

Ridgeview Middle School
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Principal: Amanda Piron
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Ridgeview Middle School OPERATIONAL PLAN 2020-2021

Please note: This document is subject to change based on direction from ASD-W and/or NB Public Health.

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 reviewed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: Parents/caregivers are asked to review the operational plan with their child before their first day of school. All students and staff are required to bring **two** clean community masks to school daily as masks are mandated for grade 6-8 students in common areas. When masks are not being used, they should be stored in a paper or cloth bag (suggestion – clean empty pencil case to store masks when not in use) with their name clearly marked. Using a plastic bag for storage is not recommended because it keeps moisture in, which could allow bacteria to grow on the mask.

If a student does not have a mask at school, a mask will be provided on a one-time basis. If the student repeatedly forgets their mask, they will be required to call home and have a parent/caregiver bring them a mask to stay at school. The operational plan will be communicated to students by their homeroom teacher and taught, modelled, and reinforced by all staff. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the table below.

Date	Portion of Students	Grade level
Tuesday, September 8	1/3	8
Wednesday, September 9	1/3	7
Thursday, September 10	1/3	6
Friday, September 11	3/3	ALL RMS STUDENTS

Communicate operational strategies, provide orientation to visiting professionals:

Visiting professionals will be given an in-person orientation by an admin assistant (review of the operational plan – a record will be kept at the school) 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. The complete operational plan will be attached to the AESOP confirmation of acceptance of a job at RMS with the understanding that it will be reviewed by substitute teachers/casual support workers before entering the building.

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved, it will be sent by SchoolMessenger to each family. The entire operational 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) – an administrator will respond to all inquiries. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

THE FIRST DAY OF SCHOOL:

A staggered entry for each grade level is planned for the first week of school:

Tuesday, September 8 – all grade 8 students (English and FI)

Wednesday, September 9 – all grade 7 students (English and FI)

Thursday, September 10 – all grade 6 students (English and FI)

All students in grades 6, 7, and 8 will attend school on Friday, September 11. This orientation day allows teachers to spend time reviewing our school operational plan with students. In addition, students will spend time getting to know the students in their class bubble, meet their other subject teachers, and practice movement around the building with the new procedures and expectations. **All students must have two clean masks to wear daily at school.**

Please have your afterschool, travel arrangements made in advance, and ensure your child knows what bus to take home afterschool if needed (357-4256 Oromocto Education Centre - Transportation).

On the first day of school, students may enter the building through the Main Entrance (drop off students/walkers), Grade 6, 7, and FI (bus students) will enter through the Breezeway door and Grade 8 EP (bus students) will enter through the Healthy Living door. Students will consult the posted class lists in these three areas to determine their homeroom class location. Staff will be there to direct students to their homeroom.

Please note new school hours for 2020-2021:

School Start time: 9:20am

Buses will arrive between 8:35am-9:15am.

Walking students should not arrive at school prior to 9:00am.

Students may be dropped off no earlier than 8:30am. The school is locked and there is no supervision for students until this time.

Prevention of Public from Freely Accessing the Operation School:

Contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers are asked to write a note to the homeroom teacher and/or call the office for students who are being picked up during the day for an appointment. When a note is received, 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 357-4097 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 using the Main Entrance by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late. Students will sanitize their hands with sanitizer (approved by Health Canada) in the Main Office entry then proceed to their homeroom.

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

Upon arrival to school students are asked to put on their mask as they exit the bus or car. All walkers are asked to put their mask on when on school property. Grade 8 EP students getting off the bus or who walk to school will enter through the Healthy Living Room door, grade 6 EP, 7 EP, and ALL FI students getting off the bus or who walk to school will enter through the Breezeway door. All students getting dropped off by car will enter through the Main Entrance.

Once in the building, students will sanitize their hands with sanitizer (approved by Health Canada) and then go directly to their lockers to store their belongings. Duty teachers will monitor students to ensure that they do not move into an area where students from other classes have their lockers. Homeroom teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. Upon entering their homeroom, they will be required to sanitize their hands with sanitizer (approved by Health Canada).

