

TOWNSVIEW SCHOOL
Return to School Operational Plan

Return to School

- ✚ The Townsview School Return to School Plan presents both the EECD & ASD-W provincial expectations and standards for the safe operation of Townsview School during the COVID 19 pandemic
- ✚ Public Health plays a critical role in ensuring a healthy and safe school environment. We will continue to work with Public Health throughout the school year to ensure information is up to date and best practices are followed.
- ✚ The standards and policies are subject to change depending on how the Pandemic progresses in NB and based on new information on transmission and epidemiology becomes available
- ✚ Continued focus will be placed on ensuring consistent and transparent communication to all partners and stakeholders of Townsview School
- ✚ The Townsview Operational Plan will be reviewed on a regular basis (monthly) and as increased hazard/risk conditions warrant

Plan Implementation Date September 3, 2020

Principal Signature *Pat Thorne*

School District Official _____

Monthly Review

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Parent / Student Orientation Night

- During this session, Kindergarten parents & new student would be invited to come to Townsview School and meet their teacher. They would be able to:
 - ✚ bring their school supplies, indoor sneakers and any other related school supply materials
 - ✚ get information for week #1
 - ✚ get information for the operational plan

Schedule – Tuesday, September 1, 2020 (Kindergarten & New Students)

- ✚ Kindergarten Classes - 6:00pm-6:30pm
- ✚ New Students to our Building - 6:45pm-7:15pm

Week #1 Student Return to School - Staggered Entry Start for Students

- Tuesday, September 8, 2020
 - ✚ Kindergarten Students (Wave 1)
 - ✚ Grade 2 Students
 - ✚ Grade 4 Students
 - ✚ Grade 6 Students
- Wednesday, September 9, 2020
 - ✚ Kindergarten Students (Wave 2)
 - ✚ Grade 3 Students
 - ✚ Grade 7 Students
- Thursday, September 10, 2020
 - ✚ Grade 1 Students
 - ✚ Grade 5 Students
 - ✚ Grader 8 Students
- Friday, September 11, 2020
 - ✚ All Classes will be in attendance

Rationale for Week 1 Staggered Start

- ✚ This would allow there to be no more than one grade level per pod
- ✚ Allows the staff to do school orientation and go over and rehearse daily routines and procedures with their students
- ✚ Provides time for ESST to provide support for student workload
- ✚ Significantly fewer people that first day allowing us to make adjustments as the week goes on so we are ready for Friday.

TOWNSVIEW SCHOOL
Bell Schedule (2020-2021)

Morning Student Arrivals & Procedures	7:50am-8:25am Bus Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:00am-8:25am Parent Drop-Off Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:10am-8:25am Student Walker Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
8:30am-8:40am	School Day Begins Homerooms (Playing of O'Canada & Morning Announcements)	
-----	Grades K-2	Grades 3-8
	8:40am-9:13am Period 1	8:40am-9:30am Period 1
	9:13am—9:46am Period 2	
	9:46am-10:19am Period 3	9:30am-10:20am Period 2
10:20am-10:35am	Morning Break	
	10:35am-11:08am Period 4	10:35am-11:25am Period 3
	11:08am-11:35pm K-2 (Noon Recess)	
	11:35am-12:10pm K-2 (Lunch)	11:25am-12:15pm Period 4
	12:10pm-12:12pm K-2 Return to Homeroom	12:15pm-12:40pm Gr. 3-5 (Lunch)
	12:12pm-12:45pm Period 5	12:15pm-12:40pm Gr. 6-8 (Noon Recess)
	12:45pm-1:18pm Period 6	12:40pm-1:05pm Gr. 3-5 (Noon Recess)
	1:18pm-1:51pm Period 7	12:40pm-1:05pm Gr. 6-8 (Lunch)
	1:51pm-2:00pm K-2 Dismissal (All Walkers Go Home)	1:05pm-1:10pm Return to Homeroom
	1:51pm-2:50pm K-2 After School Recess (For Bus Students Only)	1:10pm-2:00pm Period 5
End of Day Procedures & Timelines	-----	2:00pm-2:50pm Period 6
	-----	2:50pm-2:55pm Grade 3-8 Homeroom & Prepare to Go Home
	2:55pm-3:20pm Grades K-2 Bus Departures	2:55pm-3:00pm Grades 3-8 Departure for All Walkers & Parent Pick Ups
		2:55pm-3:20pm Grades 3-8 Bus Departures

