## **COVID-19 OPERATIONAL PLAN FOR SCHOOLS**

Cabaal Names Dark Ctreat Flamenton, Cabaal

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 <u>primary</u> support for the requirements listed below.

School NamePark	Street Elementary School		<del></del>
Principal (Signature): _			
School District Official (S	Signature):		
Plan Implementation Da Plan has been reviewed in conditions warrant:		r changes to regulatory guidelines; O	ct to May, monthly, <u>and</u> as increased hazard/risk
Name	 Date	Name	 Date
Name	 Date	Name	 Date
Name	 Date	Name	 Date
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.

Communications	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Communications		
Communicate operational strategies, provide orientation to school personnel and students.	- Operational Plan	
Communicate operational strategies, provide orientation to visiting professionals	<ul> <li>Snapshot Sheet Developed for visiting professionals</li> <li>Poster on front office</li> </ul>	
Communicate operational strategies to parent/caregiver and school community.	<ul> <li>District Communications</li> <li>Fresh Grade Communication</li> <li>Website Communication</li> </ul>	

#### **Communication Strategies:**

Describe how school operational strategies are being communicated.

- Principal Rien Meesters is the contact person for Public Health for any information
- Staff Teams Meeting August 17<sup>th</sup>
- Review of full plan August 31<sup>st</sup> with teachers and Friday Sept 4 with support staff
- Fresh Grade Communication via Teacher Classes for parents and email information week one.
- School Website with important information and copy of the operational plan
- In-School Team Meeting/Assembly for all classes date Monday, September 14<sup>th</sup>, 2020
- Potential Team meeting online for all parents or groups of parents date T.B.D.
- Visiting Professionals will be provided a Snapshot Sheet with operational plan, emailed to them prior to arrival.
- ESST will review the plan the first week back and identify specific students/families that may need assistance.

Date	Portion of Students	Grade level
September 8	1/2	K – 5
September 9	0	No Students
September 10	1/2	K – 5
September 11	All	K - 5

#### **Building Access:**

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Building Access		
Controls are in place to prevent the public from freely accessing the operational school.	- All entry points controlled with Signage	
Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.	- Signage on all doors	
Provide COVID controls for staff working outside of the classroom.	Return to School document	

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

- Restricted Entry to students/staff and para-professionals
- Appointment only visits by parents/guardians, parents/guardians will not be permitted throughout the school.
- All entry points controlled
- Multiple Entry Points during start and dismissal, students will enter the school through student access doors and maintain appropriate social distancing of 2M
- Student access to the building will begin at 7:50 (arrival of first bus), students must enter the school and move directly to their classroom.
- All Students will wear their community mask when entering and exiting the building (to and from class).
- Tight to the Right regular procedure and 1 M social distancing (Floor Markers) while wearing masks.
- Student pick up, all student pick up must be communicated through the homeroom teacher or by calling the main office line 453-5423. Parents must come to the front entrance and buzz for pick up. Parents/Guardians are asked to remain outside when waiting or inside the first set of doors in inclement weather.
- Dismissal Buses will be paged when ready as well as Go/Go, YMCA etc. .

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Risk Assessment	Risk Assessment Guideline Health Canada	
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 Risk Mitigation Tool	Done
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	Return to School document.	

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol.		
Consider staff, students, visiting professionals, parents/guardians, and community members.	Return to School document	
Arrange furniture to promote the physical distancing requirements. (Include a reception area).	Facilities staff	
Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.	Itinerant professional plans	
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 times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	Return to School 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.

- Elementary school bubbles for classrooms
- 5 class only outside in restricted space (rotational) wearing colored pinnys for easy identification, each student will be given a pinny for the year, they are stored with their outdoor clothing and will be washed when needed.
- Students and staff will wear their community masks when in common areas (Hallways, Washrooms etc.)
- Multiple entry points for distancing
- Bathroom are open as we are using masks thus not having to shut down stalls.
- Teaching and modeling appropriate social distancing where possible even in the classroom
- Staff will be expected to maintain appropriate social distancing throughout the day, limited number in staff room, meetings both virtually and physically.
- Library will be closed, librarian will travel to individual classrooms with sign out materials to the classroom teacher and a read-a-loud, there will be no home books.
- Cafeteria Service is clsoed
- Resource/Guidance and EAL rooms will only host students from the same classrooms and will sanitize materials between groups according to guidelines
- SLP/APSEA/Visiting Professionals will only meet with students from the same classrooms and will wear appropriate PPE
- Music teachers will travel to classrooms with all materials and will sanitize between following guidelines

<u>Transition Times</u>		
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 Recess and Lunch Schedule	See Appendix.
School layout guide maps to inform students, staff, visitors, and public are encouraged.		
Provide time for food preparation and mealtimes.	Return to School document	

#### Transition:

Describe how transitioning/staggering is being implemented and maintained.

