

**GEORGE STREET MIDDLE SCHOOL OPERATIONAL PLAN**

**2020 – 2021**



To ensure safe school environments George Street Middle School will apply risk mitigation measures found with the plan consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All measures detailed within the plan follow the guidance provided by EECD’s Return to School, September 2020 document and its appendices for primary support for the requirements listed below.

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

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

Plan Implementation Date: September 2020

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

<u>Signature of Principal</u>	<u>Date Reviewed and Revised</u>


**All modifications to the plan will be share with GSMS community.**

**A - COMMUNICATIONS – How and with whom do we plan to communicate the plan :**

**School personnel:** The operational plan will be sent to school personnel via e-mail. 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 and offer input. The plan will be discussed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

**Students:** 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.

Date	Grade level
September 8	Grade 6 Only
September 9	Grade 7 Only
September 10	Grade 8 Only
September 11	All students

**Visiting professionals:** Visiting professionals will be given an in-person orientation 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. 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.)

**School Community – Parents/Guardians:** A series of videos to help explain the Return to School Operations were created and shared with the GSMS community starting August 13<sup>th</sup>. On August 17<sup>th</sup>, a communication process was sent to parents/caregivers asking for specific areas of concern that they would like to have addressed through our email address [georgestreetmiddle@nbed.nb.ca](mailto:georgestreetmiddle@nbed.nb.ca) .

Once the plan is approved, a summary of the plan (vetted through the PSSC) will be emailed to each family and posted to our website. Parents/Community members will be able to send any questions to [georgestreetmiddle@nbed.nb.ca](mailto:georgestreetmiddle@nbed.nb.ca)

**At least once a month – the plan will be reviewed and revised by staff/community. Any revisions will be shared with all GSMS stakeholder.**

## **B - BUILDING ACCESS – who has access to the building and what are the directives for visitors?**

**Doors to the building will be locked at all times. All staff and visitors must register with the office and provide their contact numbers.**

**Staff must** enter through the main office entrance or Annex door and immediately use hand sanitizer or wash hands in the washroom. Staff will register via AESOP.

**Staff may exit** through any available exit.

If returning, staff must use the main office entrance or Annex door and complete the hand washing process again

**Students** can enter the building through the gym doors between 8:15 to 8:45 am ensuring they sanitize upon entry. They are to go to the gym balcony and sit in designated areas. Seating is marked for appropriate social distancing. Parents must register their child for the early drop off. After 8:45, students will enter through one of 3 designated grade level doors and immediately sanitize hands

and proceed to their homeroom. Students who arrive at school after 9:25, will enter the building through the main doors and sanitize hands. The administrative assistant will record when the child arrived as well as the reason the child was late. The student, with mask, will then proceed directly to their homeroom. Attendance must be accurately maintained/tracked by all teachers. Homeroom teachers must submit their attendance via Powerschool by 10 am

**Parents and public** will not have access to the building except when invited for a pre-scheduled meeting.

When a parent/guardian is invited for a meeting – a member of the staff will open the door to allow them in, ask the Covid questions and escort them to the meeting location. The parent/guardian, including everyone else at the meeting, will be required to wear a mask.

All visitors must register and provide contact information

We will strongly encourage the use of phone and/or other virtual modes of communication such as MTeams/Zoom/Skype for parent meetings.

Parents/caregivers who are picking students up will be asked to communicate with the school in advance (a note/email/text to the homeroom teacher and/or call 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 call the office on their cell at 453-5419 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 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.

**All outside Contractors/Supports (ISD, etc)** will ring the doorbell to request entry. They must stop at the office to register with the admin assistant, answer the Covid questions. Masks are required at all times within the building. Any support persons working with students will be required to wear a mask or be separated by a plexiglass divider.

**District Personnel meeting with GSMS Staff** 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 GSMS. Visting personnel must register at the office. Virtual meetings will be encouraged.

## **Welcome Center and Brilliant Labs**

**Welcome Center** will provide office with a daily schedule of families they will meet.

All guests of the Welcome Center will answer the NB Covid Questions prior to entrance, enter through the Regent Street doors, be escorted in by a staff member, wear a mask, and use the sanitation station. When a guest of the Welcome Center rings the main doorbell – they will be told to go through the Regent Street doors and ring the bell located there. If they do not know what to do – we will ask a member of the Welcome Center to direct the families to the Regent Street Entrance.

