

## GEARY ELEMENTARY COMMUNITY SCHOOL OPERATIONAL PLAN

2020 – 2021

### COMMUNICATIONS:

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

School personnel: The operational plan will be sent to interested staff members for input and problem solving. Once completed and approved by district, the final draft will be emailed to all school staff. 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. *The plan will also be sent out to families so they can review it with their children before coming to school.*

Students: *The operational plan will also 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.

Date	Portion of Students	Grade level
September 8*	1/2	K – 2
September 8	1/3	3 – 5
September 9*	1/2	K – 2
September 9	1/3	3 – 5
September 10	All	K – 2
September 10	1/3	3 – 5
September 11	All	K – 5

- As we have always had staggered entry for our Kindergarten students, their start time on these days is 9 AM and end time is 11:30.

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

Visiting professionals will be sent a summary of the plan before the first time they enter the building during the 2020 – 2021 school year. In addition, an administrator or member of the ESST will meet with them to answer any questions. This 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.) All visiting professionals are expected to wear a mask or shield when they are in the school building.

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

During the week of August 24, a message will be sent to staff members asking for feelings/attitudes upon returning to work. These questions will be taken from Kevin Cameron's document "Guidelines for Re-Entry into the School Setting During the Pandemic."

Once the plan is approved, the plan will be sent by School Messenger to each family. The entire plan will also be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). Any questions will be answered through messages that will be posted on the school website and linked to our school's Home and School Facebook site. Parents/caregivers who have additional concerns that are not answered in the operational plan will be asked to call the school and speak to an administrator.

### **BUILDING ACCESS:**

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

Following the first days of school for students (K – 2 students will have 1/2 of the class returning on September 8; the other 1/2 of the class returning on September 9 and full classes returning on September 10; Grades 3 – 5 students will 1/3 of the class returning on September 8, the second 1/3 returning on September 9 and the final third returning on September 10 with all students being in attendance on September 11).

*During this school year, parents/caregivers will be asked not to enter the building without an appointment. This includes the first day of school.* On your child's first day, classroom teachers will meet students outside in their designated spots. These spots will be communicated to parents through a phone call in the week leading up to school starting. At the end of the day, students in Mrs. Lowe or Miss Smith's classes will exit through the door at the end of their wing. Mrs. Lowe's class will exit first and Miss Smith's class will wait 30-60 seconds before leaving their classroom in order to respect the 1 metre distance between classes. Students in Mr. Beach, Mrs. Merritt-Coy, Mrs. Carr and Mr. MacTavish will be asked to exit through the front parking lot and parents/caregivers of students in Mrs. Crowhurst, Mme. Peters, Mr. Carr or Mr. Bowering's classes are asked to exit through the back playground doors. Once a class has left their classroom, the next class will wait 30-60 seconds in order to maintain a one metre distance between classes.

Parents/caregivers will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers 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 357-4071 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 student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left. Please note, in order to maintain safe social distancing we will not be able to send a child to the office early in order to meet or wait for a family

member. If you need to pick your child up for an appointment, please plan with the appropriate timing.

Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late.

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

KLowe and KSMith will enter the school through the doors in their wing. Students in KSmith will go directly to their classrooms when they enter the building. Students in KLowe will hang their coats and leave the outdoor shoes and backpacks in the hallway. Once finished, students in KSmith will go into the hallway to put their items away. Students 1M, 2B, 1M and 1/2MC will enter the building through the front door. They will alternate hanging their belongings on their hooks in the hallway before proceeding into their classroom in order to maintain 1 metre distancing. 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 ready, they will wait for their bus to be called. Belongings will be placed in the designated marked area until bus loading time. On inclement weather days, once students have their belongings, they will return to their homeroom classes. K – 2 students will exit through the doors in their wing. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom.

Grades 3 – 5 students will enter the school through the parking lot door and walk up the staircase single file. Classrooms will alternate hanging items on hooks, similar to the other wings. This will be monitored by homeroom teachers who will also ensure that students have all belongings on hooks/shelves and/or 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 return to their classrooms and wait until they are instructed to leave the building. Students in Grades 3 – 5 will exit on the door directly in front of the stairs that they ascend. The teacher(s) on bus supervision will indicate to teachers of Grades 3 – 5 when their class can exit their room to proceed to the bus.

Homeroom teachers will be asked to ensure that students have all belongings from their hooks with nothing left on the floor to allow easy cleaning/disinfecting of the area. At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.

