

Liverpool Street Elementary School Operational Plan

2020-2021



Communications:

- **Communications to Staff:** Communications will be delivered through MS TEAMS Meetings, emails, in person mtgs when possible following the 6ft regulations. A virtual staff meeting will take place Aug 31 to review the Operational plan with all staff.
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.
- **Communications to Visiting Professionals:** Visitor handout will be provided to all visiting professionals. See Attached.
 - A handout will be provided to all visiting professionals, to ensure they comply with the operational strategies for LSS
- **Communications to Parents/Guardian/School Community:**
 - updated and current info will be posted to school website. Monthly newsletters will still be posted on the school website.
 - emails and phone calls sent through school messenger
 - notices sent home
 - home and school Facebook page
- **Communication with Students:**
 - Students will be informed with operational strategies as it pertains to their school day by their homeroom teacher. Teachers will also practice these strategies with our students.
 - Students will return to school on a staggered entry as per the following table.

Date	Grade level
Tuesday, September 8	Grade 2 and Grade 5
Wednesday, September 9	Grade 3 and Grade 4
Thursday, September 10	All Students
Friday, September 11	All Students

Building Access:

- Access to School:
 - All doors remain locked, at all times to prevent public access.
 - Visitors to the school ring the school doorbell and report directly to the main office.
 - Parents/guardians will be asked not to enter the building without an appointment.
 - Parents/guardians will be notified that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/guardians will be by appointment only.

- Physical Distancing Requirements:
 - School start times: all students will go directly to their homeroom class, to remain in their classroom bubble. Student drop off will use the portable doors, bus students will be dropped off at front of the school, walk down the sidewalk and enter the portable doors. This will maintain the appropriate traffic flow of students, using the same door to enter the building.
 - Hallways: Students/Staff will keep 6 ft apart, staying to the right of the hallway at all times.
 - Dismissal Times: Grade 2 dismiss at 1:45pm. Students taking a bus will exit through main doors and get on the bus. Students being picked up by a parent/guardian will go out portable doors and stand with teacher in designated area for that class until parent arrives. All classes will be 6ft apart. Walkers will exit out back doors of portables. All After School daycare students will exit same door as walkers.
 - Grades 3 to 5 will dismiss at 3:00pm and follow same process as the Grade 2 students.

School Staff Working outside the Classroom: Will be included in all communications with school staff working inside the classroom, to be aware of the required operational procedures. (Custodians, Librarian, EAL, etc.)

Access to Building First Day of School- Staggered entry

Parents and Students will join their teacher on the paved area on our playground. Each class will be clearly marked with a pylon and teacher name. Each class will be 6 feet apart from each other. Each student with their parent will be asked line up on orange dots (6 ft from each dot) until a staff member directs them to the appropriate class line marked by pylon. Staff will be monitoring that parents keep 6 feet apart and once they have found the teacher with their child; parents will be asked to say goodbye.

Any parent arriving to Liverpool on the first day of school who did not register for school will be permitted to enter the building through our main doors on right hand side with their child through the main entrance of the building. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/guardians will go to main office. Parents/guardians will exit left side of main entrance. The administrative assistant will record when the child arrived as well as the reason the child was late.

Access to Building After First Day of School:

All students in will enter the building using the portable doors and will hang their belongings on their hooks and proceed directly to their classrooms. Students will socially distance in hallways. Students will be encouraged to wear a mask when entering the school to go to their classroom. Once in their classroom, they can remove the mask. This will be monitored by staff.

Dismissal: Grade 2 at 1:45pm

Students will exit one classroom at a time leaving at least 30 seconds between the exit of each classroom. Bus students will exit out the main entrance of school and go directly to their bus. Walkers in grade 2Tap, 2PG, 2KM/O, 2L, 2W, will exit portable doors and use sidewalk to go directly to crossing guard. Students being picked up will follow teacher to designated area on front lawn to wait for parent/guardians. All parents/guardians picking up a student must park their vehicle on the side street. Parents/guardians are not allowed to park in front parking lot. Once parents/guardians have parked on side streets, they can walk over to pick up their child following the 6ft social distancing protocol. Students being picked up by a daycare staff member will exit out back doors of portable to join their daycare worker.

