

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All schools, and district offices, must develop a written COVID-19 operational plan to provide the safe environment needed for students and staff.

The following is intended to provide a check list with spaces for site-specific points for each main topic area and resources to help the plan owner, the principal, outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. District Occupational Health and Safety Coordinator is expected to be primary support with staff and students in consideration. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

Refer to EECD's *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below.

School Name: **Nashwaaksis Memorial School**

Principal (Signature): \_\_\_\_\_

School District Official (Signature): \_\_\_\_\_

Plan Implementation Date: **August 31, 2020**

Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date
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Name

Date

Name

Date

**RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls**

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective on-site communication regarding the prevention and control of COVID-19.

The K-12 [Return to School September 2020](#) document is the comprehensive and first reference point for this document.

<b>Communications</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<u><b>Communications</b></u>		
Communicate operational strategies, provide orientation to school personnel and students.	School Communications (email of document with follow up via Microsoft teams virtual staff meeting)	
Communicate operational strategies, provide orientation to visiting professionals	School Communications - (online videos, paper document with details)	
Communicate operational strategies to parent/caregiver and school community.	District Communications - (website, school messenger, handbook, online videos)	

**Communication Strategies:**

Describe how school operational strategies are being communicated.

**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. A recording of the staff meeting will be saved for later use.

Students: The operational plan will be communicated to students by homeroom teachers the first day of school. The Kindergarten students arrive on a staggered entry through the first to ensure that they understand the plan. A video will also be used to demonstrate safety procedures as well as new protocol (hand sanitizers, recess format, directional stickers on floor, washroom use protocol, etc.)

**Communicate operational strategies to parent/caregiver and school community:** Once the plan is approved, it will be uploaded to the school website and an email will be sent to parents to let them know to look there. A summary of the plan will be sent by email to each family. A reminder will be given on a monthly basis through school newsletter to check the OP document.

**Communicate operational strategies, provide orientation to visiting professionals:** Visiting professionals, including supply teachers, will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. We may create a quick video link which could be watched upon their entry into the school or prior to entering if it was added in AESOP. (for supply teachers).

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b><u>Building Access</u></b>		
Controls are in place to prevent the public from freely accessing the operational school.		
Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.		
Provide COVID controls for staff working outside of the classroom.	<i>Return to School</i> document	

Describe how access to the school is being controlled and communicated. All usual security measures must be maintained. E.g., use visitor logs.

**Building Access:**

**Prevention of Public from Freely Accessing the Operation School:**

Starting the first days of school for students, parents/caregivers who are dropping off their children will be asked not to enter the building without an appointment. Parents/caregivers of all students will be asked to drop their children off at their designated door for arrival and will be asked to wait at the front of the school for dismissal. Students will enter from their designated door with a mask on and proceed directly to their classroom. Teachers will walk their students out of the building at the end of the day to maintain social distancing. Students in the modular classrooms will enter and exit from their own classroom doors. Students in classrooms on the right of the building will enter and exit through the bus door. Middle of the building classrooms will use the middle front door and students on the left of the building will use the left side door by Johnson Avenue. All bus students will enter through the side bus door or their own modular classroom door.

Non-Modular classroom students: Parents/caregivers who choose to drop off their children will park across the street in the church parking lot and walk their child across the crosswalk to the assigned door, practicing physical distancing (the use of a mask is encouraged). Staff will be waiting at each entry door.

Modular classroom students: Parents/caregivers and their children who are in Mrs. Carr's, Mrs. Cowie's and Mme. Leclerc modular classrooms, will enter the school through the Johnston Ave. doors and make their way through the gym to their classroom. Students in Mrs. Lister's, Mrs. Wall's and Mme. Demerchant's modular classrooms, will enter the school through the front door and make their way to their classroom. All students from the modular classrooms will be dismissed through their classroom exterior door.

Modular classroom recess procedures: Students in Mrs.Carr's, Mrs. Wall's and Mrs. Lister's classes will exit and enter the school for recess through the double door in the modular wing. Students in Mme/ Leclerc's, Mme. Demerchant's and Mrs. Cowie's classes will exit and enter the school for recess through the back door facing the playground field.