No guests for the Welcome Center between the following times (when possible) – when school is in session:

8:45 and 9:20 am (Students are entering the building)

11:20 am and 2:00 pm (Students on the strip for Options)

3:45 to 4:15 (Students dismissal)

**Brilliant labs** must submit to office a daily register of whom is in the Brilliant Lab area. The staff of Brilliant Labs can enter and exit the building through their private back door and must passively ask themselves the Covid Question and use their sanitization station upon entering their Labs area. All Brilliant Labs staff must wear a mask if they are outside their work space.

All guests (non Brilliant Labs staff) must be approved by the principal.

## **C- What are the procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:**

### **Beginning of Day Process**

8:15 – 8:45- students who are registered may be dropped off in designated area. These students will enter the gym doors, sanitize hands and be seated in the balcony. Seating will be marked 2 m apart. Masks are required.

8:45 – 9:15 - Busses arrive; students enter through their designated grade level door. They will sanitize hands and proceed to their homeroom; masks required.

Grade 6 enter Gym Doors

Grade 7 enter through Main Doors off George Street

Grade 8 enter through Regent Street Doors

8:45 - Students will be dismissed from the balcony in a controlled manner to go to their homerooms.

Bus students and students arriving after 8:45 am enter through designated grade level doors, sanitize hands and proceed to their homeroom; masks required.

School starts at 9:25 AM (considered late after this time). All students arriving after 9:25 am must ring doorbell at main doors. The admin assistant will unlock the door, student will sanitize hands, sign in and proceed directly to homeroom.

All points of entrance will have sanitation stations and supervisors. Supervision will also be provided in drop off area, balcony and hallways.

### **End of Day Process**

Goal is to have no more than 50 students at a time using 3 points of exit - Grade 6 Gym Doors – Grade 7 Main Doors off George Street – Grade 8s Regent Street Doors – we will start at 3:45. Masks required.

We will use the intercom system to dismiss students in a staggered manner – students must sit at their desk and wait until their dismissal call :

-dismiss 2 buses, dismiss walkers/bikers/pick ups from specific homerooms, dismiss 2 more buses....

-Students must leave school grounds as they are dismissed.









If parent cannot pick up their child at 4:15 — child should take the bus.




Mask must be worn for entering and exiting the building

**D- What are the specific COVID controls for the classrooms and other areas of the school to ensure safe protocols and physical distancing:**










All staff and students will need to wear a mask in all areas other than their classroom.










Below is a guide to assist all staff on when/where to physical distance(PD) and wear a mask.



Who	Physical Distancing			Mask use
	From other Adults	From children in your class	From children outside your class	
<b>Teacher</b> 	<b>2 meters always!</b> 	<b>K-8...no physical distancing required</b> 	<b>1 meter</b> 	<ul style="list-style-type: none"> <li>Teachers must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room.</li> <li>Teachers are expected to wear their community mask in the staff room if 2m cannot be guaranteed.</li> <li>Teachers must wear a community mask if working directly with a child from outside their class (K-8) and cannot ensure 1m PD.</li> <li>Use of a <b>physical barrier</b> when working within 1m would remove the <i>requirement</i> of wearing a mask</li> </ul>
<b>Educational Assistant</b> 	<b>2 meters always!</b> 	<b>K-8 - No Physical</b>  <b>Distancing required with a student you spend the</b>	<b>1 meter</b> 	<ul style="list-style-type: none"> <li>EAs must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room.</li> <li>EAs are expected to wear their community mask in the staff room if 2m cannot be guaranteed.</li> <li><b>K-8:</b> EAs that work with multiple children in one school can choose 1 child to 'bubble' with. In this bubble they would not be expected to wear a community mask. All</li> </ul>

		<p>majority of time with. Any other student you work with will be considered outside your 'class'.</p> <p>9-12 – 1 meter from all students</p>		<p>other children they work with outside this bubble are considered outside and the EA must wear a community mask if 1m PD cannot be maintained.</p> <p>Use of a <b>physical barrier</b> when working within 1m would remove the <i>requirement</i> of wearing a mask</p>
<p>School Administration</p> 	<p>2 meters</p>  <p>Always!</p>	<p>K-8 - no Physical Distancing required</p>	<p>2 meters</p> 	<p>School principals and office staff must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include private office space or staff rooms.</p> <p>Office staff are expected to wear their community mask at their desk unless a physical barrier is in place or in a staff room if 2m cannot be guaranteed.</p> <p>Principals meeting with students must wear a community mask if working directly with a child and cannot ensure 1m PD.</p> <p>Use of a <b>physical barrier</b> when working within 1m would remove the <i>requirement</i> of wearing a mask when meeting with a student</p> <p>Or when meeting within 2m of a parent or staff member.</p>



