

**Nashwaak Valley 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. On the first day of work, a virtual meeting will be held with staff to go over the plan. 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 table.

Date	Portion of Students	Time Frame of Day
September 8	Kindergarten	Noon pick up
September 9	K-2	Regular Wednesday
September 10	3-5	Regular day
September 11	K-5 (all students)	Regular day

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. Substitute teachers who are coming into the building will be asked if they have read the operational plan on Aesop, sign off that they have read the plan, and will have an introductory tour of the building (first visit only).

Communicate operational strategies to parent/caregiver and school community:

On August 16, information was posted and shared on the Nashwaak Valley School website concerning bus schedule, bell schedule and our staggered entry process.

Once the plan is approved, a summary of the plan will be sent by school messenger to each family. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator. *** If there are many of the same questions being asked a Q & A document will be created and posted to the school website.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

Parents/caregivers will be asked not to enter the building without an appointment.

*****On the first day of school, only Kindergarten students, the parent/caregiver will be permitted to enter the building with their child through the main entrance of the building.** The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of Kindergarten students will exit out the playground door.

Parents/caregivers may contact school personnel 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 call the main school line 453-3238 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up.
- 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.

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

Start time:

- K, 1 and 2 students (main floor classrooms) will enter the school through the main doors and will go directly to their hooks to unpack book bags and enter their classrooms.
- 1/2, 4/5, 3 and 5 students (upper floor classrooms) will enter the school through the playground door and will go directly to their hooks to unpack book bags and enter their classrooms. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area.

Dismissal time:

At dismissal students will exit one classroom at a time and teachers will be responsible for leaving a time space of at least 30 seconds between the exit of each classroom.

***Monday, Tuesday, Thursday, and Friday, K-2 and 3-5 have separate dismissal times.

- K, 2 and 1 will exit through the playground door, 1/2 will exit through the side door.
- 3 and 5 will exit through the playground door, 4 will exit through the side door.

***On Wednesdays, grades 3-5 will dismiss first then grades k-2.

- 3 and 5 will exit through the playground door. K, 1 and 2 students will exit through the main door, 1/2 and 4/5 will exit through the side door.

Student Drop off:

Parents/caregivers will be asked to ensure that students being dropped off will arrive between 7:35 – 7:45 or after 8:05. Students who are dropped off by parents/caregivers or who walk to school will enter the building at through the main entrance of the building and proceed directly to their class. Masks must be worn.





*** parents are not permitted to enter the building; access is by appointment only.

Provide COVID controls for the classroom:

- Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.
- Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.
- 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.)

Library – this will be work space for EAs. Librarian will be taking book bins to classrooms.

Music and Physical Education

Who	Physical Distancing			Mask use
	From other Adults	From children in your class	From children outside your class	
Specialty Teacher within School 	2m Always! 	K-8 no PD required <i>(if they have their own class)</i> 9-12 – 1 meter 	1 meter 	<ul style="list-style-type: none"> Specialty teachers such as music, art or gym that interact with different classes but remain in one school must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room. <ul style="list-style-type: none"> Specialty teachers are expected to wear their community mask in the staff room if 2m cannot be guaranteed.

Music Room – If more than one class is using the music room, the music teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Classroom teacher will ensure that any tables and chairs used by students will be sanitized between classes (normal procedure - students sit on stair risers or on the floor). High touch surfaces will be properly sanitized by the custodian according to protocol. The music teacher will be required to maintain physical distancing of 1m. If physical distancing cannot be maintained a community mask must be worn. Hand sanitizing stations will be in the music room to be used upon entry and exit.

Physical Education – will take place outside in bubble groups as much as possible. Students are expected to wear appropriate gym footwear and dress for the weather. Equipment shared among bubble classes will be sanitized by the physical education teacher. High touch surfaces will be properly sanitized by the custodian according to protocol. The physical education teacher will be required to maintain physical distancing of 1m. If physical distancing cannot be maintained a community mask must be worn. Hand sanitizing stations will be in the gym to be used upon entry and exit.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

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

All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. This includes all programming rooms.