Communication & Orientation of Operational Strategies

- ✚ 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 – administration will go over the operational plan with all staff in small groups to ensure physical distancing
- ✚ Students:
 - The operational plan will be communicated to students by homeroom teachers.
 - In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as indicated on Page 2 of the Operational Plan
- ✚ PSSC / Home & School
 - The Operational Plan will be shared with both the current PSSC members and our Home&School Executive Committee for parental feedback
- ✚ Parents / Guardians
 - Upon approval of the Operational Plan, a copy of the Plan will be sent by email to each family.
 - The Plan will be posted to our school website and to the Townsview Home&School website
 - Parents/Guardians who have any additional concerns/questions will be asked to contact the school and speak with school administration.
- ✚ Visiting Professionals
 - will be provided in-person orientation the first time they enter the building during the 2020–2021 school year.
 - In addition, they will be given a summary that is explicit for visiting professionals.
 - ❖ This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)

Building Access - Prevention of Public from Freely Accessing the School:

- ✚ Kindergarten and new students will have a parent orientation – schedule as outlined on Page 2
 - All parents/guardians/students will be required to wear a mask
 - Contact Tracing will be put in place – all parents/guardians will be required to sign in with homeroom teacher (first and last name, name of child, who did they meet with, time of arrival, time of departure, and phone number)
- ✚ During the first week of school students will have a staggered start – schedule as outlined on Page 2
 - Parent/guardian will not be permitted to enter the building with their child. They can walk them to the main entrance of the building(outside) and staff will assist students with the school supplies and walk them to their classroom.
- ✚ During the school year
 - Parents/Guardians will be asked not to enter the building unless they have an appointment, or they are picking up their child. Parents/Guardians must wear a face mask before entering the building.
 - Parents/Guardians will be notified that contact with school personnel will be through phone and/or virtual means.
 - Face-to-Face meetings with parents/guardians will be by appointment only and physical distancing will need to be maintained.
 - Parents/Guardians who are picking students up will be asked to write a note to the homeroom teacher and/or call the office.
 - The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom.
 - When the parent/guardian arrives – they will enter the school and report to the office
 - ❖ the student will be sent down from the appropriate classroom
 - ❖ the administrative assistant will record who picked up the child and the time that the child left
 - Students who arrive after the start of school will be signed into the school
 - The administrative assistant will record when the child arrived as well as the reason the child was late

Building Access & Procedures to Reduce Congestion and Adhere to Physical Distancing Requirements

✚ During the School Start

- Curious Kids will enter the school through the Curious Kids door
 - No parents will be permitted to walk into the school with their child
- K-8 students will enter the school through the main doors and go directly to their homeroom.
 - Students will hang up belongings and put on inside shoes then go to their classroom.
 - EA's and teachers will monitor (staff supervision).
 - Students who are dropped off at by parents/guardians will enter the building at 8:00 am through the main entrance of the building and proceed directly to their class.
 - Students walkers will enter the building at 8:10 am through the main entrance of the building and proceed directly to their class.

✚ During Dismissal Times

No parents/guardians will be permitted to enter the building to pick up their child. All students will be required to wear a face mask.