<p>Specialty Teacher within School</p> 	<p>2m Always!</p> 	<p>K-8 no PD required (if they have their own class)</p>	<p>1 meter</p> 	<p>Specialty teachers such as music, art or gym that interact with different classes but remain in one school must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room.</p> <p>Specialty teachers are expected to wear their community mask in the staff room if 2m cannot be guaranteed.</p> <p><b>K-12:</b> Specialty teachers must wear a community mask if working directly with a child from outside their class (K-8) and cannot ensure 1m PD.</p> <p>Use of a <b>physical barrier</b> when working within 1m would remove the <i>requirement</i> of wearing a mask</p>
<p>Custodian</p> 	<p>2 meters</p>  <p>Always!</p>	<p>2 meters from all children</p> 	<p>Custodians must wear a community mask in common areas during regular work hours if PD cannot be guaranteed. Common areas do not include your staff room.</p> <p>Custodians are expected to wear their community mask in the staff room if 2m cannot be guaranteed.</p>	
<p>Cafeteria worker/volunteer</p> 	<p>2 meters</p>  <p>Always!</p>	<p>2 meters from all children</p> 	<p>Cafeteria workers &amp; Volunteers must wear a community mask in the kitchen unless PD can be guaranteed, in common areas of the school (to and from cafeteria), and when serving food or collecting money.</p> <p>Use of a <b>physical barriers</b> may employed depending on location.</p>	

<p>Visiting professional</p> 	<p>2 meters</p>  <p>Always!</p>	<p>2 meters from all children</p> 	<p>Visiting professional must wear a community mask at all times in common areas. Even when PD can be maintained. <b>THIS INCLUDES STAFF ROOM.</b></p> <p>Upon arrival in meeting room, community mask can be removed <b>ONLY IF:</b></p> <p>PD of 2m can be guaranteed</p> <p>A <b>physical barrier</b> is employed between visiting professional and student.</p>
<p>Supply Teacher</p> 	<p>2 meters</p>  <p>Always!</p>	<p>2 meters from all children</p> 	<p>Supply teachers must wear a community mask at all times in common areas. Even when PD can be maintained. <b>THIS INCLUDES STAFF ROOM.</b></p> <p>Upon arrival to class, community mask can be removed <b>ONLY IF:</b></p> <p>PD of 2m can be guaranteed</p> <p>A <b>physical barrier</b> is employed between substitute teacher and students.</p>
<p>Casual EA/SIW</p> 	<p>2 meters</p>  <p>always!</p>	<p>2 meters from all children</p> 	<p>Casual EAs and SIWs must wear a community mask at all times in common areas. Even when PD can be maintained. <b>THIS INCLUDES STAFF ROOM.</b></p> <p>Upon arrival to class, community mask can be removed <b>ONLY IF:</b></p> <p>PD of 2m can be guaranteed</p> <p>A <b>physical barrier</b> is employed between casual EA/SIW and student.</p>

<p><b>Class Bubbles</b> K-8</p> 	<p><b>No PD required within class bubble (incl. main teacher)</b>  <b>1m from other specialty teachers</b>  <b>2m from other class bubbles</b>  <b>2m from all other adults</b></p> 	<p><b>6-8:</b> Mandatory that they wear a community mask when outside classroom including on the bus. Except when outside with 'bubble' on break.</p>
---	--	---

**All Classrooms:** Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students. Staff will have access to a Plexiglas shield for their desk. 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. Any fabric furniture that cannot be easily wiped down and disinfected between uses will be removed from the classroom. 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.) Staff will teach students to sanitize their work areas before exiting. These practices will be modeled and supervised.

**Lockers:** Students will only have access to their lockers at start and end of day. Lockers will be used only for jackets/boots/shoes.

**Student belongings:** School supplies and lunch box will be kept in the classroom/bookbag. Personal items and valuables should be kept with the student at all times.

**Hallways:** Halls will have center lines and arrows to indicate the direction for walking. Students will be taught to keep right and single file. Movement within the hallways will be reduced. Staff will always escort students as they move in the hallways between classes and lunch/options. Groups of students will not be able to work in the hallway. Masks required

**Staircases:** In the annex, staircases will be designated as either an up or down staircase. In the main building, stairs will be on a keep right/single file system. Masks will be required.

