

GERSNER STREET 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 school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a virtual meeting will be held with staff to go over the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

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 | Portion of Students | Grade level |
|--------------|---------------------|-------------|
| September 8 | 1/3 | K – 2 |
| September 9 | 1/3 | K – 2 |
| September 10 | 1/3 | K – 2 |
| September 11 | All | K - 2 |

Meet the Teacher:

Classroom teachers will contact each family to decide what day they want their child to attend for staggered entry. Teams will create a Generic Powerpoint that will be shared with families. Administration will create one with important information and changes in our routines. Classroom teachers will introduce themselves virtually.

Communicate operational strategies, provide orientation to 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.) The plan will also be attached to the AESOP absence for every teacher and Education Assistant.

Communicate operational strategies to parent/caregiver and school community:

On August 12, 2020 a message was sent through messenger to parents/caregivers making them aware of updates on the return to school plan that will take place regularly by the province. It also included information about the need to add masks and hand sanitizer to supply list and reassuring them that we are working hard on our return to school plan to keep us all safe and healthy.

Once the plan is approved, a summary of the plan (sent to PSSC Chair) will be sent by messenger to each family. The entire plan will 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).

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

Following the first days of school for students, parents/caregivers will be asked not to enter the building without an appointment. On the first day of school for their child, only Kindergarten parents /caregiver and parents of new students will be permitted to enter the building with their child through the main entrance of the building. This is not the time to discuss specific health concerns or other important information with the teacher. You will need to schedule an appointment to discuss this. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of K – 2 students will be asked to exit through the doors by the parent parking lot.

Grade one and two classroom teachers will be in contact with families with details on school supply drop-off.

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 in the agenda 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 357-4065 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 to the office 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.

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. Parents will remain just outside of the main doors.

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

K – 2 bus students will enter the school through the main doors. Bus students will begin arriving at 7:40 and will be seated in the hall with a 2-meter distance until there are more than 40 students (a time cannot be determined as we will have to see how many bus students we will have). We will need to be supplied with red dots to mark the 2-meter distance. Then students will go to their classrooms where they will be supervised by a duty teacher wearing a mask. Parents/caregivers will be asked to ensure that students arrive between 8:00-8:15 as Instruction begins at 8:20 this school year. Students who are dropped off by parents/caregivers

or walk to school will enter the building at 8:05 through the main entrance of the building and proceed directly to their class. At the end of the school day, classroom teachers will take their whole class outside to dismiss their bus students to the appropriate buses. After bus students are dismissed, teachers will walk their remaining students down the walkway and will be dropped off at the parent parking pavement to be released to parents. 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 2 m distance between themselves and students.

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.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Library and Music Room – These rooms will be open to students and classes. The librarian and music teacher will sanitize high touch areas between classes and equipment/instruments if used. Students will be required to sanitize hands upon entering the room. Students will remove their masks and place their mask in their pocket of the shoe tree that has been brought down by the classroom teacher and hung on the wall.

Gymnasium- Students will enter the gym and take off their masks and place in their pocket of their classes shoe tree that has been brought down by the classroom teacher and hung on the wall in the gym. Two classes will use the gym at the same time but separated by benches until a curtain is provided and installed by district.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

Small work areas at end of upstairs hall - people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. This includes all programming rooms.

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. 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 a disinfectant 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 a disinfectant solution. The disinfectant solution will be provided by the school and placed in the room they will be using.

District Personnel meeting with CCS Staff – When a distance of 2 m cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at CCS.

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).
- Resource and Guidance will provide the classroom teachers with social stories and videos regarding safety procedures such as wearing masks, maintaining 2 m distance, playground boundaries, hand washing, respiratory etiquette, etc.

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 conference room. 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). We will place a vinyl upholstery chair and a garbage can in the front corner 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.

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 (arrows, feet, dots, red lines) indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.

Hallways:

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.)

Upstairs Staffroom: Rocking chairs are not to be used and may be removed. Tables to be set up so that physical distancing is respected. No more than 5 people at a time in the staffroom and 1 person per table. Other staff members may walk into their area to access their food and/or to go to the washroom.

Downstairs Staffroom – room 124 – No more than 10 people permitted maintaining physical distancing of 2-meter.

****Staff will be required to spray and clean their table after they are finished their break.****

Use of Keurig will be permitted but **only single serve** coffee will be available.

Use of the school dishes, glasses and cutlery will **not** be permitted, **please bring what you need from home.**

Dishes brought from home are to be taken home to be washed. **Dishwashers will not be available;** sinks will be reserved for handwashing.

Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Educational Assistants are to store their belongs in the classroom they are supporting for the day.

Office: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk.

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

Staff 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 meter (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.

Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Red lines and signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots)

K students will access the playground by the exit at the end of their hallway on the parent parking lot side

1-2 students will access the playground by exiting through the doors at either end of the school.