At the end of the day, once students have their belongings (possible staggered time during homeroom for students to go to their lockers) they will return to their classrooms and wait until they are instructed to leave the building. Walkers will be dismissed first. Grade 8 EP students will exit through the Healthy Living Room doors, Grade 7 EP and ALL FI students will exit through the Breezeway doors and Grade 6 EP students will exit through the Main Entrance. Upon dismissal of the walkers, students who are being picked up will be dismissed. All students getting picked up will exit through the Main Entrance. All bus students will wait in their homeroom. Bus students will be called by their bus number over the intercom. When their bus number is called grade 8 students will exit their homeroom, go out the Healthy Living Room doors and proceed to their bus while wearing their mask. Grade 6, 7, and FI students will exit through the Breezeway doors and proceed to their bus while wearing their masks.

Parents/caregivers who are driving their child/ren to school will be asked to respect the 8:30am drop off time – early drop offs are discouraged. Students who walk to school should arrive no earlier than 9am. Students will enter the building through the Main Entrance of the building and proceed directly to their lockers. All students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. Staff and students are required to sanitize their hands upon entering. 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 – this record is used for monitoring and will allow us to ensure that no more than one class bubble is outside at the same time/location).

Students will remain in homeroom classes and teachers will move from class to class (carts will be provided for teachers as needed). Teachers/staff members are required to sanitize (with sanitizer approved by Health Canada)/wash their hands before entering a “new” bubble. Students will only travel to scheduled special classes (fine arts, PE, and tech). Students will be required to wear their mask when travelling in the halls and sanitize their hands before entering these spaces. At the end of these classes, teachers will build in a sanitizing process that the students will be engaged in to prepare the space for the next class.

Library – The library will be used on a sign out basis to track usage. The librarian will sanitize books upon their return. Each student will be responsible for sanitizing their chair and workspace before leaving the library.

Fine Arts Room – The fine arts teacher and their students will be required to sanitize any equipment used by the class prior to putting the equipment away. At the end of class, students will be sanitizing chairs and tables after usage prior to the next class entering the room. Custodians are not expected to sanitize these spaces between classes. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized at the end of the day.

Computer Lab – Teachers will need to book the computer lab through the Onsite for tracking purposes. Students will be expected wipe screens, keyboards, chairs, and tables prior to leaving.

Gym – Equipment will be disinfected by students after each use, and if that is not possible, the equipment will not be used. All students need to use hand sanitizer approved by Health Canada when entering and leaving the gym. Custodians are not expected to sanitize these spaces between classes.

Changing Rooms – Changing rooms will be cleaned three times per day. If students want to avoid changing rooms, students are encouraged to wear clothes appropriate for PE (or dress in layers) on the days they have scheduled PE. Students will have BOTH indoor and outdoor PE on a weekly basis this year. Students are expected to dress appropriately (PE will be clearly identified as GYM or ALT on their schedule). Indoor sneakers are required in the gym.

*Subject to change based on updates from Public Health

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

SLR3 – Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer approved by Health Canada.

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

Resource Room – Students will be required to wear a mask in the Resource Room when they are working in small groups, outside their class/bubble. Between working with students, chairs, tables, and any areas touched by the student(s) must be cleaned with a disinfectant solution. 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.

First Nations Room – First Nations students will be required to wear a mask in the First Nations Room when they are working in small groups, outside their class/bubble. Between working with students, chairs, tables, and any areas touched by the student(s) must be cleaned with a disinfectant solution. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

Guidance Room/SIW Workspace – Students will be required to wear a mask in the Guidance Room/SIW Workspace when they are working in small groups, outside their class/bubble. Between each meeting with students, chairs, tables, and any areas touched by the student(s) must be cleaned with a disinfectant solution. Chairs/furniture in guidance area is to be kept to a minimum.

SLP/Child and Youth – the SLP/C&Y personnel will be required to wear a clear shield or use the portable desktop plexiglass barriers 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 a disinfectant solution.