**Library** – The library will be open for Teacher PODS. Teachers will need to reserve the space. It will also be scheduled for use during lunch options. Proper sanitization will occur to clean computer surfaces and tables. The librarian will isolate book returns for a predetermined amount of time (72 hours) prior to their return to circulation.

**Makerspace** – The Makerspace may be used and is subject to availability through Brilliant Labs. The teacher is required to ensure that all items used by students in the Makerspace have been properly sanitized prior to leaving.

**Art/Music/Tech/Health Room** – Classes will be scheduled, and teachers will escort the class to and from the room. Staff will teach students to sanitize their work areas before exiting. These practices will be modeled and supervised. These rooms will be a priority for the custodial daily rotations.

**Computers/Ipads** – Teachers will need to book through the Onsite. We ask that you book the equipment for the full day and properly sanitize the devices prior to returning. Teachers must use a crate (or other) to transport the ipads.

**Changing Rooms for PE** – The changing rooms are not to be used during the 2020 – 2021 school year. Students will be encouraged to dress appropriately on PE days.

**Gymnasium** – The gymnasium will be divided with a barrier so 2 classes can participate. The teachers will be encouraged to take the students outside for activities. All equipment used by students must be sanitized between each class and/or options.

**Programming Room 103** – Staff working in this area may be required to wear masks, shields, protective clothing (gloves, etc. that can be easily removed and washed) if also scheduled to work outside this bubble. Staff will be required to sanitize hands upon entry and exit.

**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 disinfectant 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. Educational Assistants will need to make an appointment to see the resource teachers in their resource area.

**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 disinfectant 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.

**Cafeteria** – A bi weekly schedule will be created to allow half the student population access to the cafeteria. Each POD will have a designated table and microwave to use. Tables will be 2 m apart and have a physical barrier between each. Each Pod will be granted

(one Pod at a time) an opportunity to pick up their ordered meals from the cafeteria food service provider. Tables are to be disinfected between each use. Students must wear a mask when entering and exiting the cafeteria as well as when ordering at the counter. Students remove mask when seated at their table.

**Water-** Water bottle filling stations are available throughout the school. Everyone will be asked to bring their own water bottle. All students must label their water bottles. The drinking spout will not be available. Students will need to maintain 2 m distance when waiting for water bottle station to be available.

OTHER AREAS	
STAFF ROOMS	Main and Grade 8 Staffrooms will have a maximum capacity of five people, provided social distancing can be accomplished. Staff will be able to use microwaves and eat at the tables. They must disinfect when finished
	Small staff rooms in Annex and Grade 7 floor area is one-person max. for photocopying.
	Use of any dishes, glasses, and/or cutlery that is at the school in staff rooms will not be permitted. <b>Please bring what you need from home.</b>
	Use of Keurig will be permitted.
	Dishes brought from home are to be taken home to be washed. <b>Dishwashers will not be available;</b> sinks will be reserved for handwashing.
MAIN OFFICE	The main office is not set up for effective social distancing.
	The main office is closed to traffic.
	Main office photocopying is now in the back room and can be accessed from the door by room 205
	When invited to a meeting in the main office, a maximum of one person will be permitted in the Michelle's office and two people in the Pierre's office. Must enter and exit from back room. Lindsay can have two in her outer office.
	Desks and other hard surface areas should be kept clear for proper wipe downs.

Office phone use for students will be limited to true emergencies (forgot lunch for example)– students can use their cell phone to call home with teacher permission

**WASH  
ROOMS**

Washrooms are single occupancy.

To indicate vacancy/occupied, students will use their foot to move a pylon to vacant/occupied box. Sign will be posted to explain system.

Spacing markers will help keep distance for students waiting to use a bathroom.

Custodial staff will prioritize bathroom sanitization and staff will help monitor supplies such as soap , paper towels, etc...

Staff will be encouraged to allow students to use bathrooms throughout the day as opposed to only during specific set time (such as during breaks)

**E- What are the specific COVID controls for the school day schedule to ensure safe protocols and physical distancing:**

**Teaching Assignments:** Teacher Pods were created to limit the number of teachers student would interact with in a school day. Each teacher POD will be responsible for LA(FILA)/Math/Science/SS-SH. PIF for prime and LA for FI classes will be shared with a Pod.