TRANSITION:

School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.

| TIME | CLASSES | WHAT? |
|-------|--|--|
| 7:40 | Bus students begin to arrive | Sit in hallway social distancing and then move to classrooms |
| 8:05 | Drop off students arrive | Head directly to classrooms |
| 8:20 | School day begins | Students in classrooms |
| 10:00 | Jones/Murphy, Thorne, Tidd, Baker/Donihee, Parsons, Hill, Archibald, Sheppard, Daley | Start Morning Recess (Access coat racks) go outside – 10: 10 eat snack when you come back inside |
| 10:15 | Hall/Saulnier, Raymond, Burgess, St. Peter, Miller, MacIntosh, Love, McCarthy, Mazerolle | Eat snacks in in homeroom before going outside – go outside at 10:15 |

| | | |
|--------|--|---|
| 11:30 | Jones/Murphy, Thorne, Tidd, Baker/Donihee, Parsons, Hill, Archibald, Sheppard, Daley | Go outside and eat when you come back inside at 12:00 |
| 12:00 | Hall/Saulnier, Raymond, Burgess, St. Peter, Miller, MacIntosh, Love, McCarthy, Mazerolle | Eat lunch at 11:30 and go outside at 12:00 |
| 12:30 | Afternoon instruction starts | |
| 1:55 | | Prepare to Load Buses and dismiss walkers |
| Friday | Dismissal at 12:05 | 11:55 Prepare to Load Buses and dismiss walkers |

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. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.

Each class will have a pylon indicating a 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 (while establishing this routine classroom teachers will meet their class to maintain social distancing).

Each class will be given a bracelet and a specific colour to wear while on the playground making it easier for the duty teachers to identify if a student has left their assigned area of the playground. These bracelets will be kept at school. Playground is divided into 9 separate areas divided off by spray paint.

Playground Equipment: We will rotate through the play areas weekly – Ks will rotate through K areas and 1/2 will rotate through the 1/2 areas.

| Week | Area | Recesses are staggered (1 st recess – 2 nd recess) same for lunch |
|--|---|---|
| Week one (then we will rotate weekly – Ks three rotations and 1/2 6 space rotations) | K playground – back swings | Murphy - Burgess |
| | K playground – middle equipment | Baker - Raymond |
| | K playground – grass area by parent parking lot | Tidd - Hall |
| | ½ playground – pavement in front of k doors | Thorne – St. Peter |
| | ½ playground – red playground | Parsons - Miller |

| | | |
|--|---|---------------------|
| | ½ playground – green space between playground equipment | Hill - MacIntosh |
| | ½ playground – blue playground | Archibald - Love |
| | ½ playground – big rock area | Sheppard - McCarthy |
| | ½ playground – pavement by staff parking lot | Daley - Mazerolle |

Provide time for food preparation and mealtimes.

Students will eat in their classrooms. Classes will eat according to the schedule below. The kitchen will be closed for the school year. Milk will be available to students; volunteers will deliver the milk and leave it outside of the classrooms. Volunteer will follow the screening protocols to monitor their health. 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. Microwaves will not be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch. Homeroom teachers will create a schedule with other classroom teachers to stagger when the students are in the hallway to limit the number of children that are in the hallway.

Breakfast/snack baskets (provided as an emergency only) will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 times per week 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 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 should take their temperature before leaving for work each morning.

Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

See above.

Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. *Regional Public Health will notify the school about what is to be done.

If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the 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 conference room. 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 a chair with vinyl upholstery and a garbage can. 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 have a spray bottle with a designated cleaning in their classrooms with paper towels. The Custodian II or designate will sanitize the bottles and ensure that they are full and there are paper towels in each room.

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

Carla Stennick , Custodian, 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, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.

Washrooms:

Classroom teachers will set up a schedule with other classroom teachers on their floor so that they are not all arriving at the washroom at the same time.

Only three students may be in a washroom at a time. There will be one gender neutral washroom on the main level. The other single stall washroom will be for staff use only and proper signage will be posted. There will be two staff washrooms on the upstairs level.

All washrooms will have liquid soap dispensers, paper towel dispensers and garbage cans. The air dryers will be disabled.

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

We will need to provide footprints outside the door to the washrooms so that students have a place to wait until they are able to enter the bathroom.

Foot-operated door openers may be practical in some locations.

N/A

Hand-washing posters must be posted.

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink.

For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.

All washrooms will be limited to three students at a time. Classroom teachers will have scheduled times to take their students to the washrooms to avoid congestion. Classroom teachers will monitor that only three students are in the washrooms at one 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. Signs will be posted outside of the washroom with number of students allowed and washroom stall that cannot be used will be locked to ensure physical distancing.

Staff members on supervision (outside or inside) will need to ensure that there is only three students in the washrooms at one time.

Since physical barriers are not always possible:

Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.

Homeroom teachers and all staff who work with students in areas outside of classrooms will have a spray bottle with a designated cleaning solution daily and paper towels in their rooms. This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.

The Custodian or designate will sanitize the bottles and ensure they are full and that there is paper towel in the classroom daily.

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

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

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

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

If a staff member 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 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 2 cloth masks with them and wear them when they are in community areas outside of their bubble and social distancing cannot be guaranteed. When physical distancing of 2 m is not possible; it is recommended that a community mask be worn. Masks will be sent home daily to wash so a clean mask can be used the next day. 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 E-Z Pur hand sanitizer

All classrooms and work areas will be provided with hand sanitizer. *We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>*. 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 will be sanitized regularly. 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 working with students.

Provide personal protective equipment – only for those situations that require it:

Hand protection (nitrile, rubber or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

Please see section on working outside of classroom settings. This type of PPE is only required in one area.

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

The kitchen will be closed for the 2020 – 2021 school year.

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.

This document will also be attached to AESOP absences.

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 in the main office by Principal or designate.

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 policies, 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 by the Core Leadership Team at Gesner. 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, Director 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 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 two (2) meters 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 Vice-Principal will make contact with K – 1 English teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 1 FI and Grade 2 FI and English 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 August 31, 2020.

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, follow the instructions of 811 or your health care provider.

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 the Atlantic Bubble 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