District Personnel meeting with RMS Staff – When a 2-meter distance 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 RMS.

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 approximately 1 – 7 people (staff members) while at school.
- Students will have interactions with others (within in their class bubble) at a distance of less than 2 meters.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The classroom setting has a high density of people.
- The classroom setting is primarily indoors, however, outdoor learning spaces are encouraged.
- 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.
- There are a limited number of washrooms so students will be sharing with many students.

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).
- Students will wear masks when in the hallways and washrooms.
- The custodial staff will clean washrooms at least 3 times during the school day.
- Admin assistants will sign all students in and out to reduce traffic in the office and limit the sharing of writing utensils.

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 room next to the Main Office. The individual who is ill will be given a mask to wear (if he/she does not have a mask). All staff in the office 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). The individual who is ill must be picked up by a parent/guardian within an hour of receiving communication they are ill. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

PHYSICAL DISTANCING:

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

Appropriate signage will be installed. Arrows will be added to indicate the direction for the side of the hallway.

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/Healthy Living Room: Upon entering staff members are required to wash their hands. Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. No more than 10 people at a time in the Healthy Living Room. Other staff members may walk into their area to access their food.

Use of Keurig will be permitted but **only single serve** coffee will be available.

Please bring your own water bottle.

Microwaves and fridges will be available for use for staff only.

Daily RMS Schedule:

Bell	9:15am (BELL)
School Begins	9:20am (BELL)
Homeroom O'Canada/Announcements	9:20-9:30am
Period 1	9:30-10:20am
Period 2	10:20-11:10am
Period 3	11:10-12 noon (BELL)
Lunch/Activity Grade 6/8 Lunch/Activity Grade 7/FI Activity/Lunch	12-12:55pm (BELL at 12:25 and 12:55 for students to come inside)
Period 4	1-1:50pm
Period 5	1:50-2:40pm
Period 6	2:40-3:30pm (BELL)
Return to Homeroom Lockers Ridgeview Roars End of Day Announcements	3:30-3:45pm
Dismissal Walkers will be dismissed at 3:40pm followed by students being picked up to minimize congestion in the hallways. Upon exiting their homeroom, masks are required in ALL common areas until off school premises or entering a vehicle.	3:45pm (Bell)
Bus Departure Bus numbers will be called on the intercom. Students will put on their mask, exit their respective doors, and go directly to their bus.	3:45-4pm

Office: When entering the office please report to the main door. 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 any given time. No one goes behind administrative assistant's desk. Staff will refrain from using the office printer/copier unless they are printing/coping confidential documents or faxing a document(s).

Staggered start, lunch, and release times have been created. Please see table in **Transition** section.

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

When possible, staff meetings will be held in the Healthy Living Room to allow for physical distancing.

Evaluate options to reduce those required onsite

Not applicable.

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

Appropriate signage will be installed. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to stay to the right and walk closely to the wall/lockers.

TRANSITION:

The school schedule has been modified to address transition times, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed. Teachers will travel and students will stay in their homeroom except for PE, Tech, Fine Arts, and Library.

Supervision:

Students will be supervised at a ratio of 1 teacher/2-3 classes 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 outside play areas as well as, class lists to assist them with supervising that students remain in their class bubbles. A staff member will be designated as a “Floater” and circulate through the three designated outside play areas to support outside lunch duty.

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

Each class will be provided with a set of outdoor equipment (basketball, soccer ball, frisbee, skipping ropes) 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 returned, properly sanitized, and stored after outside play.

Outside Play Areas:

Grade 6 EP students scheduled to use the back-play area will exit/enter through the door by the gym. Grade 6 EP students scheduled to go to the side playground will exit/enter through the back-Breezeway door. Grade 6 EP students scheduled to go to the front will exit/enter through the front Breezeway door. Grade 8 EP students will always exit/enter through the Healthy Living Room doors.