***See Appendix A to view schedule and teaching assignments/rooms***

**Breaks:** Teachers will be encouraged to space breaks for nutrition and stretches throughout the day. There will be no specific break period. Snacks must come from home, as students will not have access to the cafeteria during their break. Students will spend their breaks in the classroom. The schedule was created to meet instructional minutes and allow for up to 25 minutes worth of breaks.

**Lunch:** In order to prevent crowding in our hallways and cafeteria, a schedule for lunch has been created that allows a limited number of Pods in the cafeteria – having access to full cafeteria services. Half of a grade level will use cafeteria and go to their options (lunch time activities) and the other half of the grade level will do their options and then eat lunch in their classroom. Each group will have a schedule that rotates every 2 weeks.

### **See Appendix B to view the Master Lunch Rotation Schedule**

The class Pods will be escorted into the cafeteria and have assigned tables. Students buying their lunch will have an option to have pre-paid meals with speedy pick up at the counters. Students from each class will have an opportunity to go to the counters as a POD. Each pod will have exclusive use to one of the microwaves with sanitation happening between pods. Students will be dismissed to their options when their supervisor arrives to escort them.

When students are on the rotation that has them eating in class, they will not have access to a microwave, but they can pre-order food from the cafeteria to be delivered to their classroom – this service will only start in October.

***Please go to our website to read Chartwell's Safe Back to School Cafeteria Plan. Chartwell's is the sole provider of our cafeteria lunches.***

Options (activities for students at lunch time): In order to eliminate congestion, options will be staggered, and half the grade level will attend a pre-scheduled option on a rotational basis.

Supervisors and /or classroom teachers will escort the kids to and from their options. Pod teachers will be responsible to submit a list of which teacher(s) will supervise a specific option or if they will escort their students.

Equipment in the library, gym, and/or tech lab during options will be sanitized by the user once they are finished with it.

All students will need to sanitize their hands before and after the Playground Option; the supervisor on duty will ensure sanitation happens.

### **Please see Appendix C – for the Options Rotation Lists**

#### **F – What are the protocols if a child is sick during the school day?**

Staff that suspect a child is sick can page for a member of ESS to help escort the student showing signs of illness to room 211. The individual who is sick, will be required to wear a mask. Any staff in that office will be required to wear masks until the person has been picked up and the room has been sanitized. 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.

## **G – What other measures should we do to protect everyone?**

### **1- 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 for any reason 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 should contact 811 if they are unsure whether testing is required.

#### **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 to be referred to upon entrance daily. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be encouraged to take their temperature before leaving for work each morning.

#### **Staff must screen themselves and are encouraged to take their temperatures before leaving residences. If there are symptoms of COVID, they should not attend school and should take the appropriate steps according to public health guidelines.**

See above.

### **2- PREPARE FOR A POTENTIAL CASE OF COVID-19**

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 in the designated area;



the guardian will be contacted and pick up within an hour from the time of call. 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.

### **3- 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. Students are encouraged to wash hands prior to leaving home in the morning.

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

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

#### **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.

### **PERSONAL HYGIENE ETIQUETTE**

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

All students and staff must wear masks when in common areas and hallways.

#### **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 70% alcohol-based hand sanitizer approved by Health Canada.**

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. Students with sensitivities may bring their own acceptable sanitizer from home. ***We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list:***

***<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>***

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

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

**4- MAINTAIN RECORDS**

Any person, including staff, who enters the building will be required to provide their name and contact number for tracking purposes as per Public Health guidelines. 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.

Tracking of who entered a classroom and when will be kept in each room through a sign in/sign out system. 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.

**5- ADDITIONAL PROTECTION**

**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 staff 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/fixed.html>

**Provide competent and sufficient supervision to ensure staff, students and visitors are complying with policies, procedures and processes established.**

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

**Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.**

**Schools must engage the district from the beginning.**

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. 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.**

## **H – WHAT IS THE SCHOOL’S 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.

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

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

## **I – WHAT ARE THE PLANS FOR EXTRA-CURRICULAR, SPORTS AND SPARK?**

**George Street Middle School's staff believe in developing the whole child through extra-curricular participation. We have offered over 100 different clubs and teams each school year. During the first few weeks of school, staff will look at the newly released guidelines (from August 27th) and develop a plan for each club or sport team that can be created following the guidelines.**

**This section will be updated by end of September for all clubs/teams. We will also look at the SPARK program and if we can run the program within all guidelines – we will look at providing the program later in the school year.**

### **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.**

The admin team will touch base with all staff on a regular basis to check on needs and personal well-being and assist as necessary. EST-R will touch base with educational assistants on a regular basis to check on needs and personal well-being and assist as necessary; they will include admin when required. Staff will be made aware of contact information for EAP and Teacher Counselling. 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.



