p>	
<p><b>Provide personal protective equipment – only for those situations that require it:</b></p> <ul style="list-style-type: none"> <li>• Hand protection (nitrile, rubber or latex gloves)</li> <li>• Eye protection (safety glasses, goggles or face shield)</li> <li>• Other PPE as determined necessary through the risk assessment</li> </ul>	<p><a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services</p> <p>All PPE needed will be provided</p>	
<p>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.</p> <p>This is in addition to regular school attendance logs.</p> <p>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.</p>	<p><i>Return to School</i> document  A visitor log will be maintained by the administrative assistant.  The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.  Teachers or designate will be asked to keep a log of staff who are in their rooms 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.</p>	
<p><b>Additional Protection</b></p>		
<p>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.</p>	<p><a href="#">Health Canada information on non-medical masks and face coverings</a></p>	



**Personal Hygiene:**

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

It will be posted to our website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

<b>Occupational Health and Safety</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<b><i>Occupational Health and Safety Act and Regulation Requirements</i></b>		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<a href="#">OHS Guide-Three Rights</a>	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding <i>COVID-19</i> .	<a href="#">OHS Guide-New Employee Orientation</a>	
Provide staff the employee training on the <i>COVID</i> -related work refusal process.	<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.	Log will be kept at the office for all persons entering the building, Administration will keep logs of orientations and trainings	
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.	All Admin and staff	
Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal</u>	This information will also be shared with staff during their first week returning to work for the 2020 - 2021 school year.	

<p><u>protective equipment</u> required to protect against COVID-19 in the school setting.</p>		
<p>Make available appropriate <u>personal protective equipment</u> for the school setting.</p>	<p>District Student Support Services Masks, gloves, shields and any other PPE will be provided as required for staff.</p>	
<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>Staff not following policies and procedures will be referred to the School District Human Resources.</p>	
<p>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.</p>	<p><a href="#">OHS Guide-JHSC</a> 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 DEN (as it provides for appropriate physical distancing.) Staff are advised to read information on the following website: <a href="https://ohsguide.worksafenb.ca/topic/fixe.html">https://ohsguide.worksafenb.ca/topic/fixe.html</a></p>	
<p>Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.</p>	<p><a href="#">OHS Guide topic-Supervision</a></p>	
<p>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.</p> <p>Schools must engage the district from the beginning.</p> <p>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.</p> <p>Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>	<p>EECD and school outbreak management plan <i>Return to School</i> document In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department. If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required. In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health,</p>	

	<p>school personnel are expected to report to school and continue offering education to students at a distance.</p> <p>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.</p> <p>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.</p> <p>Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask. The symptomatic individuals must wear a mask unless not tolerated.</p> <p>Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.</p> <p>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.</p> <p>Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.</p>	
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**Elements of the OH&S Act and Regulations - School-based COVID Response:**

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

**Outbreak Management Plan - COVID Response:**

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

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 Staff will be made aware of contact information for EAP and Teacher Counselling. The P and VP will make contact with K - 5 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the P and VP will make contact, custodians, administrative assistant, library assistant and any other staff members on a weekly basis. As per Department guidelines a percentage of each day will be working with students to promote their social, emotional	

	<p>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.</p>	
<p>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></p>	<p>School District Support Services</p>	

**Additional Considerations:**

Describe how any additional considerations are being met.