Right side of the building classrooms (Enter/Exit through the bus doors)	Middle of the building classrooms (Enter/Exit through the front doors)	Left side of the building classrooms (Enter/Exit through the Johnston Av. Doors)	Modular wing classrooms (Only Exit through the class doors)
			Entrance: Johnston Ave. door through the gym
Amie Caverhill - Kindergarten	Nikki Bélanger-Turcotte – Grade 1 FI	Wendy Hartt – Grade 5	Natalie Leclerc – Grade 2/Grade 3 FI
Annie Murphy - Kindergarten	Tristan Workman – Grade 2 FI	Karen Matheson – Grade 5 FI	Tanya Carr – Grade 2
Katie Lyons - Kindergarten	Carolyn Beers – Grade 4 FI	Terri Deponte – Grade 1	Lisa Cowie – Grade 1
Maygan Monteith – Grade 1 FI	Tracy Thibodeau – Grade 5 FI	Jamie Frenette – Grade 3 FI	Entrance: Front door (main entrance)
Shawna Stephens – Grade 2 FI	Sonya House – Grade 3 FI		Lynsey Wall – Kindergarten/Grade 1
Elizabeth MacArthur – Grade 3	Cassidy Hilworth – Grade 4/5		Jannah DeMerchant – Grade 1 FI
Andrea Green – Grade 4			Debbie Lister – Grade 2



Parents/caregivers will be notified in the summary that contact with school personnel will be through phone, email 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/email to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to ring the doorbell and 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. Impromptu pick-ups from parents/caregivers will require a phone call beforehand to properly notify the office administrative assistant. If a phone call is not possible, parents/caregivers will be asked to buzz the front door, explain who they are and who they are picking up, and wait outside until their child exits.

Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant through the front door. 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:**

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Parents/caregivers of all students will be asked to drop their children off at the playground gate for arrival and will be asked to wait at the front of the school for dismissal. Teachers will walk their students in and out of the building to maintain social distancing. Students in the modular classrooms will enter and exit from their own classroom doors. Students in classrooms on the right of the building will enter and exit through the bus door. Middle of the building classrooms will use the middle front door and students on the left of the building will use the left side door by Johnson Avenue. All bus students will enter through the side bus door or their own modular classroom door.

**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.) With the exception of Physical Education classes, students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for traveling teachers as needed.)

**Library** – The library will be closed to students. The librarian will select books to take to classrooms for read-alouds.

**Music and part-time Phys. Ed. teachers** – Teachers will teach their subject area in each homeroom classroom. Teachers will wear masks and face shields if they choose, when they are unable to social distance. Any materials used will be sanitized after each class.

**Phys. Ed. In the gymnasium** - Teachers will wear masks and face shields if they choose when they are unable to social distance. Any materials used will be sanitized after each class. Students who are in Phys. Ed. classes must go to their designated bathroom. Allowing students washroom breaks during Phys. Ed. is discouraged. Homeroom teachers will remind students to use the washroom before going to the gym and outside for breaks.

**Provide COVID controls for staff working outside of the classroom:**

Hand sanitizing stations will be provided in all work areas.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables and any areas touched by the student(s) must be sanitized by the Resource teacher. 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. Resource teachers must wear masks and distance themselves 1m. Face shields are optional but recommended.

**Guidance Area** – Small group work will be limited to students who are in the same class. Between each meeting with students’ chairs, tables and any areas touched by the student(s) must be sanitized by the Guidance teacher. Tissue boxes are to be covered with a hard cover that can be cleaned sanitized. Chairs/furniture in guidance area is to be kept to a minimum. Guidance teachers must wear masks and distance themselves 1m. Face shields are optional but recommended.

**SLP** – the SLP 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 sanitized.

**District Personnel meeting with NMS Staff** – When 2m 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 NMS.

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Risk Assessment</b>	<a href="#">Risk Assessment Guideline Health Canada</a>	
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	OHS Coordinators	

	Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic <a href="#">Risk Mitigation Tool</a>	
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	<i>Return to School</i> document.	

**Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:**

The risk assessment within the school is as follows:

- Students will have interactions with 1 – 5 people while at school.
- Students will have interactions with others at less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classes has a high density of people.
- The classroom setting is primarily indoors.
- 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 designated room across the hall from the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). Any staff sitting with the child will be required to wear a mask until the person has been picked up and the room has been sanitized. The door to the room will be kept ajar but not wide open as the children are too young to be left alone. The supervising staff will sit just outside the door. The furniture in the room will contain a plastic chair 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	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol.	<i>Return to School</i> document Facilities staff Itinerant professional plans	
<ul style="list-style-type: none"> <li>• Consider staff, students, visiting professionals, parents/guardians, and community members.</li> </ul>		
<ul style="list-style-type: none"> <li>• Arrange furniture to promote the physical distancing requirements. (Include a reception area).</li> <li>• Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>		
Establish protocols to ensure people don't congregate in groups (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	<i>Return to School</i> document	

Evaluate options to reduce those required onsite,		
Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level.		
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.		

**Physical Distancing:**

Describe how physical distancing is being implemented and communicated.

**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 for the side of the hallway. Signage will be added to indicate areas at which movement is to stop.

When traveling in the hallways, all staff and students will be expected to wear a mask.

**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:** Upholstered furniture is not to be used. Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom and they must physical distance. Other staff members may walk into their area to access their food and/or the microwave but then leave.

Use of Keurig will be permitted but **only single serve** coffee will be available. Wipe down kettle with disinfectant after each use.

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 back home to be washed. Sinks will be reserved for hand washing.

Staff are expected to bring their own water bottle.

Microwaves and fridges will be available for use. Staff are expected to sanitize their hands upon entrance to the staffroom. And wipe down handles with disinfectant after each use.

**Office:** When entering the office please report to the main window. Only one person can go to the mailboxes at a time. Others must wait at the entrance to the office and maintain social distancing. Staff must wait for approval from the office staff to enter the office of the Principal and/or Vice Principal to ensure that there is only one person in there at a time. Only admin assistants and administration are permitted behind the front desk and long wrap-around counter. Staff requiring supplies will have to ask for these to be brought to them.



Staff Meetings will be virtual. Small group/team meetings are acceptable with social distancing.

**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 indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall. Students will be required to wear a mask outside of the classroom.

Signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers, staff and students. Markings to indicate appropriate standing spots at water filling stations, staff room, individual student work areas, and all washrooms.

A schedule has been created so that classroom bubbles will not be in the same hallway at the same time. Arrival and dismissal have been mentioned already.

<b><u>Transition Times</u></b>		
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.	District OHS Coordinator Facilities Staff	
School layout guide maps to inform students, staff, visitors, and public are encouraged.		
Provide time for food preparation and mealtimes.	<i>Return to School</i> document	

**Transition:**

Describe how transitioning/staggering is being implemented and maintained.
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**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.**

We are running three recess and noon break times, and three lunch breaks, so that each bubble class can maintain their own social distancing area outside, in the hallways and bathrooms.

**Supervision:**

At each break time, there will be either 7 or 8 class bubbles outside in their designated areas, supervised by two teachers and EAs who will ensure that students do not move between their classroom bubble. Designated playground zones will be depicted from an aerial view each morning on the PowerPoint announcements. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.

