

NACKAWIC SENIOR HIGH SCHOOL

30 Landegger Dr., Nackawic, NB E6G 1E9

Tel: (506) 575-6020

Fax: (506) 575-2336

S. Newlands, B.Ed., M.Ed.
Principal

R. Calder, B.P.E., B.Ed., M.Ed.
Vice-Principal



Nackawic Senior High School

Return to School Plan

2020 – 2021

ATTENDANCE:

In order to allow for optimal physical distancing, the following procedures have been put in place for student attendance:

Where Grade 9 students were unable to have their traditional transition visits and tour, Tuesday, September 8 will be the first day of school for Grade 9 students only.

Beginning on Wednesday, September 9 High school students will attend school on alternating days. Students will be divided into two groups. Half will attend on Day 1 and half will attend on Day 2. Days on which students will attend will be communicated with parents before school begins.

Students will be expected to complete work on their days assigned to home. Each teacher will communicate their individual expectations and processes during the first week of school.

If a Grade 11 or 12 subject class has 15 or fewer total students (Day 1 and Day 2 combined), then a student may attend that class daily, only if they can provide their own transportation to and from school for that period. For example, if Metal Fabrications 110 has only 14 students total, a student may come daily for that class, but must arrive immediately before the class and leave the premises immediately after the class.

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 and School Messenger 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: The operational plan will be sent to all homes via School Messenger prior to the first day of school. The plan will also be communicated to students in detail by advisors during their first day of school and reviewed frequently during the two weeks of school.

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. A copy of the complete plan will be e-mailed to any visiting professional in advance of their visit. The plan will be attached to AESOP for substitute teachers.

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved by district, it will be sent to all families via School Messenger and then posted to our website. Parents/caregivers will be asked to send any questions or concerns to the school administration.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

Parents, guardians and members of the general public will only be able to access school personnel for meetings by appointment. Parents picking up children during instructional hours are asked to call the main office of the school to notify administration of their arrival. The student will then be called to the office to sign out before leaving the building.

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

Arrival

Busses will arrive, as always, in the lower parking lot. Students will enter the building through the main lobby, in single file, wearing masks and respecting social distancing. Students are not to congregate in the lobby. They are to proceed to the breakfast program table or directly to any classroom upon arrival.

Students who walk or drive to school will enter the school through the upper parking lot doors. They must put on their mask before entering the building. Students are to proceed to the breakfast program table or directly to any classroom upon arrival.

Students will not be permitted to congregate in common areas such as the upper and lower lobby and hallways.

Dismissal

In order to avoid congestion and lineups for busses, at the 3:15 dismissal bell, students will remain in their seats until busses have arrived and lined up, at which point a member of the admin team will announce that students may leave the building.

Students leaving Mrs. Cronkhite's, Mr. Kitchen's, Mr. Finnermore's, Mr. Lagacy's, Ms. McGrath's, Ms. Schriver's, Mr. Brewer's, and Mrs. Graham's classes, in addition to all students who drive, will exit the building through the doors leading to the upper parking lot at the end of the main hall.

Students leaving Mr. Casey's, Ms. Keehn's, Mr. Newlands'/Gallop's, Ms. Fox's, Ms. Purdue's, Ms. Connors', and Ms. Fitton's, Ms. Campbell's, and Mr. Graham's classrooms, as well as those in tech labs, the music room, the gym and shop, will exit through the main lobby doors.

Provide COVID controls for other learning sites:

Library – The public/school library will be open and we will be following the parameters established by the New Brunswick Public Library Service. A maximum of 6 patrons are permitted in the library at any one time, including members of the public and students. As a result, classes cannot book visits to the library together. There is currently no seating in the library, so students must wear community masks for the duration of their visit. The library is currently not open to the public or to students on Monday.

Computer Lab – Teachers will need to book the computer lab through the Virtual School on the One Site. High school students will be expected wipe screens, keyboards, chairs and tables prior to leaving. Custodians will ensure that high touch surfaces are properly sanitized at least three times per day.

Makerspace – The Makerspace may be used. Teachers must ensure all non-consumable items are disinfected by the student or teacher before returning materials to storage.