- Curious Kids
 - Parents will pick their child up at the Curious Kids door – no parent will be permitted to enter the building
- K-2 Dismissal time at 1:55pm (for walkers and parent pick-ups)
 - At the end of the day, once students have their belongings, they will return to their classrooms and wait until they are instructed to leave the building.
 - Teachers and students will exit through their designated pod doors and will meet parents outside the front of the building.
- K-2 Bus Students
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades K-2 when their class can exit their room to proceed to the bus.
 - Teachers and students will exit through their designated pod doors.
- Grades 3-5
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades 3-5 when their class can exit their room to proceed to the bus and or walk home
 - Students will exit through the main doors.
- Grades 6-8
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades 6 – 8 when their class can exit their room to proceed to the bus or walk home
 - Half the pod will exit through the main doors and the other half will exit through the B1 pod doors.

Controls for the Classrooms

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Staff are encouraged to maintain a 1m distance between themselves and students
- ✚ Students will need to have their own personal supplies. There should be little or no sharing of items between students. 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. Teachers can take advantage of going outside to learn (weather permitting)
 - Teachers will notify the office that they are going outside – they will need to take a 2 way radio with them. They would get it from the office and return to the office upon coming back into the building
- ✚ Students will remain in homeroom classes and teachers will move from class to class.

Controls for the Library

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ The library will be used – teachers will need to schedule class time with librarian
 - The librarian will disinfect tables & chairs when the classes leave
- ✚ Students will be permitted to sign out books during scheduled library times.
- ✚ The librarian will sanitize books upon their return.

Controls for Music Classes

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Classes have been scheduled (refer to teacher and class schedules)
- ✚ Wind instruments can be used
- ✚ Singing will be permitted
- ✚ Students will be required to wipe down their work area prior to leaving

Controls for Art Classes

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Classes have been scheduled (refer to teacher and class schedules)

Controls for Science

- ✚ Science will be taught in homeroom classes.

Controls for MSTE Lab

- ✚ Hand sanitizing station will be in the classroom
- ✚ MSTE room will be used as per the class schedule
- ✚ Students will be required to wipe down their work area prior to leaving

Controls for PE Locker Rooms

- ✚ The locker rooms can be used for grade 6 – 8 students.
 - Students in support of teachers will wipe down contact areas within the locker room
- ✚ Students are responsible to sanitize the equipment.

Controls for Staff Working Outside of the Classroom

- ✚ Hand sanitizing stations will be provided in all work areas.
- ✚ Staff working in staff room areas – staff will require masks if social distancing cannot be maintained
- ✚ All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. This includes all programming rooms.
 - Resource 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 cleaned with a sanitizing/disinfected solution.
 - Students 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 baggies
 - Guidance 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 cleaned with a sanitizing/disinfected solution.
 - Students 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 baggies
 - 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 cleaned with a sanitizing/disinfectant solution.

- APSEA Worker
 - the APSEA Worker will be required to wear a clear shield when working with a student.
 - Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
 - Between students, chairs, tables and any areas touched by the student must be cleaned with sanitizing/disinfectant solution.
- District Personnel meeting with Townsview Staff
 - When a distance of 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 Townsview

Parent/Public Related Information

✚ School Attendance

- Students will resume learning full-time
- Students in K-8 will be required to attend school full-time

✚ Vulnerable Safeguards

- K-8 students who are unable to attend school because of a documented medical evidence will benefit from distance education, delivered through personalized learning.
- If a student has an immunocompromised household member who is required to stay home as recommended by a health professional and their condition prevents from attending school, the student will be provided with a plan to continue learning at home
 - As per Policy 704 – Health Support Services – a designated Resource / Guidance staff in collaboration with subject teachers will work with students with specific health conditions and the their parents/guardians to develop a plan for learning to be continued
- A non-immunocompromised student whose family has decided not to send them to school for any reason or because of pandemic will be required to complete an Annual Home-Schooling Request Form

✚ Emergency Drills

- All emergency drills (fire drills, secure the building & school lockdowns) will take place without physical distancing
- Masks should be worn for all emergency drills, but not to the detriment or the response to the drill
- Once the drill is over – all safety protocols and procedures will recommence and will be maintained during the re-entry of the school.