## Appendix A

# Draft Master Time Table 2020 – 2021

Time	Monday	Tuesday	Wednesday	Thursday	Friday
BLOCK 1 9:40 – 11:20	<b>8AC</b> <b>8E</b>	<b>8BE</b> <b>8D</b>	<b>8D7C</b> <b>8A</b>	<b>8AC</b> <b>8E</b>	<b>6E</b> <b>7AC</b>
	<b>8D7C</b> <b>7D</b>	<b>8AC</b> <b>7C</b>	<b>8BE</b> <b>8C</b>	<b>8D7C</b> <b>8B</b>	<b>8BE</b> <b>8C</b>
BLOCK 2 11:20 – 2:00	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
	<b>7AB</b> <b>7E</b>	<b>7DE</b> <b>6B</b>	<b>7DE</b> <b>7A</b>	<b>7AB</b> <b>7D</b>	<b>7DE</b> <b>7B</b>
BLOCK 3 2:05 to 3:45	<b>6E</b> <b>6AD</b>	<b>6AD</b> <b>6E</b>	<b>6E</b> <b>6AD</b>	<b>6E</b> <b>6BC</b>	<b>6AD</b> <b>8D</b>
	<b>6BC</b> <b>8B</b>	<b>7AB</b> <b>6C</b>	<b>6BC</b> <b>7B</b>	<b>6AD</b> <b>7E</b>	<b>6BC</b> <b>8A</b>
3:50	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>

Above schedule is based on the following PODS

<b>6A</b> 1) Krista R 2) Jessica M	<b>6B</b> 1) Eric B 2) Alison S.A.	<b>6C</b> 1) Meaghan B 2) Helene B	<b>7A</b> 1) Meaghan Y 2) Courtney G	<b>7B</b> 1) Mali C 2) Jordan 3) Brittany Everett	<b>7C</b> 1) Chantal F 2) Carmen Q	<b>8A</b> 1) Tina K 2) Stephen S 3) Sarah B	<b>8B</b> 1) Julie R 2) Jane H 3) Andrew T	<b>8C</b> 1) Cindy F 2) Lise B
<b>6D</b> 1) Alicia P 2) Eric H	<b>6E</b> 1) Sara B 2) Corrine J 3) Amanda			<b>7D</b> 1) Kelly L 2) Jennifer J	<b>7E</b> 1) Kayla L 2) Matt L	<b>8D</b> 1) Peter M 2) Richard B	<b>8E</b> 1) Krista D	<b>8E</b> 2) Melanie

**PRA in maroon**    **PE in forest green**



PIF – LA crossover

Grade 6		PIF	LA
Prime 1 A12	Alicia	Boucher	
Prime 2 A13	Amanda	Boudreau	
Prime 3 A24	Eric H	Sollows Astle	
Prime 4 A34	Belong	Reynolds	
Prime 5 A22	Jessome	Marks	
EFI 1 A23	Boudreau		Alicia
EFI 2 A32	Sollows-Astle		Eric H
EFI 3 A14	Boucher		Amanda
EFI 4 A11	Boulay		Boulay
LFI 1 A33	Reynolds		Belong
LFI 2 A21	Marks		Jessome

Grade 7		PIF	LA
Prime 1 212	Young Jones	Francoeur	
Prime 2 205	Grandy	Quinn	
Prime 3 202	Coulombe	Lentz	
Prime 4 201	Hovey	Lynch	
Prime 5 109	Brittany	Jones	
EFI 1 214	Francoeur		Young Jones
EFI 2 215	Quinn		Grandy
EFI 3 213	Layden		Layden
EFI 4 210	Jones		Brittany
LFI 1 314	Lentz		Coulombe
EFI 5 315	Lynch		Hovey

Grade 8		PIF	LA
Prime 1 306	Kelly	Fraser	
Prime 2 308	Stone	Bourgeois	
Prime 3 309	Brooks	deMolitor	
Prime 4 303	Holland	Manson	
Prime 5 310	Roe	Beaudry	
Prime 6 114	Andrew	Melanie	
EFI 1 312	Fraser		Kelly
EFI 2 315	Bourgeois		Stone
EFI 1 302	Manson		Holland
EFI 4 304	Beaudry		Roe
LFI 3 301	deMolitor		Brooks
SPLIT 7/8 LFI 305	Melanie		Andrew