Dismissal: Grade 3, 4 and 5 at 3:00pm,

Students will exit one classroom at a time leaving at least 30 seconds between the exit of each classroom. Bus students will exit out the main entrance of school and go directly to their bus. Walkers in grade 5R, 5G, 5B, 4/5 B, 4C, 4EG, will exit doors at the end of their wing and use sidewalk to go directly to crossing guard. Walkers in 4H, 3Mc, 3M, 3Tag, 3W will exit out back doors of portable and use sidewalk to go directly to crossing guard. Students being picked up will follow teacher to designated area on front lawn to wait for parent/guardians. All parents/guardians picking up a student must park their vehicle on the side street. Parents/guardians are not allowed to park in front parking lot. Once parents/guardians have parked on side streets, they can walk over to pick up their child following the 6ft social distancing protocol. Students being picked up by a daycare staff member will exit out back doors of their wing to join their daycare worker.

Arriving at School:

Students who are dropped off by parents/guardians to school can do so **from 8:00am to 8:15am** through the portable door entrance of the building and proceed directly to their classroom. After 8:15am, please enter through main entrance and sign in at office with our Administration Assistant.

COVID controls for the classroom:

Hand Washing/Sanitizing areas will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.

Students should use personal belongings. There should be little sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan.

Students will remain in homeroom classes and teachers will move from class to class for PIF and English to Immersion.

Library – Classes will be scheduled to visit library with time in between classes to allow for sanitizing. The librarian will select books to place on table for students to borrow. The librarian will sanitize books upon their return.

Music Room – Classes will be scheduled. Time will be reserved at the end of every class to sanitize any equipment used and surfaces areas that were also used. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized.

Science/ Math Resources from Library – Science will be taught primarily in homeroom classes. When teachers wish to use the science/Math resources, teacher will be required to sanitize any equipment used by the class prior to returning the resources to the library.

Computer Pod – Teachers will need to book the computer Pod. Students, with assistance from teacher will be expected wipe screens, keyboards prior to returning the laptops to the pod. The teacher will notify the Admin. Assistant that the class has returned the laptops to the pod. The Admin. Assistant will notify the custodian that the computer pod is ready to be cleaned. Custodians will ensure that screens, keyboards, pods are properly sanitized between use.

Changing Rooms – The changing rooms are not to be used during the 2020 – 2021 school year. These rooms will remain locked throughout the school year. Students who are in Phys. Ed. classes must go to their designated bathroom. Allowing students washroom breaks during Phys. Ed. is discouraged.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas. Staff are encourage to wear their face shields and masks during this time.

Resource Area - Small group work will be limited to students who are in the same class. Between working with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

Guidance Area – Small group work will be limited to students who are in the same class. Between each meeting with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

EAL Tutor- Small group work will be limited to students who are in the same class. Between each meeting with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

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

Praise area/Lego wall- Classes will be scheduled one class per day to use this area. Custodians will ensure that the chairs, items in baskets and baskets are properly sanitized.

Risk Assessment:

- Risk Assessment – Numerous upgrades to school facilities have been/are being put into place to mitigate the spread of COVID-19
 - Plexiglass around the Admin Assistants desk
 - Water Bottle Stations at water fountain
 - Hand Sanitizing Station at main entrance
 - Face shields available in office for professionals working with students
 - IR Thermometers for temperature checks with recording sheet
 - Sanitizer is available in all classrooms
 - Sanitizer provided for all physical education equipment
 - Playgrounds has been divided into 5 different zones
 - Staggered recess and lunch breaks are scheduled
 - All staff have a mask
 - A mask and hand sanitizer will be added to school supply list for students.
- Physical Isolation:
 - People showing signs of COVID-19 will make arrangements to be picked up as soon as possible.

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 room next to the lobby photocopier room. The person who is sick will be given a mask to wear (if they do 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 (there is a window so we can monitor the person). 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:

- Physical Distancing for Staff, Students, Visiting Professionals, Parents/Guardians & Community Members:
 - All classes will remain in their individual class bubbles at all times.
 - Designated areas on school grounds will be determined for each class.
 - School Hallways permit 6ft apart for classes to move about in the school
 - One class at a time in the library.
 - A curtain partition is in the gym to keep bubbles separate.
 - One class in the music room at a time
 - Chairs will be removed from the lobby area to discourage gathering.
 - Student washrooms are in each classroom. For the students in portable classrooms, they will be assigned a washroom in the lobby area, by class.
 - Visiting professionals will wear a mask, if they cannot physically distance.
 - Parents and guardians will be asked to wear a mask
- Furniture:
 - Library furniture will be arranged to promote physical distancing.
 - Furniture will be removed from the reception area
 - Staff kitchen will have furniture arranged for physical distancing
- Visual Cues:
 - The COVID-19 questions will be posted on the front doors of the school
 - Floor stickers and arrows are on hallway floors for directional cues
- Physical Barriers:
 - Curtain installed in Gymnasium
 - Plexiglass in Office Area

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

Hallways:

All staff and students will keep to the right of the hallway to allow for 6ft of socially distancing. If the hallway is clear, a staff member with a student may utilize the sensory path in Grade 2-hallway.

