



Lincoln Elementary Community School
2475 Route 102 Hwy
Lincoln, NB, E3B 7E6
Phone 506-357-4075 Fax 506-446-9437
Mr. Calvin Anderson – Principal

Lincoln Elementary School Operation Plan 2020-21

Bussing and student drop off (arrivals)

Parents that drive their children to school will follow the bus lane to the front entrance of the school. Parents/guardians will be encouraged to stay in their vehicle and have their child exit the vehicle to go to their “class bubble” area on the playground. Students that exit from the bus will go to their “class bubble” area on the playground. Buses will exit the school via the bus lane and parent/guardian vehicles will exit the lane furthest right of the school. A duty teacher will direct traffic and inform parents where to go. Two EA’s will be along the walkway for the K-2 students that enter the playground via walking around the front of the building. **Curious Kids Daycare drop off** will remain the same as last year.

Arrival times for Buses and Parents/Guardians driving their child

Buses arrival time: 7:45-7:55 am

Parent arrival time when driving their child to school: 7:55 – 8:10am (due to congestion in the school bus lanes parents cannot drop off their child prior to 7:55 am)

Playground Bubble Area – When a student is dropped off by bus or car, they go to the defined K-2 and 3-5 playground area. Once they get to their playground, they drop their bags at their designated class bubble line up spot that is spaced two meters apart. Students then see their grade sign that directs them to go to their weekly designated playground zone.

Classes entering the school

K-2 classes line up in their bubble area and duty teacher calls one class at a time to enter the school via the door near Mr. Thompson’s classroom. Once each class is at the front entrance of their classroom, another class is called to enter the school building so that classes avoid passing one another and maintain social distance. As students enter the classroom they must use the sanitization station. The order for classes to enter: Baker, Higgins, Craig, Hetherington, Mainville, Thompson. This order would be the opposite for the beginning of recess starting with Thompson, Mainville, Hetherington...etc. Classes will line up in their classroom and wait to be called by the duty teacher to leave the building for recess.

3-5 classes line up in their bubble area and duty teacher calls one class at a time to enter the school via the main front entrance door. One staff member on duty (stands at the front entrance door) calls each class once they see the previous class at the doorway past the gym. Order of classes to be called are Tibbo, Elsmore, Hickey, Collins. This order would be the opposite for the beginning of recess: Collins, Hickey...etc

Staggered Entry of all classes all classes (K-5) will have staggered entry the first week of school. This will allow teachers and staff time to teach the school operational plan to students. Teachers will contact parents via telephone to inform them what day their child will be going to school. Classes will have 1/3 of their students attend each day starting on Tuesday Sept. 8, Wednesday Sept. 9 and Thursday Sept. 10. **All students** will attend Friday Sept.11.

Kindergarten Orientation will not occur this year, however, ONE PARENT can accompany their child on their child's first day of school. This will make for a much easier transition for the Kindergarten student's first day of school. The parent can attend class with their child for 10 minutes at which time the parent can then attend a school orientation meeting with the Principal in another room. Parents need to wear a mask at all times while in the school building.

Bussing and student pick up (dismissal):

At dismissal, the teacher will bring their class outside and each class bubble will maintain a 2 meter distance from one another. Classes will go outside and the teacher will bring their class to the front entrance of each bus where students take their designated bus. This will be done until all bus students are on their bus. Teachers will remain outside in a designated area (to be determined) until students being pick up by parent/guardians have been dismissed.