✚ Access to School

- Drop-In or unplanned visits by parents/guardians will not be permitted. Virtual or phone contact will be the primary method of communication.
- Parents/Guardians will need to have an appointment for a face-to-face meeting – community face masks will be worn and physical distancing will be maintained

✚ Outbreak Management

- The school will be informed by Public Health when there is a positive case in a school
- Public Health is responsible for the contact tracing with support from the school system
- Public Health through contact tracing and risk management will make decisions on who self-isolates, this may require an individual, or several individuals, a classroom or multiple classrooms. Public Health will inform these individuals of when they can return to school.

✚ Protect Yourself and Protect Others

- Screening is critical. Prior to leaving for school, make sure your child is well. If you have COVID 19 symptoms or if you are not feeling well, stay home and contact 811.
- Every student and school personnel must ensure they bring a mask to school, the mask must be cleaned daily.
- Every student and school personnel should have a small bottle of hand sanitizer.

- ✚ School Operational Plan
 - All schools will have a Operational Plan outlining their health and safety protocols. This plan will be shared with parents.
 - Class groupings or physical distancing will be respected during morning recess, lunch time and noon outdoor recess.
- ✚ Buses
 - All K-5 students will maintain a distance of 1m (one student per seat) – they are not required to wear a mask
 - All 6-8 students will wear a community face mask when entering and exiting the school bus
 - A student can remove their face mask if they are sitting alone or with a member of the same household during the duration of the bus ride
- ✚ Controlled and Limited Access to Townsview School
 - To help with contact tracing, access to schools will be limited to control the flow of people.
 - All visitors (not a student or member of school personnel) – will need to wear a community face mask and report to the office. They will also be required to physical distance and follow any other health and safety protocol as outlined in the school's operational plan.
 - Parents will only be able to enter the school if they have an appointment or are picking up a sick child.
 - Face-to-Face meetings will need to adhere to physical distancing guidelines
- ✚ Drinking Fountains
 - Water fountains will not be in use - bottle filling stations will be available.
 - Students must bring a water bottle with their name on it.
- ✚ Hand Sanitization Stations
 - Hand sanitation stations will be in each class and at each entrance of the school.
 - Students and school personnel are required to wash/sanitize their hands regularly.
- ✚ Washrooms / Change rooms
 - Handwashing signage will be posted throughout the school.
 - Washrooms and change rooms will be cleaned a minimum of 3 times a day.
- ✚ Community Use of Schools
 - Community Use of Schools (after school and evening activities) is on hold until further notice
- ✚ Cafeteria
 - Chartwells will follow Public Health and WorkSafe NB requirements.
 - Physical distancing requirement will be in place.
 - School bubbles will physical distance by 2m from other bubbles.
 - Meal times will be staggered – as per the schedule on Page 3
 - A cafeteria line is acceptable with physical distancing.
 - Students will wear a mask to and from the cafeteria.
 - Students will be sitting in the cafeteria with their bubble class.
 - Microwaves will not be available.
- ✚ Classrooms
 - All homerooms are considered to be a class bubble.
 - All students will have their own classroom materials and supplies, there will be no sharing (with other students) of these materials/supplies.
 - No physical distancing is required within the bubble.
 - Safety protocols will be in place for school personnel who visit multiple bubbles.
- ✚ Community Mask
 - All students must have a clean mask for use during the school day when they are outside their classroom bubble.
 - Grades 6-8 must wear a mask in all common places and spaces
 - All K-8 must wear a mask (outside the class bubble) going to office, resource room, library, etc.
 - We the school will follow the Mask Use Requirements Document for all staff & students

