

MONTGOMERY 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. They will be asked to send questions to the Principal prior to reporting to work on the first day. On the first day of work, a virtual meeting will be held with staff to go over the plan and answer any questions they had. 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. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following:

| Date | Portion of Students | Grade level |
|--------------|---------------------|---|
| September 8 | 1/2 | 1-5 |
| September 9 | 1/2 | K-5 KM: 8:30 – 10:30 KC: 9:00-11:00 KK: 9:30 – 11:30 |
| September 10 | All | 1-5 |
| September 10 | 1/2 | K KM: 8:30 – 10:30 KC: 9:00-11:00 KK: 9:30 – 11:30 |
| September 11 | All | K - 5 |

- Teachers will call or email the parents/caregivers to let them know their schedule for the week on August 31st so they may plan accordingly.

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 includes substitute teachers who are coming into the building.)

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved, a summary of the plan (vetted through PSSC) will be sent by mail to each family. The entire plan will be posted to our website. Parents/caregivers who have questions will be asked to call the school and speak to an administrator.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

On the **first day of school for new students to the school and kindergarten students, the** parent/caregiver will be permitted to enter the building with their child through the main entrance of the building and remain in the lobby, they will not be permitted in the hallways. Admin and guidance will maintain order in the lobby while this is occurring. The number of people entering the building/lobby will be monitored to ensure that appropriate physical distancing can occur. Only 5 adults may be in the lobby at a time. Parents/caregivers of these students will be asked to exit via the back door of the lobby.

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

Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up and they will remain outside, the student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

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.

All other visitors through appointment will sign in at the office, including visiting professionals. Members of the public, parents/caregivers will not have access to the main hallways or classroom during the instructional day.

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

7:45 – 8:05

Parents/caregivers will be asked to ensure that students arrive between 7:45 – 8:05. All drop off students will follow the drop off lane rules and drop their child off where the duty teacher is (left side of buses). Should any student be late (past 8:05), they may use the main door, where

they will have to ring the buzzer for entry. No parents/caregivers may enter the building with their child.

All students will immediately enter the building upon arrival. Bus duty teacher will ensure there is a reasonable wait time while unloading buses to reduce congestion at the doors, should multiple buses be lined up to let students off.

Students are **encouraged (staff will ask them to wear them)** to wear a community mask when entering the building due to possible congestion from bus and drop off students.

Bus, drop off and walking students will enter doors accordingly:

Kindergarten- Main portable hallway door

G1 and ½ - main hallway door

G2 – back lobby door

4H,3L,3M,5E will use their portable doors for entry

4T – uses the portable door closest to 5Evans classroom

5A – Main hallway door

Upon arrival all students are to immediately take boot off, put into the boot rack and bring their indoors sneakers into the classroom to get ready for the day. This procedure will be monitored the first two weeks to ensure there is limited congestion in the hallway.

Dismissal:

When classes are ready for dismissal, teachers will walk their class to the back-playground pavement, where they will be assigned a spot. Teachers must ensure there is no congestion in the hallway at dismissal. This will be achieved by having the students lined up and ready to go in their classroom. The teacher will check the hall and if free, lead their class to their spot on the pavement. Bus students will be dismissed first with three duty teachers stationed on the road around the portables, where classes will walk to their bus. Teachers will ensure it is appropriate for their bus students to walk to the bus when there is appropriate spacing between classes. Parent and caregivers who are picking up their student will wait by the back of the school (there will be signage to show the waiting area), teachers will then dismiss their pickups and walking students, class by class ensuring no congestion. Classes will get ready according to the following to ensure only one side of the hallway is using their boot racks. Student will then reenter their classroom to wait dismissal.

1:30 K, 1FI and 1S use boot rack to get boots and bring into the classroom.

1:35 2Eng, 1/2Eng. and 2 FI use boot rack to get boots and reenter the classroom.

3L, 5E, 4T and 5A can get ready at the same time except for 4H and 3M. 4H 2:50 and 3M 2:55 (enter hallway, get boots and reenter classroom)

Large daycares will be given a spot on the pavement and it is expected a leader is there ahead of dismissal to supervise their group.

Provide COVID controls for the classroom:

Staff entering a classroom (resource/admin etc.) who can't maintain a social distance of 2M or visiting professionals who cannot maintain a 2M distance are required to wear a mask.

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 2 m distance between themselves and students, but it won't always be possible.

Students should use personal belongings as much as possible within their class bubble. Bubble classes may share items such as lego, blocks, etc. With the items being sanitized once at the end of the day. Additional manipulatives for subjects will be provided as required. If sharing is required, sanitization of items will be completed as per this plan (once at the end of the day) 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 and ensure hallway is clear for movement)

Library – The library will be closed to students. The librarian will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.

Portable classrooms and access to washrooms – The students that have a portable for a classroom must sanitize upon leaving the room, use only the washroom assigned to their classroom, wash hands and sanitize before entering their portable classroom. There are to be no exceptions with these bathroom assignments. Teachers will ensure students know this.