Art/Music Room – Art and music classes will take place. Teachers must ensure that students disinfectant all non-consumable items (Art) and all musical instruments (Music) at the end of each period.

Science Lab – The science labs will be used. Teachers must ensure students sanitize equipment and workstations at the end of the period.

Gymnasium – All equipment will be disinfected by students at the end of each period. The use of outdoor spaces will be strongly encouraged.

Changing Rooms – Our changing rooms are large. With students attending every other day, we would have no more than 10 students of one gender attending on any one day. The changing room lockers will be off limits. Change rooms will be cleaned and disinfected frequently (at least 3 times a day).

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas and common areas. 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>.

Resource Area – A limit of 10 people will be permitted in the Resource Room or Resource Centre at any one time, including staff and students. Where possible, students will be encouraged to stay at one workstation during their visit to these rooms. Between working with students chairs, tables and any areas touched by the student(s) must be disinfected by Resource Teacher, EA, or students. 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 – Where possible, only one student will visit the Guidance Office at a time. A limit of two students will be permitted in the common Guidance Area at the same time and must respect physical distancing. Between each meeting with students chairs, tables and any areas touched by the student(s) must be disinfected. Chairs/furniture in guidance area is to be kept to a minimum.

SLP – the SLP will be required to wear a clear shield and mask when working with a student within 1 m proximity of 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.

APSEA WORKER – the APSEA Worker will be required to wear a clear shield and mask when working within 1 m proximity of 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.

District Personnel meeting with NHS Staff – When a distance of 2 m cannot be maintained masks will be required.

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:

Risk Factors and Mitigation

- Students will have interactions with others at a distance of less than 2 m.
 - Community masks will be required in all common areas throughout the school.
 - Sanitizing station in each classroom and in common areas.
 - Proper hygiene practices will be reviewed and reinforced frequently with students.

- Students will have prolonged interactions with others (longer than 15 minutes).
 - Smaller class sizes, attendance on alternate days.
 - Congregating in common areas will not be permitted.

- The setting in classes has a high density of people.
 - 1 m social distancing required. Reduced class sizes.
 - Sanitizing station in each classroom and in common areas.
 - Proper hygiene practices will be reviewed and reinforced frequently with students.
 - Students will attend on alternate days.

- The classroom setting is primarily indoors.
 - 1 m social distancing required. Reduced class sizes. Attendance on alternate days.
 - Outdoor classes are encouraged
 - Keeping windows open during the day if weather permits.

- Students have frequent contact with high-touch surfaces.
 - Students disinfect workstations after each class.
 - Sanitizing station in each classroom and in common areas.
 - Custodians to disinfect high-touch surfaces frequently, as per Return to School guidelines.
 - Proper hygiene practices will be reviewed and reinforced frequently with students.

- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.
 - Face shields and desk partitions to be made available for all school personnel.
 - Work with District HR and Worksafe NB Coordinator to ensure vulnerable school personnel feel safe and have needs met.
 - Sanitizing station in each classroom and in common areas.
 - Custodians to disinfect high-touch surfaces frequently, as per Return to School guidelines.
 - Students disinfect workstations after each class
 - Proper hygiene practices will be reviewed and reinforced frequently with students.
 - High risk students with medical documentation will have the option to learn from home with teacher support.

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 sick room located in the hallway of Ms. Fitton's and Ms. Connors' classrooms. The individual who is sick must wear their mask until they are alone in the room. If being cared for, the caregiver and student must both wear masks. A face shield is also recommended for the care giver. The door to the room will be kept shut while the symptomatic person is inside. The furniture in the room will contain a couch with vinyl upholstery and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

PHYSICAL DISTANCING:

Consider staff, students, visiting professionals, parents/guardians, and community members

As per the Return to School Plan, physical distancing of 2 m must be maintained by all stakeholders outside of the classroom with community masks being worn. Physical distancing of 1 m must be maintained within the classroom. Student and teachers may remove their masks once everyone has been seated. Masks must be worn if students move around the room, for example, to sharpen their pencil.

Custodians working in areas where there are no students, including common areas during class time, may remove their masks.

Student lockers will not be used this year in order to ensure physical distancing requirements. Within classrooms, each student station will consist of two desks and two chairs. Students may work at one desk and place their bookbag and other belongings on the other.

