**UPPER MIRAMICHI ELEMENTARY SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

**Communicate operational strategies, provide orientation to school personnel and students:**

School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a meeting will be held with staff to go over the plan. Social distancing guidelines will be followed. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: The operational plan will be communicated to students by homeroom teachers. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.

|  |  |  |
| --- | --- | --- |
| Date | Portion of Students | Grade level |
| September 8 | All | K – am  |
|  |  |  |
| September 9 | All | K – 2 |
|  |  |  |
| September 10  | All | 3 – 5 |
|  |  |  |
| September 11 | All | K – 5 |

**Communicate operational strategies, provide orientation to visiting professionals:**

Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. 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.)

**Communicate operational strategies to parent/caregiver and school community:**

Once the plan is approved, a summary of the plan (vetted through the PSSC) will be sent by mail to each family September 3. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). Parents/caregivers who have additional concerns will be asked to call the school and speak to the administrator.

**BUILDING ACCESS:**

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

Staff will return to the building August 31. Through virtual correspondence with other principals it was felt a staggered start approach would be helpful in orienting kindergarten students as well as staff with bus and parent arrivals. One parent or caregiver of kindergarten students will be able to enter the building with their child on September 8 if needed. Most kindergarten students and parents completed an orientation in June. Parents must wear a mask to enter.

On regular bussing K – 2 students will exit the bus and enter their wing, 3 - 5 students will exit the bus and enter their respective wing. Appropriate physical distancing guidelines will be stressed.

Parents/caregivers will be notified in the summary that 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 who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 369-2000 or buzz and talk through the outside speaker to indicate that they have arrived. The administrative assistant will page for that student. The student will be sent up from the appropriate classroom and exit the building by the office.

Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late.

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

K – 2 students will enter the school through the doors in their wing. Students will go directly to their homeroom bubbles to unpack book bags, etc. Homeroom teachers will alternate their classes entering the hall to hang up belongings. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves. This process will be repeated in reverse at the end of the day. Once students have their belongings they will proceed outside. Belongings will be placed in the designated marked area until bus loading time. On inclement weather days, once students have their belongings, they will return to their homeroom classes. K – 2 students will exit through the doors in their wing. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom.

Grades 3 – 5 students will enter the school through their wing. Homeroom teachers will alternate their classes entering the hall to hang up their belongings. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves. This process will be repeated in reverse 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. Students in Grades 3 – 5 will exit the door in their wing by the office. 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.

Buses will be arriving between 7:45 and 7:55. Parents/caregivers dropping off students will be asked to ensure that students arrive at 8:00am. Students who are dropped off by parents/caregivers or walk to school will enter the building through the main entrance of the building and proceed directly to their class. At the end of the school day students who walk to school will remain in their homeroom classes until after buses have been dismissed around 2:15pm. 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 are encouraged to maintain a 1 m distance between themselves and students.

Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.

Staff are encouraged to keep windows in the classrooms 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.)

Students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed.)

**Library** – The school library area will be accessible by booking. Books used will be placed in a bin for 48 hours.

**Art/Music/ Room** – Scheduling of classes will limit the use of these rooms to allow for sanitizing prior to use by the next class. If more than one class is using the music room, the music teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized.

**Science Room** – Science will be taught primarily in homeroom classes. When teachers wish to use the room, teachers will need to book through the Onesite. No more than two classes can book into the science lab on any single day. The science teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized between classes.

**Changing Rooms** – Students who are in Phys. Ed. classes must go to their designated bathroom. Allowing students washroom breaks during Phys. Ed. is discouraged.

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

Hand sanitizing stations will be provided in all work areas. Masks, face shields and protective barriers provided by the District.

**Common areas and shared spaces. As per the Return to School Document -** Staff and students working in common areas and shared spaces will require masks if physical distancing is not possible. Face shields and other protective apparel may be worn.

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 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 Area** – Small group work will be limited to students who are in the same class. Between each meeting with students’ chairs, tables and any areas touched by the student(s) must be cleaned with a disinfectant solution. Tissue boxes are to be covered with a hard cover that can be cleaned with disinfectant. Chairs/furniture is guidance area is to be kept to a minimum.

SLP – the SLP will be required to wear a mask and/or mask and 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 disinfectant solution. The disinfectant solution will be provided by the school.

District and other workers – will be required to wear a mask and/or mask and clear shield when working with a student or staff and follow the safe distancing guidelines. 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 bleach solution.

**RISK ASSESSMENT:**

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

The risk assessment within the school is as follows:

* Students will have interactions with 1 – 5 adults while at school.
* Students will have interactions with others within their bubble.
* 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).
* All students are required to have a mask available.
* Teachers will be encouraged to take their students outside.
* Students are encouraged to bring their own personal hand sanitizer.

**Determine the physical isolation elements for people showing signs of illness in the operational plan for your school:**

People showing symptoms of illness will wear their mask and go to the Principal’s office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). Weather depending the student’s parent will be notified and a staff member will wait outside with the student until they are picked up. 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.

**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 were appropriate, “no-stopping” areas in narrow hallways, etc.**

**Hallways**:

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

Red lines and signage will be added to indicate areas at which movement is to stop.

**Determine if installation of physical barriers, such as partitions, is feasible**

**Establish protocols to ensure people do not congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

**Staffroom**: Tables and chairs to be used so that physical distancing is respected. Staff may enter the room provided physical distancing can be followed.

