

NMES Operational Plan Summary 2020 – 2021

Communication

- Long form and summary of return to school plan will be shared with all staff, families, external services and substitute teachers in writing and electronically.
- Students will learn and practice the operational plan with teachers while at school. A copy will be available on the school website.
- A staggered entry plan has been emailed to parents/families. Please confirm your preferred date with your child's teacher.

Building Access

- Students will enter the building at designated doors upon arrival and wear a mask until in their classroom bubble.
- Parents and caregivers will only enter the school by appointment. Visitors who have permission to enter the school will be required to wear a mask.
- Passive screening upon entry will be expected.
- When picking up students, parents/caregiver will inform the homeroom teacher **and** office in advance.
- Upon arrival, driver is to park and call the school to indicate they are here to pick up the student. An adult from the office will walk the student to the main entrance and record who picked up the child.
- Students arriving later than 8:15am will use the buzzer and be admitted by the office, who will record the time of arrival and the reason for tardiness.
- At dismissal teachers will walk their student bubble outside. Students and staff will wear masks.
- Visiting teachers/professionals (SLP, APSEA) who work with students will keep a log where they have been, maintain 2m distance, use hand sanitizer and plastic barriers or a mask where possible.
- Areas used by external professionals will be supplied with disinfectant spray and cloths. Students will have their own materials and bubbles will not be mixed for these groupings.

Risk Assessment

- The school staff will follow the risk assessment guideline and risk mitigation tool developed by Health Canada and posted to the school website.
- Students who develop two or more COVID symptoms while at school will be asked to put on their mask and wait in an isolated area for pick up. The area will be sanitized once the student leaves. Parents will be advised to follow Occupational Health and Safety protocol and contact 811.
- Once the family has been advised that testing is not required, and the student is symptom free, the student can return to school.

Physical Distancing

- Hand sanitizing stations will be available in each classroom. Staff are encouraged to maintain 1 metre distance. There will be minimal sharing of items between students.
- Classroom windows will be opened regularly. Teachers will engage students in outdoor learning frequently.
- Students will sanitize their hands upon entry and exit of the library, gymnasium, culinary lab.
- Tables and other high touch areas in the library and gymnasium will be sanitized twice a day. Gymnasium floor areas will be sanitized with regular mopping.
- Changing rooms will not be used. Students will be encouraged to wear appropriate clothing on days they have PE.
- Directional signs and visual cues will be posted in hallways and at washrooms.

Risk Assessment Within the school

- Classroom setting is primarily indoors.
- It is possible that students will interact with 1-6 adults outside their bubble.
- Students will interact with others at less than 2 metres in their bubble.
- Students will likely have contact with high touch surfaces.
- Some school personnel and students belong to high risk groups
- Students may have prolonged interactions with others who are not in their bubble.

Mitigating factors

- Students will wear masks when not with their bubble (a visit to the washroom).
- Hallways will accommodate required physical distancing.
- Students will be taught by parents and teachers to follow hygiene practices.
- High touch surfaces will be sanitized as per district guidelines.
- Students and staff will have generous access to hand sanitizing.
- Students will eat snack and lunch in their bubble.
- Students will have designated outside play areas.
- The staffroom will be set up to accommodate physical distancing. Maximum occupancy is 12.
- Entering the office is by invitation only.
- Staff meetings will be virtual.

Screening

- Screening processes will be reviewed with staff regularly.
- All staff will be provided with a symptom checklist.
- Staff are expected to self-screen daily.
- The school will follow EECD outbreak management plan.
- If there is a suspected COVID case, staff will follow the outbreak management plan.

Cleaning and Disinfectant Procedures

- Proper hand hygiene will be practiced before and after handling shared objects.
- A hand sanitizer poster will be on display in all classrooms.
- Hand sanitizing stations will be in all classrooms.
- Disinfectant spray and cloths will be available in all areas with additional supplies stored in the office.
- Custodian II or designate will ensure cloths and bottles are washed/sanitized daily.
- Teachers will teach and model proper handwashing. Handwashing posters will be posted at every sink.
- Washrooms are limited to 2 at a time. A closed door indicates the washroom is full. There will be 2 designated /distanced waiting spots outside the washroom.
- District staff will meet with custodial staff to review expectations and ensure schedule of cleaning and sanitation as per standards.

Personal Hygiene Etiquette

- Students, staff and visitors will be required to wear masks if 2 metre distancing cannot be maintained outside of the bubble.
- Teachers will teach and monitor good respiratory hygiene cough etiquette with students. It will be done daily for the first two weeks of school.
- Shared objects between classrooms are to be sanitized prior to being given to students by the receiving teacher.
- Door push bars, handrails, etc. will be cleaned prior to and following recess, lunch and end of the day.

Protective Measures

- Staff will refer to the *Return to School Document* and guidelines for visiting professionals.
- Portable physical barriers will be supplied by District Office and made available to SLP and APSEA workers.
- Specialized PPE will be made available as necessary following the Occupational Health and Safety guide PPE (for custodians).
- A visitor log will be maintained by the Administrative Assistant. They will also keep a log of staff attendance and substitutes in the building.
- Classroom teachers will keep a log of any professional staff who visit their room or meet with students outside their room.
- **Additional Protections:** See Health Canada information on non-medical masks and face coverings in return to school document.

Occupational Health and Safety (OHS)

- Staff and supervisors will understand their responsibilities and rights under the Occupational Health and Safety Guide
 - *3 Rights
 - *New Employee Orientation
 - *Right to Refuse
- The school will keep a log of visitors, ensure supervisors are knowledgeable of guidelines, ensure all employees receive info on PPE, make available appropriate PPE equipment

- The School District HR will confirm a process for addressing employee violations of policies and procedures.
- The school will provide competent and sufficient supervision as per Occupational Health Safety guide topic – supervision.
- If new policies and processes are established in relation to COVID 19, members of JHSC will be provided with this information.
- Outbreak Management Plan will be followed as per *Return to School Document*.
- Public Health will advise the school of any cases. If an outbreak is declared the school must follow orders from the Regional Public Health Office. The Superintendent / District will be informed by the school.
- District will report all cases to Worksafe NB. If a school or region is shut down students will not be permitted inside the school building.
- Teaching and learning will not stop due to closures. School personnel will develop contingencies plans for continued learning in the case of a closure.

Mental Health Support

- Mental health support will be available to all employees (EAP).
- Teachers may also be supported by School District Support Staff, HR
- Administration will conduct day to day and formal check-ins with staff.
- A percentage of each student's day will be spent on social, emotional and physical health.