The main office door will remain closed and locked. Staff and students must come to the office window to check-in. Due to the layout and enclosed space of the office area, entrance will only be granted for urgent matters.

A maximum of seven people can be in the staff room at any one time. Teachers are encouraged to eat their lunches in their classrooms or outside.

The student washrooms will have a maximum capacity of 3 students at one time. The gender-neutral and staff washrooms will have a capacity of 1 person at a time.

Arrange furniture to promote the physical distancing requirements

Any furniture in common areas that does not allow for 2 m physical distancing will be removed and stored. Any benches which allow for 2 m physical distancing will be left in place and marked to identify where a student may sit or not sit.

Any furniture in common areas made of fabric which cannot be easily disinfected will be covered or removed.

Cafeteria tables will only be able to accommodate 2 students each, seated at each end.

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

Hallways:

Arrows will be placed on the right side of hallways and stairwells to encourage students to stay to the right. Students should always keep the directional arrows to their left and walk in single file. Stickers to promote spacing for line formation will be placed in areas such as the breakfast program and cafeteria to promote physical distancing. Maximum occupancy signs will be placed at the entrance to and inside of bathrooms, staff room, cafeteria, guidance area and resource rooms.

The cafeteria stairwell is very narrow, so only one-way traffic will be permitted at any one time. Students must wait at the bottom or top until traffic coming from the opposite direction has left the stairwell. Appropriate signage will be displayed.

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

Any staff members will be provided with a partition for their desk.

Partitions will also be in place for the breakfast program to separate the servers and food from the students.

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 and furniture to be set up so that physical distancing is respected. No more than 7 people at a time in the staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom. Staff are encouraged not to eat lunches in the staffroom.

Use of Keurig will be permitted but only single serve coffee will be available. The touched surfaces (buttons, handle, etc...) will be disinfected. Shared coffee pots cannot be used.

Please bring your own waterbottle.

Microwaves and fridges will be available for use, but handles will be disinfected after each use.

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 one additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk.

Staff Meetings will be virtual except for small PLC or committee meetings.

Evaluate options to reduce those required onsite

Students will be divided into two cohorts by last name. Cohorts will attend on alternate days. Some exceptions will be made for the purposes of complex case students, to create an optimal positive learning and working environment, to address class size issues, and in order to accommodate students who have opted out of bus transportation and who are traveling to school together.

Evaluate the risk of individuals/class bubbles coming closer than one metre (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.

Hallways and stairwells will be marked with arrows and students will be required to keep to the right when traveling throughout the school.

Signage will be placed on the outside and inside of rooms with maximum capacity.

Signage will be place on the floor to identify standing spots for lines where applicable (breakfast program, cafeteria).

Signage will be posted outside of the Administrative and Guidance offices to indicate the procedure for access.

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.

Supervision:

Four teachers will be on duty at all times during non-instructional time: one in the main lower hallway, one in the lower lobby and vocational wing, one in the cafeteria and nearby classrooms, and one in the upper lobby and main upper hallway. This is an increase from last year in order to better monitor that students are following social distancing and mask protocols.

Provide time for food preparation and mealtimes.

Students will eat in classrooms (maximum of 15), the cafeteria (maximum of 26), the courtyard, (maximum of 12), indicated bench seats in the upper lobby, or outside, following physical distancing protocols.

The cafeteria will be operational, but not until October 26. Students will need to bring a lunch or leave campus for lunch until the cafeteria is open. Students must bring a personal water bottle daily, as access to water bottle filling stations is available but access to water fountains will not be. Microwaves will be available to students in the cafeteria. Each student must disinfect the keypad and handle after each use.

The breakfast program will be available. Partitions will be in place to separate servers and food from the students. Servers will serve the food to each student through the partitions. Stickers will be placed on the floor to indicate where students should line up to respect physical distancing.

The Culinary Tech class will continue its Feed the Hawks Program, which provides free bagged lunches to students at all three Nackawic area schools in order to combat food insecurity. Students preparing meals will wear gloves, masks and face shields at all times.

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

School layout guides will be provided as needed.