3M – uses 1/2B

4H – uses KC

3L – uses 2CS

5E- uses KK

4T – uses 1S

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas. Phys Ed classes will be outdoors as much as possible.

Programming Room One and Two – Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer.

Resource – Resource teachers will not have pull out students, all work with students will be done in class. Students must have their own materials to work with. Should resource teachers bring materials for use, they are required to sanitize afterwards. They will be required to wear a mask when working in classrooms with students.

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

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

ELA - will not have pull out students, all work with students will be done in class. Students must have their own materials to work with. Should ELA teacher bring materials for use, they are required to sanitize afterwards. They will be required to wear a mask when working in classrooms with students.

Visiting Professionals – When a distance of 2 meters cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks are not required. All must sanitize upon entry to the building and follow proper sign in procedures.

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.
- Parent/caregivers may not keep their children home when presenting symptoms.
- 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. Teachers will ensure this information will be reviewed, daily to weekly as required to ensure all students are following these practices and become a normal routine in school.
- High touch surfaces will be sanitized as per district guidelines (2X/day)
- Bathrooms cleaned 3x/day
- 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).
- Parents/caregivers will be reminded to keep their children home when presenting symptoms and get tested if required.

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 opposite the main office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff who are required to be in contact with the student 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.

PHYSICAL DISTANCING:

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

The “reception area” will be the front part of the lobby. All the above will be required to wait in this area until they are met by the admin assistant where they will be given instructions. Hand sanitizer will be available in this area for use.

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

Hallways:

Arrows will be added to indicate the direction for the hallways.

Signage will be added to indicate areas of “no-stopping”. Outside all rooms by the door, all entry and exit doors, main office.

Determine if installation of physical barriers, such as partitions, is feasible

Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)

Staffroom: No more than 3 people at a time in the staffroom. Other staff members may walk into their area to access their food/photocopier

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. sinks will be reserved for hand washing.

Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Educational assistants will be given a space in their assigned classroom for their personal belongings.

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.

Recess and lunch breaks are as follows:

Recess: Classes getting ready to go out may not use their boot racks until the other side of the hallway has cleared from the previous group.

Group A: 9:30 – 9:50 K and 1FI and 1S (right side of hallway)

Group B: 10:00 – 10:20 1/2Eng, 2Eng,2FI (left side of hallway)

Group C: 10:30– 10:50 3-5

Lunch:

Group A – 11:30 – 12:00

Group B – 12:10 – 12:40

Group C – 12:50 – 1:20

Spaces designated as follows:

Lower woods

Swings and two small structures

Big structure

Upper Woods

Two spaces on the upper field

Doors assigned for recess:

KC/KM – back lobby door (KC first, followed by KM)

KK, 1FI – main hallway door (KK first, followed by 1D and 1G)

1 and 2 Eng. – Main hallway door (2CS first, 1/2B next)

2FI – lobby back door (2R first, followed by 2C)

3L,5E,3M - use portable doors of their classroom

4H, 4T - use portable door by 5Evans (4H first, followed by 4T)

5A – main hallway door.

Ensure proper spacing is between classes as they line up and enter. Each class will have 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. Teachers will meet classes at their spot and ensure students do not congregate at the door and class bubbles are spaced out upon entry. Teachers will ensure classes enter according to their room assignments - middle class first so that classes will not pass other classes at their boot racks. see above

Classes will rotate through their assigned stations on a day by day basis. Teachers will organize this rotation upon return to work based on their “starting” station on Tuesday, September 8th as below. K-2 students will be assigned pinnie's for duty teachers to ensure students stay in their designated area.

No bells will ring due to the staggered breaks, each duty teacher will be assigned their own whistle which they will blow to indicate break time is over. Students will then go to their assigned spots awaiting their teacher to bring them into the school according to their assigned order.

Supervision: Each group will organize a duty schedule with lunch being 2 / 15 min duties. Educational assistants will help with duty where possible. Admin, PE, resource/Guidance will assist with duty. One teacher is required to be on duty to start – this will be evaluated after the first two weeks back.

Staff Meetings will be virtual except for small group/team meetings where social distance must be maintained.

Larger group meeting must not contain more than 6 attendees (i.e. transition, parent, visiting professionals etc). Should more than 6 be required, it will be held virtually.

Evaluate options to reduce those required onsite

Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than two meters (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.

Stairs currently have an up and downside – this will be re-enforced upon return. Arrows will show directions

Water stations will have line up marks, with a 2M distance. No more than 3 at a station. Home room teachers need to monitor how many are going out and what the lineup looks like.

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.

- See above times/classes/entry/exit/spaces on playground available

- Teachers will create a schedule based on the starting rotation and share with their group and the office.