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

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

**Provide time for food preparation and mealtimes.**

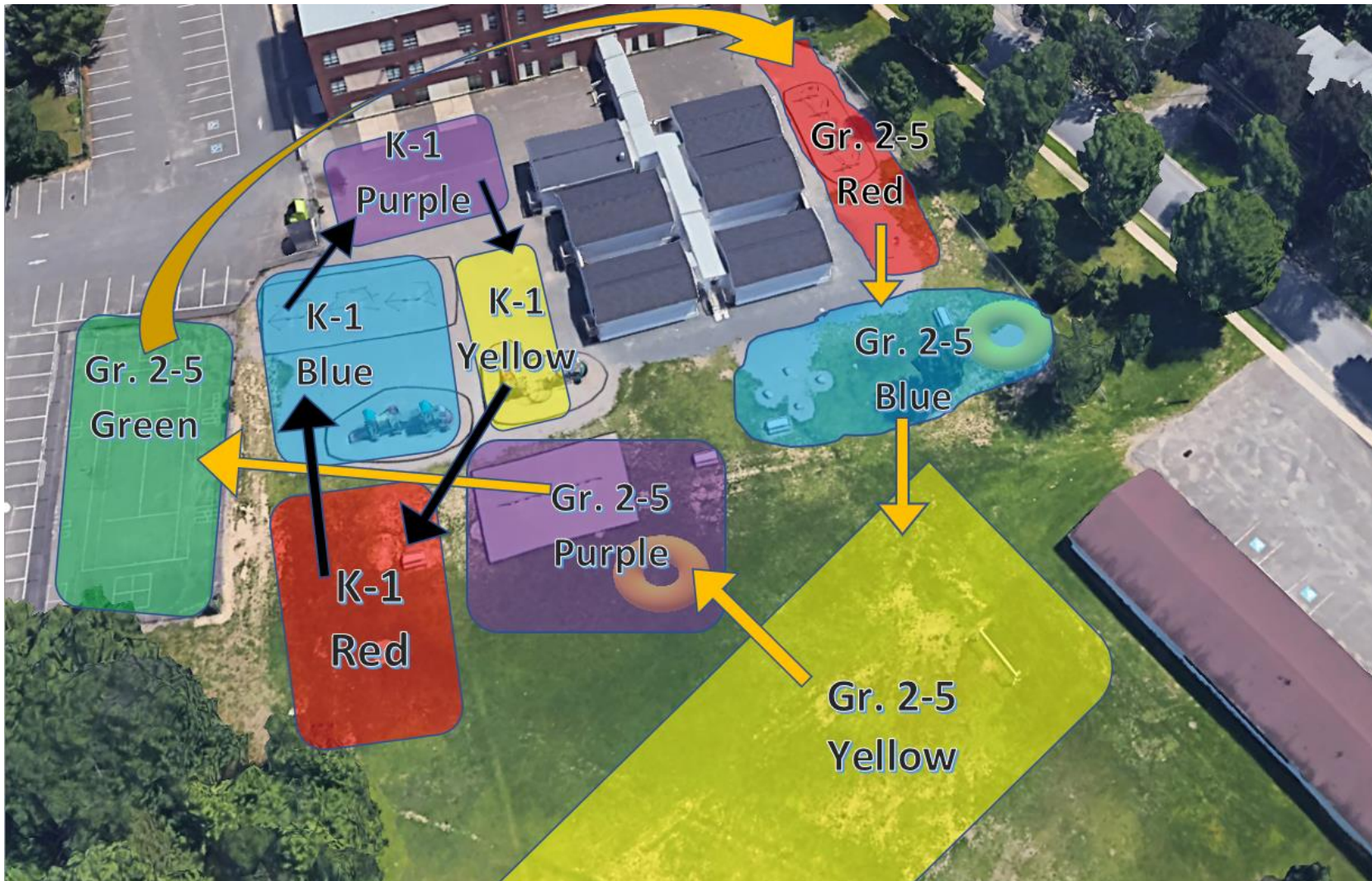
Students will eat in their classrooms and supervised by their classroom teacher.

The milk program will start-up once we are confident that we can maintain safety protocols. We project that to be late September. We are requesting that all students come to school with a full water bottle. If the students need refills, they can do so at water bottle filling stations. 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.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 5 times per week by volunteers who have been screened for COVID 19.

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

School layout guides will be developed as needed.



**Recess:**

There are four (K-1) class zones and five (Gr. 2-5) class zones. Classes are assigned a zone for a week which will be displayed on morning announcements at the beginning of every week with the teacher's last name in place of K-1 or Gr. 2-5. Zones rotate every week (**Orange arrows - Gr.2-5 & Black arrows - K-1**). Teachers are encouraged to post/review the weekly playground picture on their smartboards prior to each recess dismissal. The playground will have colored cones marking off each zone.

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Screening</b>		
Ensure that the staff understands and implements its screening process.  Staff must screen themselves before leaving residences. If there are symptoms of COVID, they should not be at 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. Students and staff must self-monitor throughout the day.	EECD Outbreak Management Plan <i>Return to School</i> document	
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.	EECD Outbreak Management plan.	