Breaks:

Before leaving the classroom, students will disinfect their workstations. Students will proceed directly to their next classroom, keeping to the right at all times. Students will be able to use the washrooms during break but must respect posted maximum capacities.

Noon Hour:

Students may eat lunch in any classroom, the cafeteria, the courtyard, or outside, respecting physical distancing guidelines. There will also be limited, indicated seating at various benches around the school and in the upstairs lobby. Custodians will disinfect benches at the end of noon hour.

SCREENING:***Outline how passive screening requirements are being met and communicated.***

Passive screening is required for school personnel, students and others permitted in the school building prior to entry. Signage is required to be clearly visible at the entrances. Adults and students will not be required to have their temperature taken prior to entry but should instead check their temperature prior to leaving for school and practice self-monitoring.

Parents are responsible for reviewing the screening questions with their children prior to leaving for school and only sending their child to school when they are well and have met the criteria outlined in the survey. See WorkSafe NB Website for Screening for COVID-19 Poster for a list of questions.

Those who have two or more symptoms of COVID-19 must stay home and contact 811 to determine whether COVID-19 testing is required. If COVID-19 testing is required, individuals must follow Public Health advice for returning to school. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional. If tested, Public Health will inform the individual or parent (when a student is involved) when isolation may be lifted. See the following website for information:

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Note: Students or school personnel who have been identified by their primary care provider as having asthma, seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Parents/caregivers will be given the attached document containing screening questions related to the symptoms of COVID-19.

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 must screen themselves, take their temperatures before leaving their residences. If they show symptoms of COVID-19, they should not come to school.

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

If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will make contact with the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

Students and staff must self-monitor throughout the day.

Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.

People showing signs of illness will go to the sick room located in the hallway of Ms. Fitton's and Ms. Connors' classrooms. The individual who is sick must wear their mask until they are alone in the room. If being cared for, the caregiver and student must both wear masks. A face shield is also recommended for the care giver. The door to the room will be kept shut while the symptomatic person is inside. The furniture in the room will contain a couch with vinyl upholstery and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

CLEANING AND DISINFECTING PROCEDURES

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

Proper hand hygiene practice will be reviewed with staff and students. Signs will be posted at each hand sanitizing location stating proper protocol. Handwashing procedure signs will be posted in all washrooms. 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>

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

Custodians will be responsible for ensuring bottles of disinfectant are filled or replaced each day. Students must disinfect their workstations and any shared materials used before leaving the classroom.

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

Wendy Hatto, 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.

All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will be discouraged.

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, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink. Sinks that are not to be used will be marked for easy recognition.

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

Only three students will be permitted in the student washrooms at a time. Only one student will be permitted in the gender-neutral washroom. Maximum occupancy signs will be posted.

Classroom teachers will ensure that only one student is excused to use the washroom at a time during class time.

Staff members on supervision will need to ensure that physical distancing protocols for washrooms are being respected.

Since physical barriers are not always possible:

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

Hand sanitation stations will be available in each classroom and in all common areas. 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>

Students will be required to disinfect workstations and shared items after each use.

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

Staff will review and reinforce proper hand washing and sanitization processes with students throughout the year.

For ventilation, consult the Return to School document.

N/A – We really don't have a functioning ventilation system at NHS.

PERSONAL HYGIENE ETIQUETTE

Use masks according to the Return to School document protocols.

Students and staff must wear masks in hallways, bathrooms and other common areas at all times. Students may remove masks once the entire class has been seated. At lunchtime, masks may be removed while students are eating, provided physical distancing protocols are met.

Promote appropriate hand and respiratory hygiene.

Staff will review and reinforce proper hand washing and sanitization processes and respiratory hygiene with students throughout the year.

Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.

Custodians will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an "emergency" issue.

Provide minimum 60% alcohol-based hand sanitizer.

All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. 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>. Custodial staff will be responsible for ensuring hand sanitizer is replaced when required in each location around the school.

Communicate frequently about good respiratory hygiene/cough etiquette.

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. This will be reviewed and reinforced frequently.

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 by students after each use. Sanitizing solution will be available to staff to ensure this is done. All high touch surfaces will be cleaned frequently throughout the day. Washrooms and change rooms will be cleaned at least three times per 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.