Stickers on floor indicate directional cues for students and staff.

**Determine if installation of physical barriers, such as partitions, is feasible
Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

Staffroom: Tables to be set up so that physical distancing is respected. No more than 4 people at a time in the staffroom. Other staff members may walk into their area to access their food.

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

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. Sinks will be reserved for handwashing.

Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Office: When entering the office please knock to make contact with Admin Assistants. 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.

Transitions:

- Lunch:
 - All students will eat in their classrooms
 - Hot Lunch Tuesdays and Thursdays to be catered by Chartwells – all food arrives individually packaged for delivery to students.
 - Milk will be delivered to classrooms for students
 - Breakfast items will be delivered to classrooms, individually packaged.
 - We will receive food from the Community Kitchen, if possible, as it is individually prepared

- Modifications to School Schedule:
 - Three staggered recess times in the morning. (to allow for spacing in hallways, for students to get ready to go outside)
 - Three staggered lunch recess times
 - Modified schedule for eating lunch in classrooms
 - Modified areas on playground for 5 zones

Resource teacher, and/or guidance teacher will meet with no more than two to three students at a time. They will pick the students up and deliver them back to the classroom.

7:45- 8:10am	Bus arrival times
8:00-8:15am	Parent drop off and walker arrival times
9:45- 10:00am	Grade 2 only recess (5 designated areas. 1 area per class)
10:05-10:20am	All Grade 5, 4clow, 4 EG recess (5 designated areas. 1 area per class)
10:25-10:40am	All grade 3, 4H, 4/5 Bray recess (5 designated areas. 1 area per class)
11:30-12:00	All Grade 2 lunch recess
12:00-12:20	All Grade 2 Eat lunch in classrooms
12:00-12:30	All Grade 5, 4clow, 4 EG lunch recess
12:30-12:50	All grade 5, 4 Clow, 4EG eat lunch in classrooms
12:30-1:00	All grade 3, 4H, 4/5 Bray lunch recess
1:00-1:20	All Grade 3, 4H, 4/5 Bray Eat lunch in classrooms
1:45pm	Grade 2 Dismissal
3:00pm	Grades 3 to 5 Dismissal

Wednesdays- dismissal for all Liverpool students is at 11:45am.

Supervision:

Each class will have a designated area on the playground. We have 5 zones which will rotate weekly so students are not in one area for an extended amount of time and have the opportunity to use all equipment throughout the school year.

Students will be supervised at a ratio of 1 teacher/2.5 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 marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.

Each area will be provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized when returned. The homeroom teacher will be responsible to ensure that equipment is properly sanitized and returned at the end of each recess.



Provide time for food preparation and mealtimes.

Students will eat in their classrooms. Teachers will supervise classes while they are eating. Classes will eat according to the schedule provided in the transition section of this document.

Hot Lunch- Delivered by Chartwells on Tuesday and Thursdays. All lunches are individually packaged. Lunches will be delivered by a staff member.

Milk Program- Milk will be delivered to each classroom by a staff member

Screening:

- Screening:

- Staff will be regularly reminded of the daily screening process they must follow.
- Administration will continue to communicate with families regarding students screening, and the steps they must follow.
- Masks will be kept in office, for isolation room purposes.
- Isolation Room: small room beside office

Outline how passive screening requirements are being met and communicated.

Parents/guardians will be given the attached document on symptoms of COVID 19. Parents/guardians will be asked to take their child's temperature prior to the child leaving for school.

Parents/guardians will be required to ensure that if their child is not feeling well that their child remains at home.

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

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

Ensure that the staff understands and implements its screening process.

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be required to take their temperature before leaving for work each morning.

Staff 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, they will notify the administration. A member of the administrative team will make contact with the individual to verify the information. School personnel and parents 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 room next to the Photocopier in main lobby. The individual who is sick will be given a mask to wear (if they do 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.