- ✚ Sharing Materials
 - All shared materials such as computers, physical education equipment, musical instruments (except wind instruments), microwaves, will need to be disinfected between uses
 - Materials that cannot be disinfected, must only be used by one student
- ✚ Instructional Time
 - K-8 students will be in class full time – they will follow the course daily schedules
 - Grades K-8 will be encouraged to take advantage of the BYOD program at our school
 - Students are permitted to bring their own electronic device to school for learning
 - Schools are not responsible for any lost or stolen electronic device
 - Personal electronic devices need to have their own virus protection
 - Physical Education, Art, Music and MSTE will be part of the weekly schedule
 - Music Class – singing and playing of wind instruments will be permitted
 - Where possible – subject teachers will travel to their student's classroom
 - There will be times where our students will need to travel to a class, such as, phys. ed, MSTE, grade 3-8 music, art, etc. As outlined in the class schedules
 - K-8 Co-curricular, Field Trips and Other Student Based Activities will be permitted as long as they meet the bubble requirements
 - These activities will follow any additional health protocols required by Public Health
 - The classroom bubble will be protected when participating in an activity off the school grounds
 - Assemblies
 - Large in-person school based activities or assemblies will not be permitted – they may take place virtually

Risk Assessment – Complete a Risk Assessment within the school to determine the risks and identify various controls needed 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 a distance of 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

- ✚ People showing signs of illness will go to the health located in the Resource area
- ✚ The individual who is showing 2 or more signs & symptoms will be given a mask to wear (if he/she does not have a mask).
- ✚ All staff in the office & resource area will be required to wear masks until the person has been picked up and the room has been sanitized.
- ✚ The health room door will be kept shut while the person is inside (windows will allow for monitoring of the individual).
- ✚ The furniture in the room will contain a couch with vinyl upholstery 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

- ✚ Staff, students, visiting professionals, parents/guardians, and community members will adhere to all physical distancing requirements, furniture will be arranged to promote the physical distancing requirements (including the reception area)
- ✚ Visual cues on the floor, to indicate directional movement markings will be placed (were needed)
- ✚ Hallways will have signage and arrows to indicate the directional flow
- ✚ Red signage will be added to indicate areas at which movement is to stop.

Staff Common Spaces

- ✚ Ensure staff does not congregate in groups – unless physical distancing can be maintained
 - Small group meetings can take place
 - Large group meetings in spaces whereby physical distancing can be maintained or they can be held virtually
 - Staff Rooms
 - Staffroom Couches (if used) will be sanitized with a disinfectant (3 times a day)
 - No more than 4-6 sitting people in staff room to maintain physical distancing - their staff members may walk into staff room area to access their food, get a coffee or fill up water bottle
 - Use of Keurig will be permitted but only single serve coffee will be available.
 - Photocopy Rooms & Staff Work Spaces
 - Adhere to floor markings for traffic flow
 - Should be limited to 4-5 staff members
 - Should be no students in these spaces
- ✚ Use of the school dishes, glasses and cutlery will not be permitted, please bring what you need from home.
- ✚ Dishwashers will not be used – All dishes brought from home are to be taken home to be washed (the same day).
- ✚ Sinks will be reserved for hand washing.
- ✚ Please bring your own water bottle.
- ✚ Microwaves and fridges will be available for use.
- ✚ EA staff will be able to use their lockers

Office (Reception Area)

- ✚ When entering the office please report to the main window.
- ✚ Please adhere to the floor markings for traffic flow
- ✚ There is to only be 3 additional staff person in the office besides office personnel at a given time.

Evaluate the risk of individuals/class bubbles coming closer than one meter (Stairwells, entry & exit points)

- ✚ Our hallways and stairways are a minimum of 2m
- ✚ Directional arrows will be added (if needed) to indicate the direction of traffic flow
 - Traffic flow of staying to the right and walking close to the walls
 - Red lines and signage will be added to indicate areas at which movement is to stop.
 - By office – stop zone for parents/guardians; markings to indicate appropriate standing spots
- ✚ K-2 students will access the gym – Side A entrance by the stage
- ✚ 3-5 students will access the gym – Side B entrance by the elementary equipment room
- ✚ 6-8 students will access the gym – Side A entrance by middle school music room
- ✚ 6-8 students will access the gym – Side B entrance by Mr. Saunder's PE office