A partition has been installed in the office window and the office door will remain closed and locked. Any staff member who requests a partition will receive one. Smaller partitions for student desks will be made available for any vulnerable students.

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

Hand protection (nitrile, rubber or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

All staff will receive a face shield for optional use. The face shield does not replace wearing of a mask. Gloves and face shields will be provided for culinary tech students. Gloves and face shields will be available to EAs who work with complex case students where physical distancing cannot be maintained.

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.

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

Protocols for the breakfast program and Feed the Hawks program have been enhanced to meet COVID-19 safety requirements. See above.

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.

The following information will be reviewed with staff upon their return to school.

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. They will be provided a hard copy and it will be posted in a shared drive.

A student and parent friendly version of the information in this document will be sent to all homes via School Messenger and posted on the school website.

Advisors will review this information with students during the first week of school and all teachers will reinforce guidelines and protocols frequently throughout the year. 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.

This process will be reviewed with all staff in a virtual meeting during the first week back to school. The link will also be sent via email.

<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.

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.

Administration will speak to staff members who initially violate these policies and procedures. Continued failure to comply will result in referral 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.

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.

Administration will follow the directives of public health and will share information with staff and families as advised.

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. Any changes resulting from reviews will be submitted to the district.

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

School Absenteeism Guided Measures

School administrators understand the usual absenteeism patterns of their school. They will notify the Regional Public Health Office in cases of outbreaks or unusual situations, such as when absenteeism of students or school personnel is greater than would be expected, or severe illness is observed.

Symptomatic Students and/or School Personnel

- The school must have an area designated to isolate school personnel or students who become symptomatic during the day while waiting to be picked up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation.
- Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic student should maintain a distance of two metres and wear a mask.
- If two-metre physical distancing cannot be maintained from the symptomatic student and if circumstances allow, the student must wear a community mask unless not tolerated and be separated from other students and school personnel until their parent arrives to pick them up.
- Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
- Hygiene and respiratory etiquette must be practiced while the symptomatic student/school personnel is waiting to be picked up.

Outbreak Management Process

1. The Regional Medical Office of Health will contact the school or the school district if a positive case of COVID-19 is confirmed. The school principal must follow the orders of the Regional Public Health Office.
2. The school will communicate to the school population of a positive case of COVID-19 in a school and inform the school population that more information will be coming from the Regional Public Health Office.
3. Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, ensure public health measures are in place, and lead any communication that is required.
4. Communication to the school community will be guided by the Regional Medical Officer of Health, in collaboration with the school principal and superintendent.
5. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. Only a limited amount of school personnel, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19.
6. Public Health Officers will contact those individuals who must self-monitor or self-isolate. Public Health Officers will decide if a class, classes or the entire school population needs to be sent home to self-monitor or self-isolate. They will inform the school principal and the school district of the actions needed.

7. If exclusion/isolation is required, principals must ensure that measures are in place to inform parents and school personnel of the situation and of how important this control measure is with resources from Regional Public Health. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and school personnel cooperation is critical.

8. Public Health Officers or Public Safety Officers will monitor anybody who has been ordered to self-isolate.

9. In the event a school is required to closed due to an outbreak, the Regional Medical Officer of Health will give the directives in collaboration with the superintendent. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health. The superintendent is required to notify the Department of Education and Early Childhood Development.

10. In the event a school, region or the province is in the red phase, students will not be permitted inside the school building. School personnel will continue to work in the school building unless the school has been closed to school personnel by Public Health. This means that school personnel are expected to report to school and continue offering education to students at a distance.

11. Teaching and learning must not stop if students are sent home because of an outbreak. As part of their preparations for the upcoming school year, school personnel must 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.

12. Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the principal or the school district of when a class or a school (students and/or school personnel) can physically return to the school building.

ADDITIONAL CONSIDERATIONS

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. School administrators will meet informally with teachers weekly to discuss challenges. As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical well-being. In addition, as required, students will be provided individual and/or group support by our school EST-G. Referrals to the Child and Youth Team will be made when appropriate. Parents/caregivers will be given information about supports and information on the school website to assist them in providing the supports necessary to address concerns that they might have about their child's social, emotional and physical well-being.

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 use this document as a resource where appropriate.

APPENDIX A

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