**Screening:**

Outline how passive screening requirements are being met and communicated.

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

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

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

As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.

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

**Ensure that the staff understands and implements its screening process.**

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

**Staff must screen themselves. If there are symptoms of COVID, they should not be at school.**

See above.

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

If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will contact 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 teacher 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 designated room across the hall from the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). Any staff sitting with the child will be required to wear a mask until the person has been picked up and the room has been sanitized. The door to the room will be kept ajar but not wide open as the children are too young to be left alone. The supervising staff will sit just outside the door. The furniture in the room will contain a plastic chair 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 Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School document and appendixes for guidelines</i>	
<ul style="list-style-type: none"> <li>Proper hand hygiene practiced before and after handling objects or touching surfaces.</li> </ul> Ensure availability of all necessary supplies for cleaning and disinfecting. Consider "Sanitization Stations" for accessing, borrowing and returning products by staff.  Designate personnel responsible for monitoring supply levels and communicating with administrators.	<a href="#">Hand Sanitizer Poster</a>	
Washrooms		
<ul style="list-style-type: none"> <li>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.</li> <li>Foot-operated door openers may be practical in some locations.</li> </ul>	Schools Custodial and District Facilities Management	
<ul style="list-style-type: none"> <li>Hand-washing posters must be posted.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.</li> </ul>		
<b>Since physical barriers are not always possible:</b>		
<ul style="list-style-type: none"> <li>Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	Cleaning and Disinfection Guide for Schools	
Encourage proper hand hygiene before and after handling objects or touching surfaces.		
Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	Cleaning and disinfecting guide	
For ventilation, consult the <i>Return to School</i> document.	Facilities staff	

**Cleaning and Disinfection:**

Describe the cleaning and disinfection procedures and how they are being managed.

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

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

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

All classrooms and small group areas will be provided sanitizer spray bottles and paper towels. The Custodian II or designate will sanitize the bottles and refill them daily.

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

The Custodian II will monitor supply levels and communicate with administrators/facilities foreman 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 or two students may be in a washroom at a time, depending on the size of the washroom. We have one washroom that only has space for one student at a time. Classes will be assigned to designated washrooms. We will have a large cone at the entrance of each washroom, indicating kids to stop. The cone will be slid to the front entrance of washroom with the person’s foot after they enter the room. When that person leaves the washroom, they would slide the cone back to a squared off area next to the entry (we will use some tape to make a colorful square on the floor in front of every washroom). Also, there will be small stickers on the floor to indicate where to stand when waiting in line.

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.**

All washrooms will be limited to two people at a time. Washrooms will be marked to indicate which classroom is to access the bathroom. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom. All students will wear a mask when going to the washrooms.

Staff members on supervision (outside or inside) will need to ensure that they only permit one student at a time to go to the washroom. Laminated “cards” will be provided for each class to assist in ensuring that only one/two students per class has access to the washroom. Supervising staff will remove the card (from a central storage place) for any class who has a student accessing the washroom. Students will be taught to wait outside the washroom if there are already two people in it. There will be social distancing stickers on the floor.

**Since physical barriers are not always possible:**

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will have spray bottles with a designated cleaning solution and paper towels.

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

Custodians will ensure that paper towels and all spray bottles are cleaned and refilled daily.

Each class/programing area and entrance will be equipped with a hand sanitizing station.

**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.**

Staff are encouraged to open windows whenever possible.

Personal Hygiene Etiquette	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Use masks according to the <i>Return to School</i> document protocols.	<i>Return to School</i> document.	
Promote appropriate hand and respiratory hygiene.		
<ul style="list-style-type: none"> <li>Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>Provide minimum 60% alcohol-based hand sanitizer.</li> </ul>	<a href="#">Hand Sanitizer Poster</a>	
<ul style="list-style-type: none"> <li>Communicate frequently about good respiratory hygiene/cough etiquette.</li> </ul>	<a href="#">Coronavirus disease (COVID-19): Prevention and risks</a>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	Cleaning and Disinfection Guide for Schools	

Describe how requirements for personal hygiene are being met and communicated. E.g. training for use of products and PPE.