- Tight to the right movement with floor markers where appropriate
- Staggered recess and outside time with limited groupings 2 Teachers / 5 classrooms
- Students will be called for dismissal. Students remain in their classroom with their teacher until the groups are called. (ie. Bus, Walkers, GO-GO
- Teach, model, reinforce appropriate transitions.
- Students will maintain 1m social distancing when travelling through the school, teachers will accompany all classes, Staff and Students will wear their community mask in all common areas and during transitions with the exception of going outside for recess so masks do not go outdoors.
- Masks must be worn when entering/exiting the building
- Students will eat lunch in their classroom with adult supervision (see Appendix 2)

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Screening		
Ensure that the staff understands and implements its screening process.		
Staff must screen themselves, take their temperatures, 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 Return to School 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.

- First week back for teachers staff meeting will outline staff screening process and a written document will be sent.
- Inform teachers of Public Health involvement .
- Should a student/staff member become ill they will be self-isolated outside the main office, in the designated area, with a mask until they can be picked up.
- Parents/Guardians are expected to monitor their children's health prior to sending them to school.
- COVID Screening questions will be used for any public needing access to the building.
- After School Caregivers (on-site) will be expected to self-monitor and screen for COVID 19
- Staff monitor students throughout the day for symptoms

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	Return to School document and appendixes for guidelines	
Proper hand hygiene practiced before and after handling objects or touching surfaces.	Hand Sanitizer Poster	
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.		
Washrooms		
<ul> <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	

Hand-washing posters must be posted.	Handwashing Poster	
For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.		
Since physical barriers are not always possible:		
<ul> <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 Return to School document.	Facilities staff	

#### Cleaning and Disinfection:

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

- Lead custodian in charge of appropriate cleaning
- Appropriate cleaning supplies provided to classroom teachers as well as specialty teachers where needed. No special products are necessary within a bubble.
- Students will not clean desks within their bubble. This is completed at end of day by custodial staff.
- Hand washing/Sanitizing teaching, modeling and reinforcing
  - Appropriate hand washing
  - o Appropriate Sanitizing
  - Limiting contact
- Hand Sanitizing stations at the main entrance of the building and in classrooms no stations in hallways as per direction from Fire Marshall
- Specialty teachers will sanitize shared equipment between classes.
- Staff will sanitize shared items, where possible, at the end of each day.

Personal Hygiene Etiquette	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Use masks according to the Return to School document protocols.	Return to School document.	
Promote appropriate hand and respiratory hygiene.  Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.	Handwashing Poster	
Provide minimum 60% alcohol-based hand sanitizer.	Hand Sanitizer Poster	
Communicate frequently about good respiratory hygiene/cough etiquette.	Coronavirus disease (COVID-19): Prevention and risks	
<ul> <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	

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.	Return to School document District Student Support Services Guidelines for itinerant (visiting) professionals	
Provide personal protective equipment – only for those situations that require it:	OHS Guide-PPE	
Hand protection (nitrile, rubber or latex gloves)	PPE Poster	
Eye protection (safety glasses, goggles or face shield)	District Student Support Services	
Other PPE as determined necessary through the risk assessment		
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.  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.	Return to School document	
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 <i>Return to School</i> document protocols.	Health Canada information on non-medical masks and face coverings	
Considerations for schools licensed under Food Premises Regulations	Return to School document	

#### Personal Hygiene:

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

- PL provided to teachers/staff on proper use of PPE
- PL for staff on appropriate sanitizing and cleaning
- Teach/Model/Reinforce appropriate personal hygiene for students
- Posters for proper hygiene will be posted throughout the school, the website and sent to parents via Fresh Grade.
- Hand washing and sanitizing following outdoor recess time, washroom breaks and outside classroom learning opportunities (Resource, Guidance, PE etc)
- Face Masks to be worn when appropriate and students/staff taught how to use them appropriately

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Occupational Health and Safety Act and Regulation Requirements		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation	
Provide staff the employee training on the COVID-related work refusal process.	Right to Refuse School District HR	
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.		
drEDrnsure <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</u> <u>protective equipment</u> required to protect against COVID-19 in the school setting.		
Make available appropriate personal protective equipment 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.	OHS Guide-JHSC	
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	

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.