Resource/Guidance Room - Small group work will be limited to students who are in the same class. Teacher will use face shield or portable desk shield when working in close contact with students. Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with the district supplied sanitizer. 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.

Bear's Den and Therapy Room – 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 district supplied sanitizer. Tissue boxes are to be covered with a hard cover that can be cleaned with district supplied sanitizer. Chairs/furniture in guidance area is to be kept to a minimum.

SLP – the SLP will be required to wear a clear shield or portable desk shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with district supplied sanitizer. The district supplied sanitizer will be provided by the school.

APSEA Worker – the APSEA Worker will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with district supplied sanitizer. The district supplied sanitizer will be provided by the school.

District Personnel meeting with NVS Staff – When two metres cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at CCS.

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 – 4 people while at school.
- Students will have interactions with others at less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classroom bubbles has a high density of people.
- The classroom setting is primarily indoors.
- 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. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
- High touch surfaces will be sanitized as per district guidelines.
- 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).

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 inner vestibule of the library/resource center. 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). Parent will pick up their child at the Resource Centre door and the staff member will notify the administrative assistant that the student has been picked up. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the vestibule and chair 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)

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 of travel in the hallway. Stop signage will be added to indicate areas at which movement is to stop. If classes or single persons are travelling against the directional flow of traffic, the classroom teacher or single persons must maintain physical distancing with other bubbles, if physical distancing cannot be maintained, masks must be worn.

*** example: travelling to the washroom (all other travel must follow directional arrows within the school except when following procedures for Start time and Dismissal time.

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 2 people at a time in the staffroom. If you are NOT seated, please wear a mask. Other staff members (with a mask) may walk into their area to access their food and/or to go to the washroom.
- 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. **Dishwashers will not be available**; sinks will be reserved for handwashing.
- Please bring your own waterbottle.
- Microwaves and fridges will be available for use.

Office: Masks are required in the office area. 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.

Staff Meetings will be virtual except for small group/team meetings.

Evaluate options to reduce those required onsite

Not applicable.

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.

Arrows will be added to hallways to indicate the directional flow. These arrows are to be followed with the exception of travelling to the washroom and at start time and dismissal time.

Signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots)

K – 5 students will access the gym and music room following the directional arrows and will wait outside the grade 1 until the previous class has left the gym or music room.

K - 5 students will exit the school for recess using back exit, teachers will be responsible for transporting classes to and from recesses to ensure bubble distancing is maintained.

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.

TIME	CLASSES	WHAT?
7:35 – 7:45	K-5 drop off PRIOR to bus drop off	Students will enter the main doors and go to their hooks and classrooms ***masks must be worn
7:45 – 8:00	K-5 students will enter the building off the bus	K-5 teachers will be on bus duty waiting to direct their students Order to disembark the buses: K – MacPherson

		<p>1 – Doran 1/2 – Kolada 2 – Hunter 3 – Hazlett 4/5 – O'hara 5 – Delaney Thompson</p> <p>K-2 will enter the main doors head to their coat racks then directly to their classrooms</p> <p>K 1 2</p> <p>1/2 and 3-5 will enter the back door and use the back stairs</p> <p>1/2 4/5 3 5</p> <p>*** Masks must be worn</p>
8:00	K-5	Announcements
8:05	K-5	Start of school day
10:00	K-5	<p>Start Morning Recess (Access lockers/coat racks) Eat snacks in in homeroom before going outside</p> <p>***Teachers are to ensure physical distancing between bubbles is maintained</p>
10:15	K-5	<p>Return to class Students will line up in bubbles outside and enter as follows</p> <p>K 1 2 4/5 1/2 3 5</p> <p>***Teachers are to ensure</p>