Use of Keurig will be permitted.

Use of the school dishes, glasses and cutlery will be permitted. Staff may also bring what you need from home properly sanitized.

Dishes brought from home are to be taken home to be washed. Dishwashers will be available for school dishes.

Sinks will be reserved for hand washing.

Please bring your own water bottle.

Microwaves and fridges will be available for use provided they are sanitized after use.

**Office**: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk without permission.

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

Staff Meetings will be held following the proper health and safety guidelines.

**Evaluate options to reduce those required onsite**

A limited number of volunteers will be allowed to enter the building for the breakfast and hot lunch programs when they may start. Volunteers will be screened, wear a mask, and follow the physical distancing guidelines. PPE must be worn.

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

**Hallways** will have arrows added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Students and staff will wear masks in common areas.

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

K – 2 students will access the gym from their wing. These students will access the playground by the exit at the end of their hallway.

3 – 5 students will access the gym from their wing. These students will access the playground by the exit at the end of their hallway.

**TRANSITION:**

**School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.**

**Supervision**:

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 so that students remain in their class bubbles.

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

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

K – 2 students will only be permitted on their side of the playground and must remain within their bubble. Sections of the playground will be designated for each class on a rotational basis each day.

3 – 5 students will follow the same guidelines on their playground area.

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

Students will eat in their classrooms.

We plan to offer a breakfast program and occasional hot lunch. Volunteers must answer the Covid 19 screening questions prior to entering. Volunteers must wear a mask and follow the distancing guidelines.

Volunteers/staff will cart the food items to the homerooms where students will line up inside their homeroom door.

Milk will not be available to students. Students must have their own water bottles to access water at the bottle filling stations provided by the district and province. 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 students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

**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 passively screen their child prior to the child leaving for school.

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

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

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

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

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will passively screen prior to leaving for work each day. Required absences due to sickness will be reported on Aesop.

**Staff must screen themselves, and self- monitor, before leaving residences. If there are multiple symptoms of COVID 19, they must remain home and report on Aesop.**

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

If a member of the school’s personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will contact the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19. Public Health will take the lead on any such cases.

**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 Principal’s room. 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). When possible the student and a staff member will wait outside until the student can be picked up. A chair will be provided for seating and will be sanitized following any use. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the inside 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 use spray bottles with disinfecting solution. Cloths will be washed in an appropriate disinfecting solution and dried for reuse. The sanitizing bottles will be refilled as required by the custodians.

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

Kim MacKay, 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**: Each wing (k-2 and 3-5) has washrooms available. Only one student may be in a washroom at a time. Staff members will communicate to take their class bubble for washroom breaks. Staff in each wing will monitor their students when washroom use is required during class.

Kindergarten Room have their own sink for handwashing.

A sign will be placed outside the bathroom to indicate when it is in use as only one student outside their bubble is to be in the washroom at a time.

Designated Staff Washrooms – Resource room, Washroom in lower wing, Staff washroom. Washrooms are single use. Staff will sanitize before and after use.

All washrooms will have liquid soap dispensers and paper towel dispensers.

Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.

**Hand-washing posters must be posted.**

Proper hand-washing posters will be placed in all washroom areas. All bathrooms will have a handwashing poster posted beside every sink. Sinks that are not to be used will be marked for easy recognition. Homeroom teachers and other staff will review and remind students of the proper procedures.

**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 one person at a time or a group of students within their bubble. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.

Staff members on supervision during recess and noon (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.**

Homeroom teachers and all staff who work with students in areas outside of classrooms will be provided with a spray bottle with a designated cleaning solution and cloths.

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

Cloths will be washed in an appropriate disinfectant solution and dried for reuse.

The Custodian or designate will sanitize the bottles and provide refills.

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.**

Opening windows will be encouraged depending on weather conditions.

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while in their bubble, they must have a mask with them and wear if in common shared areas where physical distancing is not possible. 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 hand sanitizer.**

All classrooms and work areas will be provided with hand sanitizer. 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.

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

**Hand protection (nitrile, rubber, or latex gloves)**

**All staff, students must have a mask available to wear as the Return to School Document.**

**Face Shields will be provided for staff upon request.**

**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 and student 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.

**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](https://ohsguide.worksafenb.ca/topic/rights.html#know) about health and safety matters.
2. [The right to participate](https://ohsguide.worksafenb.ca/topic/rights.html#participate) in decisions that could affect their health and safety.
3. [The right to refuse](https://ohsguide.worksafenb.ca/topic/rights.html#refuse) work that could affect their health and safety and that of others.

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

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

Staff will have access to this document.

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

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

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

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

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

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

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

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

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

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

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

**Make available appropriate personal protective equipment for the school setting.**

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

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

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

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

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. Once a month or as required a meeting of the JHSC committee will occur.

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 AS Outlined in the Return to School Document**

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

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

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

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school outlined in the Return to School Document.

If exclusion/isolation is required, the 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. Pick-up is to occur asap.

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) meter and wear a mask.

The symptomatic individuals must wear a mask.

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. The Principal will make contact with K – 2 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 – 5 teachers, custodians, administrative assistant, and any other staff members 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**](https://nactatr.com/news/files/01GuideRe-Entry.pdf)**.**

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

**APPENDIX ONE**

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

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

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

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

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

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

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

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

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

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

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

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