Dismissal times for bus students and for pick ups

1:30 pm	Dismissal (K-2) (bus students)
1:30-1:40 pm	Parents /Guardians pick up their child
2:30 pm	Dismissal (3-5) (bus students)
2:30-2:40 pm	Parents/Guardians pick up their child

Playground class bubble areas and schedule: K-2 Classes

Monday	Tuesday	Wednesday	Thursday	Friday
KLM – Toad Stool area	KLM	KLM	KLM	KLM
KH - swings and walking bench	KH	KH	KH	KH
1H – single stand up swing, sausage ladder, playhouse area (NO BIN)	1H	1H	1H	1H
1C – main play structure (NO BIN)	1C	1C	1C	1C
2T – two cars, area to 2nd planter	2T	2T	2T	2T
2M – 3rd K-2 Wall & Green	2M	2M	2M	2M

This schedule will change weekly

Playground class bubble areas and schedule: 3-5 Classes

Monday	Tuesday	Wednesday	Thursday	Friday
3T – gaga pit, and field to the LEFT of the pit	3T	3T	3T	3T
4H– Traffic Circle & Field to the RIGHT of the gaga pit (applies to morning drop off)	4H	4H	4H	4H
5E – swings, climbing equipment (NO BIN)	5E	5E	5E	5E
5T – basketball area, 4 square area & Pavement	5T	5T	5T	5T

This schedule will change weekly

Outside equipment some areas will be provided an equipment bin by the PE teacher that can be used by members of that class while on their playground area. This equipment will be sanitized each Friday after recess. Each class will be responsible to ensure that equipment returned to the entry way at the end of each recess and properly sanitized when the classes change areas.

Student and staff movement within the school building appropriate signage will be installed. Arrows will be added to indicate the direction to travel in the hallways. Students will be taught to stay to the right and walk closely to the walls. Red lines and signage will be added to indicate areas at which movement is to stop.

Washrooms additional hand-washing posters will be printed, laminated, and posted. All bathrooms will have a handwashing poster located at every sink. All washrooms will be limited to 2 people at a time. Teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be expected to wait in the hallway outside the bathroom if they find that two students are in the washroom. Students will be required to return to homeroom classes after lunch/outside play and seek permission from their teacher prior to going to the bathroom. Kindergarten classes each have their own washroom located in their classroom. Only one student will be permitted to use the washroom at a time in the Kindergarten classes. **Curious Kids Daycare** will use the washrooms in the hallway near Mrs. Claybourn’s office. 3-5 classes will use the washrooms in their wing and 1-2 classes will use the washrooms in their wing. The washrooms near the gym is reserved for classes in PE. It is recommended that students wear a mask in the bathroom as this area students may not always be able to maintain the 2 meter social distancing.

Hot Lunch and Breakfast Program Hot Lunch will be in the classrooms this year and will include the following:

Hot Lunch

- One counter will be designated to place purchased food items and one counter will be designated to place unpackaged/washed food items on.
- Packaging will be discarded immediately.
- Fruits and Vegetables will be washed with soap and warm water for 20 seconds. Produce with a firm skin will be scrubbed with a clean produce brush under cold running water.
- Lunch items prepared in the kitchen will be individually wrapped and delivered to the classroom by a staff person and distributed to the students by the teacher.
- Lunch items may consist of chicken ranch wraps, tacos, grilled cheese sandwiches, and Ham & Cheese Sandwiches with fruit and vegetables (Actual meals to be determined)
- Milk cartons will be disinfected upon arrival prior to being refrigerated. Milk will be delivered to the classroom by a staff person and distributed to the students by the teacher.
- Disposable food storage baggies and packaging will be used to ensure individual contact by the student and for safe, clean-up.
- All uneaten food will be discarded.
- Food Delivery containers will be washed in the dishwasher daily.
- Meal carts will be disinfected before and after food distribution.

Breakfast Program

- Fruits and Vegetables will be washed with soap and warm water for 20 seconds. Produce with a firm skin should be scrubbed with a clean produce brush under cold running water.
- Prepackaged snacks will be used such as cereal bars, granola bars, applesauce, and fruit bars. All packaging will be discarded immediately upon opening.
- Grab N Go baskets will be prepared for each classroom (group of 15 children) and delivered to the classroom by a staff person each morning.
- Day before Grab N Go baskets will be collected with left over items added to the new basket or discarded accordingly.
- Grab N Go baskets will be washed in the dishwasher daily.
- All staff and volunteers will wear gloves when preparing and handling food and change gloves often as required.
- Meal carts will be disinfected before and after food distribution.