		physical distancing between bubbles is maintained
11:45	K-5	Start Lunch Eat lunch in homeroom
12:05	K-5	Start Noon Recess (same exit procedure as recess)
12:25	K-5	Return to class Students will line up in bubbles outside and enter as follows K 1 2 4/5 1/2 3 5 ***Teachers are to ensure physical distancing between bubbles is maintained
12:30	K-5	Afternoon class begins
1:30	K-2	Dismissal – Loading bus 2 (main door) 1/2 (side door) 1 (main door) K (main door) ***Teachers are to ensure physical distancing between bubbles is maintained
2:45	3-5	Dismissal – Loading Buses 5 (playground door) 4/5 (side door) 3 (playground door) ***Teachers are to ensure physical distancing between bubbles is maintained
Wednesday 11:45	K-5	Dismissal – Loading Buses 5 (playground door) 3 (playground door) 4/5 (side door) 2 (main door)

		1/2 (side door) 1 (main door) K (main door) ***Teachers are to ensure physical distancing between bubbles is maintained
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Supervision:

Students will be supervised at a ratio of 1 teacher/playground level k-2 and 3-5 when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.

Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained. See Transition Schedule (table)

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

Playground Equipment:

Week/Day	Area	Class
Day 1	Lower Soccer Field, slide and outdoor classroom	2
	Swings and Forest Playground	K
	Sand box and climbing Structure	1/2
	Climbing structure with slides and music centre	1
	4 Square and paved play area	4/5
	Upper Swings and climbing structure	5
	Upper far climbing structure and soccer field/track	3
Day 2	Lower Soccer Field, slide and outdoor classroom	1
	Swings and Forest Playground	2
	Sand box and climbing Structure	K
	Climbing structure with slides and music centre	1/2
	4 Square and paved play area	3
	Upper Swings and climbing structure	4/5
	Upper far climbing structure and soccer field/track	5
Day 3	Lower Soccer Field, slide and outdoor classroom	1/2
	Swings and Forest Playground	1
	Sand box and climbing Structure	2
	Climbing structure with slides and music centre	K
	4 Square and paved play area	5
	Upper Swings and climbing structure	3
	Upper far climbing structure and soccer field/track	4/5
Day 4 (K-2 only)	Lower Soccer Field, slide and outdoor classroom	K
	Swings and Forest Playground	1/2
	Sand box and climbing Structure	1

	Climbing structure with slides and music centre	2
	4 Square and paved play area	4/5
	Upper Swings and climbing structure	5
	Upper far climbing structure and soccer field/track	3

Provide time for food preparation and mealtimes.

- Students will eat in their classrooms, homeroom teachers will supervise classes while they are eating.
- Students must have water bottles as access to water bottle filling stations is. It is strongly suggested that students 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.
- Homeroom teachers will transition their class at the end of their eating time/noon recess and escort them to their hooks to store material and then take them to their next assigned area.

Home and School:

Breakfast baskets will be provided to classrooms with non-perishable food items in them. *** NVS administration, home and school president and district will work together to ensure that the breakfast program schedule can remain the same as last year, but each class will have their breakfast delivered to their classroom by a Home and School member (who has been screened.)

School layout guide maps to inform students, staff, visitors, and public are encouraged. School layout guides will be developed as needed.

Recess:

See Transition Schedule (Table)

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 2 or more Covid-19 screening 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 answer the COVID 19 questions prior to entering the building.

***See Appendix 1 of this document

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 before leaving residences. If there are symptoms of COVID, they should not be at school.

See above outline for passive screening

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.

See Appendix K: Outbreak Management (Return to School: Direction for School Districts and Schools, September 2020)

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 vestibule in the library/Resource Centre. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in that area 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. Supervising staff member will inform the office that the individual has been picked up.

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 throughout the day. Hand sanitizer stations are located in classrooms for use.