PRA

Music (102)	Hilary
Art (110)	Hope
Tech (113)	Clara

PE

Gymnasium (separate side) – Mark and Mick –
Personal Wellness(A31) – Jennifer Allen/ Adam Grimmer/Cole Hyland/Serge

## Appendix B

### Rotation 1 Master Schedule with Lunch/Options Times

Would rotate between purple (half the grade level classes) and gold (other half of grade level classes) having lunch in caf one week (or month) then lunch in class the other week (or month) – rotating monthly (or at least every few weeks) might be less confusing than every week

**Transition times will be needed to ensure that student have enough time to properly sanitize before leaving the room. Classes travel together AT ALL TIMES (i.e. kids don't just leave when they are ready, only once whole class is ready)**

Mins.	Time	6 Gold	6 Purple	7 Gold	7 Purple	8 Gold	8 Purple
100	9:40 – 11:20	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins)	Block 1 9:40-11:20 (100 mins)
25	11:20 – 11:45	Lunch in caf 11:20 – 11:45 (25 mins)	Options 11:20 – 11:45 (25 mins)	1 <sup>st</sup> Half of Block 2 11:20-12:10 (50 mins)	1 <sup>st</sup> Half of Block 2 11:20-12:10 (50 mins)		
25	11:45 – 12:10	Options 11:45 – 12:10 (25 mins)	Lunch in class 11:45 – 12:10 (25 mins)	<i>* 5 mins sanitizing/transition time to get to caf/options</i>	<i>* 5 mins sanitizing/transition time to get to caf/options</i>	<i>* 5 min. sanitizing/transition time to get from Block 1</i>	<i>* 5 min. sanitizing/transition time to get from Block 1</i>
25	12:15 – 12:40			Lunch in caf 12:15 – 12:40 (25 mins)	Options 12:15 – 12:40 (25 mins)	Block 2 11:25 – 1:05 (100 mins)	Block 2 11:25 – 1:05 (100 mins)
25	12:40 – 1:05	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	Options 12:40 – 1:05 (25 mins)	Lunch in class 12:40 – 1:05 (25 mins)	<i>* 5 mins sanitizing/transition time to get to caf/options</i>	<i>* 5 mins sanitizing/transition time to get to caf/options</i>
25	1:10 – 1:35	Block 2 12:15 – 2:00 (105 mins)	Block 2 12:15 – 2:00 (105 mins)	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	Lunch in caf 1:10 – 1:35 (25 mins)	Options 1:10 – 1:35 (25 mins)
25	1:35 – 2:00			2 <sup>nd</sup> Half of Block 2 1:10 – 2:00 (50 mins)	2 <sup>nd</sup> Half of Block 2 1:10 – 2:00 (50 mins)	Options 1:35 – 2:00 (25 mins)	Lunch in class 1:35 – 2:00 (25 mins)
100	2:05 – 3:45	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)	<i>* 5 min sanitizing/transition time to get from Block 2</i> Block 3 2:05 – 3:45 (100 mins)
	3:50	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