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while at school, it is recommended that students have a cloth mask with them. When physical distancing of 2 m is not possible, for example hallways, bathrooms and the office, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly by parents each evening. It should be noted that community masks are not intended to be worn for extend periods of time.

**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.

Teachers will schedule times in the day for their students to wash their hands properly while avoiding high-traffic times in the hallways.

**Provide minimum 60% alcohol-based hand sanitizer.**

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

**Communicate frequently about good respiratory hygiene/cough etiquette.**

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

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

Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

Protective Measures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
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.	<i>Return to School</i> document District Student Support Services Guidelines for itinerant (visiting) professionals	
<b>Provide personal protective equipment – only for those situations that require it:</b>	<a href="#">OHS Guide-PPE</a> <a href="#">PPE Poster</a> District Student Support Services	
<ul style="list-style-type: none"> <li>• Hand protection (nitrile, rubber or latex gloves)</li> </ul>		
<ul style="list-style-type: none"> <li>• Eye protection (safety glasses, goggles or face shield)</li> </ul>		
<ul style="list-style-type: none"> <li>• Other PPE as determined necessary through the risk assessment</li> </ul>		
In areas where following the school physical distancing standards as set out in the <i>Return to School</i> document is not possible, maintain an accurate visitor log, and staff and student attendance log.	<i>Return to School</i> document	



<p>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.</p>		
<b>Additional Protection</b>		
<p>Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.</p>	<p><a href="#">Health Canada information on non-medical masks and face coverings</a></p>	
<p>Considerations for schools licensed under Food Premises Regulations</p>	<p><i>Return to School</i> document</p>	

**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, for any teachers who request one, and for the SLP or other professionals working with students on a as needed basis.

**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. Staff may use face shields and Plexi-glass barriers along with a mask if desired.

**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, any substitutes that are in the building, volunteers and other professionals and the students they are working with on that day. The log will need the visitor’s name and phone number and student(s) they are working with.

**Additional Protection**

**Use non-medical “community” face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols.**

See isolation procedures above. We have also purchased 200 disposable masks in case of emergencies.

**Considerations for school licensed under Food Premises Regulations**

At this time, we will not be providing Hot Lunch services to our students. As we become more familiar and settled with the new safety protocols, we may start using Hot Lunch providers again.

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Occupational Health and Safety Act and Regulation Requirements</b>		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<a href="#">OHS Guide-Three Rights</a>	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">OHS Guide-New Employee Orientation</a>	
Provide staff the employee training on the COVID-related work refusal process.	<a href="#">Right to Refuse</a> School District HR	
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.		
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.		
Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.		
Make available appropriate <u>personal protective equipment</u> for the school setting.	District Student Support Services	
*School district Human Resources confirm process for addressing employee violations of policies and procedures.		
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.	<a href="#">OHS Guide-JHSC</a>	
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	
<p>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.</p> <p>Schools must engage the district from the beginning.</p> <p>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.</p> <p>Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>	EECD and school outbreak management plan <i>Return to School</i> document	

**Elements of the OH&S Act and Regulations – School-based COVID Response:**

Outline how the requirements for OH&S within a COVID response are being met.
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**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.

<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 (on an emergency basis), gloves, face shields, and any other PPE will be provided as required for staff. Staff are asked to bring their own clean community masks daily.

**\*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 and the staff will be provided with this information.

Staff are advised to read information on the following website:

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

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

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

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

**Schools must engage the district from the beginning.**

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

**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:**

Using the *Return to School* document, outline how the requirements for COVID response are being met.

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

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

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.

If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.

Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain at least a 1m distance and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

<b>Additional Considerations:</b> e.g., Mental Health Support	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	<a href="#">GNB Mental Health Resource</a> School District support staff School District Human Resources Staff	
Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact <a href="#">NACTATR Guide to School Re-Entry</a>	School District Support Services	

**Additional Considerations:**

Describe how any additional considerations are being met.

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

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

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

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

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

**Do you have any of following symptoms:**

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

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

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

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

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

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

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

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

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)