Staff and Volunteer Responsibilities in the cafeteria and kitchen area

- All staff and volunteers prior to entering the school must complete a Screening Questionnaire for COVID-19. Temperature checks must be completed and recorded prior to arrival. Following screening, those **staff or volunteers** who have a fever and answer yes to any of the questions in the ***Screening Questionnaire for COVID-19***, **may not enter the school.**
 - **For reference, normal temperatures are:**
 - Underarm: 36.5-37.5°C (97.7-99.5°)
 - Ear: 35.8-38.0°C (96.4-100.4°F)
 - Upon entering the building volunteers must sanitize their hands at the sanitization station.
- **Volunteers must sign in at the front office and proceed directly to the kitchen. All volunteer information files must be complete.**
- **As social distancing will not be possible in the kitchen, staff and volunteers must wear a mask upon arrival at the school.**
- Immediately upon entering the kitchen staff and volunteers will hang up their personal belongings in the assigned location, put on a hair net, and proceed to the hand washing sink to wash their hands following the guidelines of the NB COVID-19 hand washing signs. (Please keep personal belongings to a minimum)
- At the completion of the shift, volunteers must wash their hands, collect their belongings, proceed directly to the front office to sign out and exit the building promptly.

Covid measures in the classroom. Each class will be equipped with a sanitization station and upon entry into the classroom students will wash or sanitize their hands. Any adult entering the classroom will sanitize their hands.

Covid measures in the gym materials used by students are disinfected daily by students and/or staff. Materials between class bubbles will not be shared with another bubble unless it has been disinfected.

Library library books can still be signed out by students. There is currently no evidence that Covid is transmitted through paper products.

Resource Area small group work will be limited to students who are in the same class bubble. Between working with students, chairs, tables and any areas touched by the student(s) must be disinfected. Students should have their own materials to work with. If the same students work in the Resource area often, materials are then kept in the Resource area for these students in containers.

Guidance Area small group work will be limited to students who are in the same class bubble. Between each meeting with students, chairs, tables and any areas touched by the student(s) must be disinfected.

SLP/Child and Youth – the SLP/C&Y personnel will be required to wear a clear shield or mask 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 disinfected.

Office: Before entering the office please report to the main glass at the front of the office. 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 counter. Staff will not use the office printer/copier.

Bell and Instruction Schedule

7:45 am – 7:55 am	Students arrive by bus
7:55 – 8:10 am	Parents/guardians drop their child off
8:15 am	Instruction begins
10:00 - 10:20 am	Recess
11:20 - 11:40 am	Recess (K-2)
11:40 am – 12:00 pm	Lunch (K-2)
12:00 – 12:20 pm	Recess (3-5)
12:20 – 12:40 pm	Lunch (3-5)
1:30 pm	Dismissal (K-2) (bus students)
1:30-1:40 pm	Parents /Guardians pick up their child
2:30 pm	Dismissal (3-5) (bus students)
2:30-2:40 pm	Parents/Guardians pick up their child
11:30 am	Friday Dismissal (parents can pick up their child between 11:30-11:50)

Supervision on the playground students will be supervised at a ratio of one teacher and at least one support staff for the K-2 classes and one teacher and at least one support staff for the 3-5 classes. Staff will ensure that students do not move between their class bubble. Staff will be given a copy of the schedule of outside play areas as well as class lists to assist them with supervision so that students remain in their class bubbles.

Students who arrive late at school will use the Main Entrance of the school. **Parents are permitted into the school by appointment only. Therefore, we encourage students to enter the school building independently.** The administrative assistant will record when the child arrived as well as the reason the child was late. Students will sanitize their hands at the sanitization station in the main lobby before proceeding to their classroom.