Morning Recess

- ✚ Grades K-5 students will remain inside for morning recess – they will have their morning snack in their classroom
- ✚ Grades 6-8 students
 - Students may travel to cafeteria to purchase morning snack and then return to their classroom to eat snack
- ✚ Teacher will supervise as outlined in staff supervision schedule

Transition Times

- ✚ School schedules 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.
- ✚ Refer to bell schedule on Page 3 of the Operational Plan
- ✚ Student Movement to classes
 - Grades 6-8 will wear community mask when travelling and gathering in common spaces
 - Grades K-5 are strongly encouraged to wear community masks when travelling and gathering in common spaces (when social distancing is not possible)
- ✚ Teachers will move to student homerooms – students will stay within their class bubble
 - Grades 6-8 will move to Phys. Ed, MSTE, Art & Music classes as outlined in student schedules
 - Grades 3-5 will move to Phys. ED & Music classes as outlined in student schedules
 - K-2 will move to Phys. Ed – as outlined in student schedules
 - K-2 students will be taught music in their homeroom - as outlined in student schedules

Supervision Schedule – Noon Recess (weather permitting)

- ✚ Students will be supervised at a ratio of 1 teacher/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 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.

Playground Spaces

- ✚ Noon Hour Recess
 - Classroom bubbles have designated spots. They must stay in their bubble to walk to and from the playground and they must stay in their designated spot to play or hangout with their bubble class.
 - K – 2's will walk with their bubble class (head and tail) to their designated playground spot.
 - Grade 3 – 8 must wear a mask in the hallway and outside until they get to their designated playground spot. Once they are at their spot, they can remove them. They must also put them on at the end of recess to be able to come into the school.
 - All classes will go in and out of their designated door except Middle School students will come in the main door to the cafeteria.
 - MS students will need to put their mask on to walk to the main entrance of the school, grab their lunch box and can take it off their mask once they are seated with their classroom bubble in the cafeteria to eat.
- ✚ Designated Playground Area
 - Lower Playground – Kindergarten, grade k/1, grade 3, grade $\frac{3}{4}$ and grade 6
 - Upper Playground – Grade 1, grade 4, grade 7 and grade 7/8
 - Soccer Field – Grade 2, grade 4/5, grade 5 and grade 8

Playground Areas - Noon Recess

Lower Playground

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Swings	KA	3A	6A
Equipment	KB	3/4B	6B
Pad #1	KC	3C	6C
Pad #2	KD	3D	6D
Court Yard	K/1		

Upper Playground

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Path/Hill	1A		7A
Equipment #1	1B	4A	7B
Equipment #2	1C	4/5C	7C
Picnic Table/Tree	1D	4D	7/8D

Soccer Field

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Area #1	2A	5A	8A
Area #2	2B	5D	8B
Area #3	2C	5E	8C
Area #4	2D		8E
Area #5	2E		

✚ Doors to use to access designated playground areas :

- Kindergarten and K/1 in B1 Pod – Use B1 Pod door (Back door) to Lower Playground
- Grade 1 – Use D1 Pod Door (Dumpster door) to Upper Playground
- Grade 1F1 – Use Curious Kids door to Upper Playground
- Grade 2 – Use D1 Pod Door (Dumpster Door) to Soccer Field
- Grade 3 and Grade 3/4 - Use C1 Pod Door (Back Door)
- Grade 3D (Davidson) – After Hours Door to Lower Playground
- Grade 4 – Use D1 Pod Door (Dumpster Door) to Upper Playground
- Grade 4/5 and Grade 5 – Use D1 Pod Door (Dumpster Door) to Soccer Field
- Grade 5E (Arjoon)– Use Main door to Soccer Field
- Grade 6 – Use Curious Kids door to Lower Playground
- Grade 6D (Antworth) – Use After Hours door to Lower Playground
- Grade 7 and Grade 7/8 – Use Main Door to Upper Playground
- Grade 8 – Use Main Door to Soccer Field
- Grade 8E (McCarthy) – Use After Hours Door

Provide Time for Food Preparation & Mealtimes

- ✚ Cafeteria will be open – Chartwells’ will be the food provider
 - Students must have water bottles as access to water bottle filling stations is available but 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 to Grade 6-8 students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.
 - Teachers will provide noon supervision as outline in supervision schedule.