### Rotation 2 Master Schedule with Times

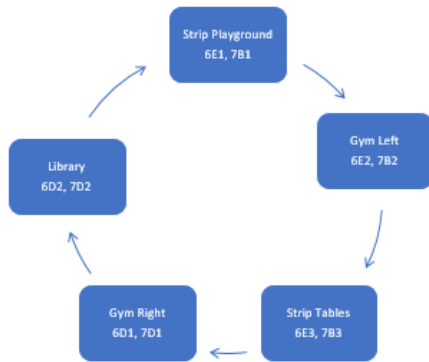
Mins.	Time	6 Purple	6 Gold	7 Purple	7 Gold	8 Purple	8 Gold
100	9:40 – 11:20	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins) <i>* Might want to cut 5 mins short to allow sanitizing/transition time here too</i>	Block 1 9:40-11:20 (100 mins)	Block 1 9:40-11:20 (100 mins)
25	11:20 – 11:45	Lunch in caf 11:20 – 11:45 (25 mins)	Options 11:20 – 11:45 (25 mins)	1 <sup>st</sup> Half of Block 2 11:20-12:10 (50 mins)	1 <sup>st</sup> Half of Block 2 11:20-12:10 (50 mins)	<i>* 5 min. sanitizing/transition time to get from Block 1</i> Block 2 11:25 – 1:05 (100 mins)	<i>* 5 min. sanitizing/transition time to get from Block 1</i> Block 2 11:25 – 1:05 (100 mins)
25	11:45 – 12:10	Options 11:45 – 12:10 (25 mins)	Lunch in class 11:45 – 12:10 (25 mins)	<i>* 5 mins sanitizing/transition time to get to caf/options</i>	<i>* 5 mins sanitizing/transition time to get to caf/options</i>		
25	12:15 – 12:40	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	Lunch in caf 12:15 – 12:40 (25 mins)	Options 12:15 – 12:40 (25 mins)	<i>* 5 mins sanitizing/transition time to get to caf/options</i>	<i>* 5 mins sanitizing/transition time to get to caf/options</i>
25	12:40 – 1:05			Options 12:40 – 1:05 (25 mins)	Lunch in class 12:40 – 1:05 (25 mins)		
25	1:10 – 1:35	Block 2 12:15 – 2:00 (105 mins)	Block 2 12:15 – 2:00 (105 mins)	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	<i>* 5 min sanitizing/transition time to get from lunch/options</i>	Lunch in caf 1:10 – 1:35 (25 mins)	Options 1:10 – 1:35 (25 mins)
25	1:35 – 2:00	<i>* 5 min sanitizing/transition time to get from Block 2</i>	<i>* 5 min sanitizing/transition time to get from Block 2</i>	2 <sup>nd</sup> Half of Block 2 1:10 – 2:00 (50 mins)	2 <sup>nd</sup> Half of Block 2 1:10 – 2:00 (50 mins)	Options 1:35 – 2:00 (25 mins)	Lunch in class 1:35 – 2:00 (25 mins)
100	2:05 – 3:45			Block 3 2:05 – 3:45 (100 mins)	Block 3 2:05 – 3:45 (100 mins)	Block 3 2:05 – 3:45 (100 mins)	Block 3 2:05 – 3:45 (100 mins)
	3:50	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Rotation 1- (no caf for purple)– September 14-25 --- October 12 -23 --- November 9 – 20 --- December 7 - 18

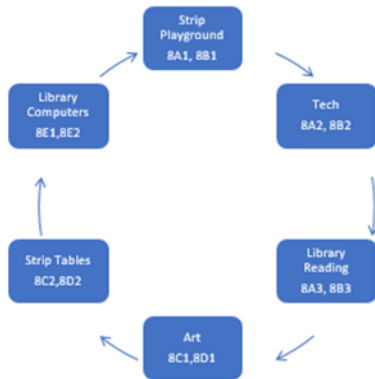
Rotation 2 – (no caf for gold) – September 28 to October 9 --- October 26 to November 6 --- November 23 to December 4

## Appendix C – Options

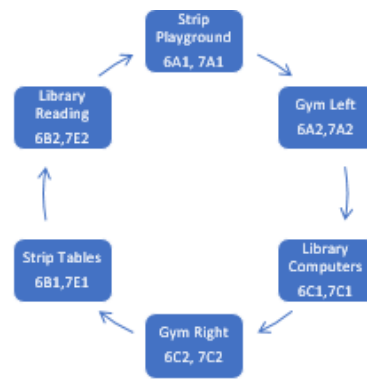
### Groups of 5 for Grades 6/7



### Groups of 6 for Grades 6/7



### Groups of 6 for Grade 8



Full range of options starts September 11<sup>th</sup>.

**APPENDIX D**  
**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

Please be advised of the following that applies to any staff member or student:

- 1) If sick, remain home as per normal. Staff would use the benefits afforded to them (i.e. sick leave).
- 2) If symptom free, even if opted to be tested, would be able report to work/school.
- 3) If 1 symptom, even if opted to be tested, would be able to report to work/school. Self-monitor.
- 4) If 2 or more symptoms, call 811;
  - a. would be able to report to work/school after tested and when test result is negative. They follow the directive of public health. Staff would use benefits afforded to them (i.e. sick leave).
  - b. would be able to report to work/school when directed by Public Health.  
Others in the household do not need to self-isolate unless directed by Public Health.
- 5) If meet the criteria outlined in #2 as per the attached (and outlined again below), must self-isolate. Staff would use the benefits afforded to them (i.e. sick leave).

*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.*

  - a. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
  - b. Have you been diagnosed with COVID-19 within the past 14 days?
  - c. 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)?
  - d. 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.*

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)