Staffroom and staff kitchen guidelines staff are required to wash their hands when entering the kitchen area. No more than 4 people at a time in the staffroom and 4 people at one time in the staff/photocopier room. Other staff members may walk into their area to access their food. Use of Keurig will be permitted. 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 water bottle. Microwaves and fridges will be available for use for staff only.

Staff Meetings will be held monthly as in the past. Meetings will consist of one team (K-2 or 3-5) virtually while the other team meets at a social distance. This will rotate each month. Bi-weekly Team meetings can meet in the same room with social distancing.

Students or staff that show signs of Covid while at school will go to the room next to the Main Office (ISD room). 811 will be called if it is a staff member. If the symptomatic individual is a student from the school the parent/guardian will be contacted. The parents should pick up their child from the school within an hour of the school calling home. The individual who is ill 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). 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. **Public Health will indicate when the student or staff member will be able to return to school.**

OUTBREAK MANAGEMENT PLAN – SCHOOL’S RESPONSE TO COVID In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department. If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required. In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance. Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc. If exclusion/isolation is required, the principal or 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 meter 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.

SCREENING your child each day before school parents/caregivers are asked to take their child's temperature prior to the child leaving for school each day. 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 contact 811 to get direction from Public Health when presenting with sufficient symptoms to see if testing is required. **If Covid testing is required, parents/caregivers must follow Public Health advice before returning to school.** 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 (Covid-19 questionnaire) will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be required to take their temperature before leaving for work each morning.

STAFF SCREEN staff will do passive screening each day before leaving residences. If there are symptoms of COVID, they should not be at school.

If individual is a suspect COVID-19 case and may have been in the school building. Inform 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 symptoms associated with COVID 19, he/she will notify the administration. The Principal will contact 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 symptoms associated with COVID 19 as outlined by Public Health. **School personnel and students will be required to stay at home until they have received confirmation from Public Health that they do not have COVID 19.**

Use masks in Elementary students at the elementary level are not required to use a face mask. Students are required, however, to bring two clean masks to school each day so that if a situation arises where a child cannot maintain 2 meter social distance with an individual that is NOT in their class bubble then wearing a face mask is recommended. Students are encouraged to wear a mask when using the washrooms in the school building. Elementary students are encouraged to wear a mask when on the bus. When masks are not being used, they should be stored in a Zip Lock bag with their name clearly marked. It is also recommended to write your child's name in permanent marker on their mask.

SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:

Do you have any of following symptoms:

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.

If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

- A fever of above 38°C
- A new cough or a worsening chronic cough
- Sore throat
- Runny nose
- Headache
- A new onset of fatigue
- A new onset of muscle pain
- Diarrhea
- Loss of sense of taste or sense of smell
- In children, purple markings on fingers or toes

If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.

If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you had close contact within the last 14 days with a person being tested for COVID-19?
- You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
- You have been told by public health that you may have been exposed to COVID-19.

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage. For the latest information visit: www.gnb.ca/coronavirus 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 Conference Room A (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 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/>

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.

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>

Please note: This document is subject to change based on direction from ASD-W and/or NB Public Health.

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 reviewed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: Parents/Caregivers are asked to review the operational plan with their child before their first day of school. The operational plan will be communicated to students by their homeroom teacher and taught, modelled and reinforced by all staff. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry.

Plan Review Dates to Assess New Risks or Changes to Regulatory Guidelines(monthly):

Plan Owner: _____ Review Date: _____

Plan Owner: _____ Review Date: _____

Plan Owner: _____ Review Date: _____

Plan Owner: _____ Review Date: _____

COVID-19 Operational Plan

Staff Acknowledgement Form

I have read and understand my responsibilities as outlined in the COVID-19 Operational Plan for Lincoln Elementary Community School, effective August 31st, 2020 until further notice.

1. Review Date: _____

Staff Signature: _____

2. Review Date: _____

Staff Signature: _____

3. Review Date: _____

Staff Signature: _____