Breakfast Program

- ✚ Breakfast baskets will be provided to classrooms with non-perishable food items in them.
 - These baskets will be filled by homeroom teachers following the guidelines of the amount of each item they can place in their basket.

Screening - Outline how passive screening requirements are being met and communicated.

- ✚ Parents/Guardians will be given the attached document on symptoms of COVID 19.
- ✚ Parents/Guardians will be asked to take their child’s temperature prior to the child leaving for school.
- ✚ Parents/Guardians will be required to ensure that if their child is not feeling well that their child remains at home.
 - As per provincial protocol, parents/guardians will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing.
 - Parents/guardians will be asked to contact 811 if they are unsure as to whether or not 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.

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 make contact with the individual to verify the information.
- ✚ School personnel and parents/guardians 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 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 health room located in the Resource area.
- ✚ The individual who is sick 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 furniture in the room will contain a couch with vinyl upholstery 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 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 remain effective.

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

- ✚ Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up 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 bleach solution and dried for reuse.
- ✚ The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.

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

- ✚ Ashley Orr or Designate, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms

- ✚ Are equipped with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.
 - 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.
- ✚ Washrooms – as identified within the school
- ✚ 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.

- ✚ 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 washroom.

Since physical barriers are not always possible:

- ✚ Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.
- ✚ Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the classroom.
- ✚ This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.
 - All staff will return cloth and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.
- ✚ The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach 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 members notices that the ventilation system is not working, he/she is to notify the administration immediately.
 - The Facilities Repair line will be contacted by the administration 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 of community face masks as outlined in the School Operational Return to School document protocols.
 - When physical distancing of 2 m is not possible, 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.
 - 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.

- ✚ 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

- ✚ To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. To ensure that members of vulnerable populations and students with complex needs are accommodated.
 - Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students.
- ✚ Provide personal protective equipment – only for those situations that require it:
 - Hand protection (nitrile, rubber or latex gloves)
 - Eye protection (safety glasses, goggles or face shield)
 - Other PPE as determined necessary through the risk assessment
- ✚ In areas where following the school physical distancing standards as set out in the School Operational 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 as outlined in the School Operational Return to School Document
- ✚ Considerations for school licensed under Food Premises Regulations – Chartwells
 - Use of the cafeteria for 6-8 morning recess and lunch time as outlined with the School Operational Return to School Plan .

Occupational Health & 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:
 - [The right to know](#) about health and safety matters.
 - [The right to participate](#) in decisions that could affect their health and safety.
 - [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 and any other PPE will be provided as required for staff.
 - School District Human Resources confirm process for addressing employee violations of policies & procedures.
 - Staff not following policies and procedures will be referred to the School District Human Resources.
 - Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.
 - When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)
 - Staff are advised to read information on the following website:
<https://ohsguide.worksafenb.ca/topic/fixes.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 (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

- ✚ 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.
 - Angela Ketch (VP) will make contact with K–5 teachers on a weekly basis
 - Steven Jones (VP) will make contact with the 6-8 teachers on a weekly basis
 - the EST-R (Kelli Oulton, Holly Jones & Amanda Sparrow) will make contact with Educational Assistants & First Nation Support Worker on a weekly basis
 - Pat Thorne (Principal) will make contact with custodians, administrative assistant, library assistant and any other staff members on a weekly basis.
- ✚ As per Department guidelines and the Schools SIP/PLWE Plan a percentage of each week 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 (Courtney Fox). 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.

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