FI students will always exit/enter through the door by the gym. Grade 7 EP students scheduled to use the back and side play areas will exit/enter through the back-Breezeway door. Grade 7 EP students scheduled to go to the front will exit/enter through the front Breezeway door.

RMS Grade 6 and 8 Outside Lunch Rotation Schedule

Week	Front Soccer Field/Grass by Gazebo	Front Basketball Court/Pavement	Front Play Structure/Grass Area	Side Closest to Back	Side Closest to Front	Back Basketball Court/Upper Field	Pavement Strip and Grass Area Closest to School
Sept. 7-11	8A	8B	8C	6A	6B	6C	6D
Sept. 14-18	8B	8C	6A	6B	6C	6D	8A
Sept. 21-25	8C	6A	6B	6C	6D	8A	8B
Sept. 28-Oct. 2	6A	6B	6C	6D	8A	8B	8C
Oct. 5-9	6B	6C	6D	8A	8B	8C	6A
Oct. 12-16	6C	6D	8A	8B	8C	6A	6B
Oct. 19-23	6D	8A	8B	8C	6A	6B	6C
Oct. 26-30	8A	8B	8C	6A	6B	6C	6D
Nov. 2-6	8B	8C	6A	6B	6C	6D	8A
Nov. 9-13	8C	6A	6B	6C	6D	8A	8B
Nov. 16-20	6A	6B	6C	6D	8A	8B	8C
Nov. 23-27	6B	6C	6D	8A	8B	8C	6A
Nov. 30-Dec. 4	6C	6D	8A	8B	8C	6A	6B
Dec. 7-11	6D	8A	8B	8C	6A	6B	6C
Dec. 14-18	8A	8B	8C	6A	6B	6C	6D

RMS Grade 7 and FI Outside Lunch Rotation Schedule

Week	Front Soccer Field/Grass by Gazebo	Front Basketball Court/Pavement	Front Play Structure/Grass Area	Side Closest to Back	Side Closest to Front	Back Basketball Court/Grass Area to Soccer Field	Back Soccer Field/Pavement	Grass Area Closest to School
Sept. 7-11	7A	7B	7C	7D	7E	6E	7F	8D
Sept. 14-18	7B	7C	7D	7E	6E	7F	8D	7A
Sept. 21-25	7C	7D	7E	6E	7F	8D	7A	7B
Sept. 28-Oct. 2	7D	7E	6E	7F	8D	7A	7B	7C
Oct. 5-9	7E	6E	7F	8D	7A	7B	7C	7D
Oct. 12-16	6E	7F	8D	7A	7B	7C	7D	7E
Oct. 19-23	7F	8D	7A	7B	7C	7D	7E	6E
Oct. 26-30	8D	7A	7B	7C	7D	7E	6E	7F
Nov. 2-6	7A	7B	7C	7D	7E	6E	7F	8D
Nov. 9-13	7B	7C	7D	7E	6E	7F	8D	7A
Nov. 16-20	7C	7D	7E	6E	7F	8D	7A	7B
Nov. 23-27	7D	7E	6E	7F	8D	7A	7B	7C
Nov. 30-Dec. 4	7E	6E	7F	8D	7A	7B	7C	7D
Dec. 7-11	6E	7F	8D	7A	7B	7C	7D	7E
Dec. 14-18	7F	8D	7A	7B	7C	7D	7E	6E

Provide time for food preparation and mealtimes.

Students will eat in their homeroom. Students are expected to sanitize with sanitizer (approved by Health Canada) or wash their hands and desktop before eating. Duty teachers will circulate through each grade level wing to supervise classes while they are eating. When students are finished eating, they will clear their desktop. The custodian will be responsible for cleaning their desktop before students/staff reenter the classroom.

The cafeteria is expected to open on October 5. Students who are purchasing from the cafeteria must always wear their mask and maintain a physical distance of 2 meters. There will be a duty teacher in the cafeteria to monitor traffic and enforce physical distancing. Once students purchase their food, they will return to their homeroom to eat.