Playground Equipment:

Starting rotation - classes move down the rotation day by day.

| Group A | Area | Class |
|--------------------|-----------------------------|-----------|
| Tue, September 8th | Lower Woods | KM |
| | Swings and small structures | KC |
| | Large structure | KK |
| | Upper woods | 1D |
| | Upper field (two spots) | 1G and 1S |

| Group B | Area | Class |
|--------------------|-----------------------------|-------|
| Tue, September 8th | Lower Woods | 1/2B |
| | Swings and small structures | 2CS |
| | Large structure | 2R |
| | Upper woods | 2C |
| | Upper field | |

| Group C | Area | Class |
|------------------------|-------------------------------|---------------------|
| Tuesday, September 8th | Lower Woods | 3Mac |
| | Swings and small structures | 3L |
| | Large structure | 4H |
| | Upper woods | 4T |
| | Upper field (2 spots for 3-5) | 5A & 5E (two spots) |

Provide time for food preparation and mealtimes.

Students will eat in their classrooms. See above for recess times/class

Milk will not be available to students. Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. Students must have their names on their water bottles. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

Hot lunch options will be looked at by the end of September. The only options will be vendors that can prepackage food with limited handling once arriving at the school.

Homeroom teachers will escort students to their assigned door upon recess time to ensure no congregating in the hallways and exit points. Teachers will pick up students at the end of their eating time/noon recess and escort them to their classroom.

School layout guide maps to inform students, staff, visitors, and public are encouraged.

School layout guides will be developed as needed.

Recess:

See schedule 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 review the COVID 19 questions posted on the front door, prior to entering. If they answer yes to any of them, they will not be admitted.

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 are recommended to take their temperature before leaving for work each morning.

Staff must complete passive screening, before leaving residences. If there are symptoms of COVID, they should not be at school, enter into AESOP, inform admin.

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 contact public health. 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 room across from the office. The individual who is sick will be given a mask to wear (if he/she does not have a mask. 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 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.

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’s room. All staff will return cloths and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse or thrown out. 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 solution.

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

John Clayborne, 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: All washrooms are gender neutral and located within the classroom as a single washroom. Portable classroom is assigned a washroom according to the following:

3M – uses 1/2B

4H – uses KC

3L – uses 2CS

5E- uses KK

4T – uses 1S

Designated Staff Washrooms – Health room; lobby washroom x 2 (only one in at a time)
Washrooms in classrooms (Staff can use students’ Washroom if they desire)

All washrooms will have liquid soap dispensers and paper towel dispensers.
Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
Washrooms will be cleaned three 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 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.

We have two washrooms with two stalls each (lobby washrooms). These two washrooms will be limited to one person at a time and for **staff only**. Students needing a washroom while on the playground or in the gym will use their classroom washroom.

Since physical barriers are not always possible:

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

All staff will pick up spray bottles with a designated cleaning solution daily and cloths from the “health” room.

This cleaning solution is to be used to sanitize shared items at the end of each day.

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

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

Each class and entrance will be equipped with a hand sanitizing station, inside the doorway

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 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 mask with them. Students will be encouraged to wear a mask in common areas where 2M distance can't be achieved Staff will wear a mask when physical distancing of 2 m is not possible. This would be for visiting professionals or any other person not in the class bubble. Teachers in their class bubble are not required to wear a mask in their classroom but may do so if they wish. Mask wearing should be suited to the task and must be worn and disposed of or washed properly.

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 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 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, light switches, door knobs will be cleaned 2X/day and washrooms will be cleaned 3 x/ day. The custodian, John Claybourne will complete this work during the school 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.

NA

May need a barrier in the programming rooms, will re-visit first week back.

Students on a PLP –I may deviate from this plan to some extent, according to their programming needs. Example a student may require additional time on the playground, or a student may start their day on the playground versus coming directly into the building, or a student may need to travel to their programming room or the gym when it is free for one on one work. This will be determined in consultation with the ESS team and parents during the planning phase and will consistently be evaluated for progress or lack of progress. These situations can be built into their plan so long as they are not interrupting a class bubble. This will be determined in consultation with the ESS team and parents during the planning phase. **Safety of students and staff will be the ultimate consideration when planning.**

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 programming rooms.

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 as well as visiting professionals or parent/caregiver meetings with staff. The log will include date, time in/out, whose class or office they are visiting.

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

Hot lunch will continue so long as the vendors can package by class. Each class will be responsible for obtaining their package of hot lunch to limit contact. In the past, grade 5 students delivered lunch. This will not be possible this 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.

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 and admin assistant.

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

NA

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 an empty classroom or alternate room with space to distance.

Staff are advised to read information on the following website:

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

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

Supervisory staff will work to ensure that all members of the school community are complying with 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. 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

If 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 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 admin will attend all team meetings on a bi-weekly basis. The EST-R will touch base with Educational Assistants on a bi-weekly basis during the educational assistants meeting. These meetings will be held in the gym in order to maintain social distance.

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

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

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

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