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.

#### 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.

- Access to information provided from District, EECD or Department of Health provided to staff members.
- Staff training for appropriate cleaning and sanitizing
- Staff provided with appropriate PPE where needed.
- Keep a visitor log

#### Outbreak Management Plan - COVID Response:

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

In the event that 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. Pickup is to occur within an hour of notification.

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

The symptomatic individuals must wear a mask unless not tolerated.

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

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

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

Additional Considerations: e.g., Mental Health Support	Resources (Examples, Templates, Guidance Documents)	Status (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.	GNB Mental Health Resource 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 NACTATR Guide to School Re-Entry	School District Support Services	

#### **Additional Considerations:**

Describe how any additional considerations are being met. 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 Administrators will make contact with K – 5 teachers custodians, administrative assistant, library assistant and any other staff members 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.

## **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

Appendix Two

## Transition/Supervision Schedule

		1	T
Time	Classes	What	Supervision
7:50 am – 8:10 am	K-5	Entry into classrooms	2 teachers
8:10 am	K-5	Start of classroom	Classroom teachers
9:30 – 9:45 am	KW, 4T, 5E, 1/2R, 2C	Recess outside	2 teachers
9:45 – 10:00 am	KD, 4G, 5H, 4A, 1B	Recess outside	2 teachers
10:00 – 10:15 am	KP, 4S, 5Pa, 2S, 3R	Recess outside	2 teachers
10:15 – 10:30 am	KM, 1/2K, 5Po, 3J, 1J	Recess outside	2 teachers
10 minutes	K-5	Recess snack – in class	Classroom teachers
Determined by teacher			
10:30 – 10:45 am	1/2G, 3L, 1A, 2T	Recess outside	2 teachers
11:00 -11:30 am	KW, 4T, 5E, 1/2R, 2C	Lunch outside	2 teachers
11:30 – 12:00 pm	KD, 4G, 5H, 4A, 1B	Lunch outside	2 teachers
12:00 – 1:00 pm (30	K-5	Eating Lunch	Classroom teachers
minutes determined by			
teacher)			
12:00 – 12:30 pm	KP, 4S, 5Pa, 2S, 3R	Lunch outside	2 teachers
12:30 – 1:00 pm	KM, 1/2K, 5Po, 3J, 1J	Lunch outside	2 teachers
1:00 – 1:30 pm	1/2G, 3L, 1A, 2T	Lunch outside	2 teachers
2:00 pm Dismissal	K-2		Classroom teachers
3:10 pm Dismissal	3-5		Classroom teachers

# Appendix Three: Playground Rotation

Playground – Rotatio	on	
Day 1	Group 1	Fence to log balance structure
	Group 2	Big play structure to the 2 <sup>nd</sup>
		swings
	Group 3	Basketball and pavement
	Group 4	Gaga ball area
	Group 5	1 <sup>st</sup> Soccer Field
Day 2	Group 1	1 <sup>st</sup> Soccer Field
	Group 2	Fence to log balance structure
	Group 3	Big play structure to the 2 <sup>nd</sup>
		swings
	Group 4	Basketball and pavement
	Group 5	Gaga ball area
Day 3	Group 1	Gaga ball area
	Group 2	1 <sup>st</sup> soccer field
	Group 3	Fence to log balance structure
	Group 4	Big play structure to the 2 <sup>nd</sup>
		swings
	Group 5	Basketball to pavement
Day 4	Group 1	Basketball to pavement
	Group 2	Gaga ball area
	Group 3	1 <sup>st</sup> soccer field
	Group 4	Fence to log balance structure

	Group 5	Big play structure to the 2 <sup>nd</sup> swings
Day 5	Group 1	Big play structure to the 2 <sup>nd</sup>
		swings
	Group 2	Basketball to pavement
	Group 3	Gaga ball area
	Group 4	1 <sup>st</sup> soccer field
	Group 5	Fence to log balance structure