Parents/caregivers who are dropping their children off in the mornings will be asked to ensure that students arrive between 7:50 – 8:05. This is to ensure student safety. Cars will not use the bus lane and should instead do a kiss and drop from the second lane. A duty teacher will be present to support this process happening as quickly and efficiently as possible. Students who are dropped off at by parents/caregivers or walk to school will enter the building at 7:50 through the main entrance of the building and proceed directly to their class. At the end of the school day students who walk to school or go to the After School program will be dismissed ten minutes before bus students. All other students who walk home will exit through their

appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.

Students will use personal belongings but there may be some sharing of items between bubbled 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.)

Students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed.)

**Library** –Classrooms may visit the library as an alternate learning space, according to a library schedule.

**Makerspace** – The Makerspace may be used. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.

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

Hand sanitizing stations will be provided in all work areas and all staff entering a classroom are to wash their hands with soap and water.

All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach 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.

**Guidance Area** – 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 bleach solution. Tissue boxes are to be covered with a hard cover that can be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

SLP – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with bleach solution. The bleach solution will be provided by the school and mixed new each time the SLP is in the school.

**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 – 5 people while at school.
- Students will have interactions with others at a distance of less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classes has a high density of people.
- The classroom setting is primarily indoors.
- Students have frequent contact with high-touch surfaces.
- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group.

Mitigating factors to address the risks are as follows:

- Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
- High touch surfaces will be sanitized as per district guidelines.
- Students and school personnel will have access to hand sanitizing stations.
- Supplies are available to school personnel for sanitizing items.
- Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).

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

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

**PHYSICAL DISTANCING:**

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

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

**Hallways:**

Most hallways will have lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway.

**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 4 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 but **only single serve** coffee will be available.

Use of the school dishes, glasses and cutlery will be permitted. **Dishwashers will be available and a kitchen duty schedule put up but it is important that everyone clean up after themselves.**

Microwaves and fridges will be available for use.

**Office:** When entering the office please report to the main window. Access to the school **must** be given by the Administrative Assistant to enter the school building. There is to only be **2** additional staff members in the office besides office personnel at a given time.

Staggered start, break/recess, lunch and release times have been created. Please see table in **Transition** section.

Masks will be stored in each classroom in a shoe organizer. Students will consistently use the same pocket for their mask and the entire shoe organizer will be sanitized with Oxivir cleaner at the end of each day.

Staff Meetings, PSSC and Home and School meetings will be virtual except for small group/team meetings.

**Evaluate options to reduce those required onsite**

Not applicable.

**Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.**

Most **hallways** have yellow lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Because one of our hallways becomes quite narrow at the bottom and we can not maintain social distancing, our hallway by the parking lot will be our up staircase and the other staircase will be the down stair case. All students will enter and exit the gym through the front door.

**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.**

**Supervision:**

Students will be supervised at a ratio of 1 teacher/3 classes when outside and staff will ensure that students do not move between their classroom bubble. During the month of September, students will wear coloured wrist bracelets to indicate which class they belong to. (ie. K/Lowe – green). This will be an easy way for staff to ensure students are playing and lining up in their bubbles.

Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained. This year, we will have three different recess times, arranged by grade level: K/K/K/

1/1/ 1/2/2

3/4/4/5/5 students will have different recess times. This will allow for different spots for playing, which will be alternated each week. As per usual, our K-2 and 3-5 students will also have alternate lunch times.

Recess areas:

K-2 Playground

Teddy Bear’s picnic

Field

Basketball court

Paved area at top of hill/snow hill.

3-5 Playground

**Playground Equipment:**

**Provide time for food preparation and mealtimes.**

Students will eat in their classrooms. Cohort teachers will supervise during these times. Classes will eat according to the schedule below.

Cohort teams:

K/Lowe, K/Smith

1/MC, 2/B, 1/M, K/1C

4/C, 5/P, 4/5B, 3/C

Eating Times: 11:30 – 12:00 – K, K,

Class	Eating Times	Outside Times
KLowe	11:30 – 12:00	12:00 – 12:30
KSmith	11:30 – 12:00	12:00 – 12:30
K/1 Carr	11:30 – 12:00	12:00 – 12:30
1 MacTavish	11:30 – 12:00	12:00 – 12:30
1/2 Merritt-Coy	11:30 – 12:00	12:00 – 12:30
2Beach	11:30 – 12:00	12:00 – 12:30
3Carr	12:00 – 12:30	12:30 – 1:00
4 Crowhurst	12:00 – 12:30	12:30 – 1:00
4/5 Bowering	12:00 – 12:30	12:30 – 1:00
5 Peters	12:00 – 12:30	12:30 – 1:00

Milk will not be available to students this year. Hot lunch will begin September 28. Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Water bottles will be provided to students, however, they will need to bring them home each day in order to wash and sanitize them. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

Homeroom teachers will return to class to pick up students at the end of their eating time/noon recess and escort them to their lockers/hooks to store material and then take them to their next assigned area.