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up district provided sanitizer spray bottles and paper towels from the “Supply” room. All staff will return spray bottles and paper towel to “Supply” room before leaving daily. The Custodian II will ensure bottles are kept full (checking each morning). The sanitizing bottles will be refilled and available each morning with the appropriate district supplied sanitizer.

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

Mary Boone, Custodian II, will monitor supply levels and communicate with administration 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:

- Only one student may be in a washroom at a time (unless the bubble class is having their washroom break).
- Washrooms will be assigned to classrooms in the following manner:
 - Upper classrooms will use the upper floor washroom
 - Lower classrooms will use the lower floor washroom
- Designated Staff Washrooms – Cafeteria washroom and Washrooms in Staffroom
- All washrooms will have liquid soap dispensers and paper towel dispensers. The use of hand-dryers will not be permitted.
- Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
- Washrooms will be cleaned three times per day.

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.

******Washroom usage outside the bubble break***

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

- All washrooms will be limited to one person at a time with mask.

- Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time (mask is required).
- Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.
- Staff members on supervision (outside or inside) will need to limit the number of students requesting to go to the washroom, as an emergency only. If a student is to re-enter the school, they will be required to get their mask before entering the washroom.

Since physical barriers are not always possible:

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

Homeroom teachers and all staff who work with students in areas outside of classrooms to use district provided sanitizer spray and paper towels to keep the area sanitized after use.

The Custodian II will ensure bottles and power towel dispenser are stocked/refilled

Each class/programing area and entrance will be equipped with a hand sanitizing station that includes a 4L hand sanitizer pump. Sanitizer spray bottles and paper towel dispensers will be provided to each classroom and common area.

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

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

For ventilation, consult the *Return to School* document.

If a staff members notices that the ventilation system is not working, 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.

Use of Community Masks and Physical Distancing for Students			
K-5	In class grouping	Community masks	Not required
		Physical distancing	Not required*
	In common areas when class grouping is not protected	Community masks	Encouraged
		Physical distancing	Two metres

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 minimum 60% alcohol-based hand sanitizer.

All classrooms and work areas will be stocked with hand sanitizer provided by district office. The custodial and 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. ***Hand sanitizers used in the classroom: *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>*"

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 paper towel will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document. All push bars, handrails, etc. and washrooms will be cleaned a minimum of 3x 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.

Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with 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

Please see section on working outside of classroom settings. This type of PPE is only required in one area.

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student

attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.

A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

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

NVS does not have a cafeteria service

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Act and Regulation Requirements

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

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

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

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

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

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

Staff will have access to this document.

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

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

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

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

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

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

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

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

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

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

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

Make available appropriate personal protective equipment for the school setting.

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

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

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

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

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

Staff are advised to read information on the following website:

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

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

Supervisory staff will work to ensure that all members of the school community are complying with 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 Medical Office of Health will contact the school or the school district if a positive case of COVID-19 is confirmed. The principal must follow the orders of the Regional Public Health Office. (see Appendix K: Outbreak Management Plan, pages 63-65 of the Return to School: Direction for School Districts and Schools, September 2020)

***Appendix 2 of this document

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 Principal will make contact with school staff on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/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 1

SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

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

Do you have any of following symptoms:

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

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

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

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

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

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

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

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

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

APPENDIX 2

APPENDIX K: OUTBREAK MANAGEMENT

August 25, 2020

Guiding Principles

Full-time education will be mandatory in September 2020. The Department of Education and Early Childhood Development has the mandate to provide quality education for all public-school students. COVID-19 is listed as a notifiable disease under the Public Health Act which means that the Chief Medical Officer of Health is responsible for the management of an outbreak. That being said, schools, school districts and the Department of Education and Early Childhood Development have a role to play in supporting the Chief Medical Officer of Health and the Regional Medical Officer of Health.

Directives

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 can not 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.

APPENDIX K: OUTBREAK MANAGEMENT

August 26, 2020

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.

APPENDIX K: OUTBREAK MANAGEMENT

August 26, 2020

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.



Department of Education and Early Childhood Development

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