Students must have water bottles as access to water bottle filling stations is available. Access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Microwaves will **NOT** be available for students. Students will need to bring a lunch from home that does not require heating, as well, as any utensils needed to eat with.

Breakfast Program: Breakfast baskets with non-perishable food items will be provided to classrooms. These baskets will be refilled when necessary. Please note that this program does not replace sending snacks with your child/ren from home.

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

School layout guides will be developed as needed.

Recess: There will be no official recess. Students may graze (snack/drink during class without disruption) during class and teachers are encouraged to incorporate brain and body breaks between classes.

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 contact 811 to get direction from Public Health 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 (Covid-19 questionnaire) 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 should take their temperature before leaving for work each morning. **If they have 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.

If a member of the school's personnel becomes aware that an individual is suspected of having symptoms associated with 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 symptoms associated with COVID 19 as outlined by Public Health. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

Students and staff must self-monitor throughout the day.

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

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

People showing signs of illness will go to the room next to the Main Office. The individual who is ill will be given a mask to wear (if he/she does not have a mask). All staff in the office 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.

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 to ensure that hand sanitizers (approved by Health Canada) remain effective.

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

Morning duty teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the "health" room. All staff will return cloths and spray bottles to "health" room before leaving daily. Cloths will be washed in an appropriate disinfectant solution and dried for reuse. The Custodian II or designate will sanitize the bottles and refill them daily. The refilled sanitizing bottles with the appropriate disinfectant solution will be available each morning. RMS staff are responsible for letting admin assistants know when their cleaning products need to be replenished.

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

Alex Fallon, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms

Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.

Washrooms: Students must sign out using a Log Sheet (Name/Time Out/In) in their classroom to go to the washroom. All staff and students must wear a mask when going to the washroom. There will be a gender-neutral washroom located by the Healthy Living Room door. Students need to monitor the washroom as they enter. There may be no more than 2 people in the washroom at any given time. If the washroom is at its capacity students will wait outside the bathroom respecting the 2-meter physical distancing until someone exits the washrooms.

Designated Staff Washrooms – Washrooms in Conference Room A and B, and Main Office (Staff can use students' washroom if they so should choose).

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 at least 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.

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 2 people at a time. 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 lunch/outside play and seek permission from their teacher prior to going to the bathroom.

Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time.

Since physical barriers are not always possible:

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

Morning duty teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and paper towels from the "health" room. This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher. All staff will return spray bottles to "health" room before leaving daily.

The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate disinfectant solution and will be ready for staff to pick up in the morning. 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.

If a staff member 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.

All students and staff must come to school with **two** clean community masks daily. Masks are mandated for students in grades 6 – 8 in all common areas on school property when outside of their homeroom class bubble. Students will be required to wear masks when on a bus. Masks are not required when students are in their homeroom bubble. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time. When masks are not being used, they should be stored in a paper or cloth bag (suggestion – clean empty pencil case to store masks when not in use) with their name clearly marked. Using a plastic bag for storage is not recommended because it keeps moisture in, which could allow bacteria to grow on the mask.

Promote appropriate hand and respiratory hygiene.

Staff will teach, model, and reinforce 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 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.

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>

All classrooms and work areas will be provided with hand sanitizer approved by Health Canada. Staff are responsible to ensure that an adequate supply of hand sanitizer approved by Health Canada is available in their work area. Additional hand sanitizer approved by Health Canada 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 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 approved by Health Canada. 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 prior to and following morning arrival, lunch, and at the end of the 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 if deemed necessary.

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

Hand protection (nitrile gloves)

Eye protection (safety glasses, goggles, or face shield)

Portable desktop plexiglass barriers

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

The cafeteria will be open on October 5, 2020 to purchase food – masks are required. All students will eat in their homerooms.

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 policies. 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, portable desktop plexiglass barriers, 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 Conference Room A (as it provides for appropriate physical distancing).

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. 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 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

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. 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 a distance of one meter 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

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. Admin will check in on the teaching staff, administrative assistant, library assistant, custodians, and any other staff members on a weekly basis; the EST-R will check in 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 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.

- 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