Cleaning:

- Handling objects:
 - Math manips from library resource center/ guided reading books/science materials will be sanitized before returning materials to their designated spots.
 - All phys ed equipment and music equipment will be sanitized after each class
 - Library books TBD
 - Playground equipment in designated zones to be sanitized before the changing of allocated classes to each zone
 - all doorknobs, light switches, photocopiers, printers, telephone, intercom, high touched areas to be sanitized 3 times a day
 - all classroom supplies will be sanitized once a week
- Sanitization:
 - sanitizer will be in all classrooms
 - a sanitizing stations will be put in our school lobby
 - custodians will watch supply levels of sanitizer.
- Washrooms:
 - proper hand washing signs are in all washrooms
 - custodians will ensure that all washrooms are equipped with necessary supplies
 - in gymnasium/music/library/resource/guidance room/portables- there will be a designated washroom with one student at a time allowed in washroom.
- Hand washing:
 - cleaning will be kept by our school custodians
 - teachers will teach students the importance of washing hands thoroughly and using the hand washing signs for help.

CLEANING AND DISINFECTING PROCEDURES

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

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

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the custodian room. All staff will return cloths and spray bottles to custodian room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.

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

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

Washrooms

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

Washrooms:

All washrooms are gender neutral. Only one student may be in a washroom at a time. Students will use the washroom that is located in their classroom. For the few classrooms that do not have a washroom in the room, washrooms will be assigned to classrooms in the following manner:

Lobby Washroom – Grade 3 FI Mme Mulholland

Lobby Washroom 2 – Grade 2/3 Ms. Ward

When students are in phys ed, music or Library, they will go to their designated washroom.

Designated Staff Washrooms – washroom in grade 4/5 wing, washroom in grade 2/3 wing.

All washrooms will have liquid soap dispensers and paper towel dispensers.

Washrooms will be cleaned two times per day.

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.

Students will be required to wash their hands and /or sanitize when coming in from recess.

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

All washrooms will be limited to one person at a time. Washrooms will be marked to indicate which classroom is to access the bathroom. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time.

Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom. (Mme Mulholland and Ms.Ward's classes)

Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time and ensure the students knows what washroom to use.

**Since physical barriers are not always possible:
Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.**

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the custodian room.

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

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

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

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 members notices that the ventilation system is not working, they are to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an "emergency" issue.

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

PERSONAL HYGIENE ETIQUETTE

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

While students are not required to wear a mask while at school, it is recommended that students have a cloth mask with them. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time. If students are travelling in a group with their teacher, masks are not required. They are to keep apart 6ft. If a student is travelling in the halls by themselves or with another student they should be wearing their mask.

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 a call will be placed to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

Provide minimum 60% alcohol-based hand sanitizer.

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

Communicate frequently about good respiratory hygiene/cough etiquette.

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

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

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

PROTECTIVE MEASURES

To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. *To ensure that members of vulnerable populations and students with complex needs are accommodated.

Movable physical barriers will be in place when working with students with complex needs.

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 two areas.

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 who the student(s) is/are working with.

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

Our school does not have a kitchen or cafeteria that would require a license.

OCCUPATIONAL HEALTH AND SAFETY:

Occupational Health and Safety Act and Regulation Requirements

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

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

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

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

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

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

Staff will have access to this document.

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

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

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

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

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

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

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

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

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

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

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

Make available appropriate personal protective equipment for the school setting.

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

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

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

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

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in room 31(as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixe.html>

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

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

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

Schools must engage the district from the beginning.

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

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

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

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

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

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

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building.

Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance. Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc. If exclusion/isolation is required, the principal or 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. 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 Team Leaders will make contact with their grade level teams on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal/Vice Principal will make contact with 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 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 the week of August 31.

APPENDIX ONE

SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

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

Do you have any of following symptoms:

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

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

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

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

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

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

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.

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

For the latest information visit: www.gnb.ca/coronavirus

APPENDIX TWO

Liverpool Street Elementary School Re-Opening Plan Handout for Visiting Professionals

- Verify responses to all Covid-19 Questions posted at the school entrance
- Sanitize hands and/or Wash Hands
- Sign-in at School Office
- If working with Students, please wear a mask, unless social distancing can occur
- Please check in at office. Admin. Assistant and /or Principal/Vice Principal will go over Liverpool's Operational Plan with the visitor.
- Use Staff Washrooms only- located in both wings by milk rooms
- Please use spray bottle with sanitizer that is provided by our school to sanitize any resources that may have been used while you were visiting/working with students.
- Use the correct side (right) of the hallways
- Please sign-out when exiting the building
- Supply Teachers: Covid-19 Operational Plans for a specific classroom will be provided, in the lesson plan given by the teacher.

Leo would like us to follow all protocols to safe!

Have a great day!