Breakfast baskets will be provided to classrooms with food items in them. (ie. Thick skinned fruits, muffins in separate containers, yogurt/cheese). These baskets will be filled by volunteers who have been screened for COVID 19.

**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/caregivers will be given the attached document on symptoms of COVID 19.  
Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school.  
Parents/caregivers will be required to ensure that if their child is not feeling well, that their child remains at home.



As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether or not testing is required.

Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

**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 will be required to take their temperature before leaving for work each morning.

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

**Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.**

People showing signs of illness will go to ..... The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). There will be limited furniture in the room, including a chair and a garbage can. The filing cabinet and safe will be moved to the corner and a heavy shower curtain will be used to separate it from

the rest of the room. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

### **CLEANING AND DISINFECTING PROCEDURES**

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

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

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution/wipe daily.

In the event that wipes are being used for each classroom, each classroom teacher will need to notify the administrative assistant when they are running low on wipes. When using the cloth and disinfectant solution, all staff will return cloths and spray bottles to the downstairs custodian room before leaving at the end of each day. Cloths will be washed in an appropriate disinfectant 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 bleach solution.

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

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

### **Washrooms**

#### **Equip with hot and cold running water under pressure, liquid soap, and air dryers in all locations, toilet paper, and garbage containers where needed.**

**Washrooms:** All washrooms will be one student at a time. Each washroom will have a whiteboard outside of it. When a student leaves their classroom to use the washroom, they will bring their class’ big magnet to use and indicate that someone is using that washroom. Once finished using the washroom, the student will wash their hands for 20 seconds, and take the magnet back to their classroom. These magnets will be kept inside of the classroom door. Students should not go to the hallway to refill their water bottles as they can do so at the sink in their classroom.

Designated Staff Washrooms – Healthroom; Cafeteria; Washroom in Staffroom, Washroom by health room, Washrooms by the gym.

All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will be discouraged.

Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.

**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. Sinks that are not to be used will be marked for easy recognition.

**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 class 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 will not send students inside to use the washroom during lunch or recess times.

**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 the “health” room.

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

All staff will return cloth and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.

The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.

Each class/programing area and entrance will be equipped with a hand sanitizing station.

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

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items. All students and staff coming inside after recess, lunch or an alternate learning space will need to wash or sanitize their hands.

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

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

The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while at school, it is recommended that students have a cloth mask with them, for use in common areas such as hallways. 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 and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time.

**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.

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

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

**Provide minimum 60% alcohol-based hand sanitizer.**

All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.

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

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

**Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.**

Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document. All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning 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.**

Movable physical barriers will be in place at the office window opening and for the SLP and for other visiting professionals working with students.

**In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.**

A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

### **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**

## **OCCUPATIONAL HEALTH AND SAFETY**

### **Occupational Health and Safety Act and Regulation Requirements**

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

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

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

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

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

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

Staff will have access to this document.

Staff will provide students with the information in this document at an age/grade appropriate level.

New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

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

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

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

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

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

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

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

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

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

**Make available appropriate personal protective equipment for the school setting.**

Masks, gloves, shields and any other PPE will be provided as required for staff.

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

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

**Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.**

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixe.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. This review will be submitted to the district as well as any updates to the operational plan.

**Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.**

**Once the district is advised of a positive case, they must then report it to WorkSafeNB.**

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.

If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.

If exclusion/isolation is required, the principal or designate will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.

Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

**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. The ESST members will reach out to all teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child's social, emotional or physical health.

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

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

**RED ZONE PROTOCOLS**

Public schools will remain open during a red alert zone. In the event that a parent chooses not to send their child to school, the parent is responsible for their child's education. Teachers are not required to support learning but support to the families will be encouraged and appreciated.

**Screening**

There will be active screening prior to entry into the school building for all school personnel. Parents must screen their children EVERY DAY before sending them to school and must keep them home if they have ONE symptom or more.

Students and school personnel are not permitted inside the school building if they have ONE symptom or more.



## 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)