**Andover Elementary School- OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

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

***School Personnel \ Staff***: 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, there will be a meeting with staff in the double gym to review the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

***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 per the following table.

|  |  |  |
| --- | --- | --- |
| Date | Portion of Students | Grade level |
| September 8 | 100 % | K & 3 |
| September 9 | 100 %  | 1 & 4 |
| September 10 | 100 % | 2 & 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:**

The plan will be shared with staff on Aug 19 for feedback and required changes. The plan will be shared with District Safety – administrator Dan Lawson. Once the plan is approved, a summary of the plan will be sent by **email** to each family. 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). These questions will be answered through a video that will be posted on the school website and linked to the Andover Elementary School. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

**BUILDING ACCESS:**

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

Following the first days of school for students

* Tuesday, September 8 - (K & 3) students
* Wednesday, September 9 - (1 & 4) Students
* Thursday, September 10 - (2 & 5) students
* Friday, September 11 - All Students will attend.

* On the first day of school for any new child (Kindergarten), the parent/caregiver will be permitted to enter the building with their child through the main entrance of the building. Kindergarten Parents/caregivers will have to wear a mask when entering the building and use hand sanitizer in the entry lobby. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of K – 1 student will be asked to exit through the door on that wing.
* With all students being in attendance on September 11, parents/caregivers will be asked not to enter the building without an appointment.
* 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 273-4761 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

Students who arrive at school following the opening of school will be permitted into the building 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:**

Students, when arriving in the morning, will precede to their homeroom classrooms. They will put all belongs in the classroom (i.e. will go to their hooks to hang up and store belongings, book bags and change outdoor shoes in the classroom).

* Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. 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.
* There are 5 classrooms in each wing – At the end of the day, homeroom classrooms will be dismissed by a member of the ESS Team. The teacher(s) on bus supervision will indicate to ESS member when to start dismissing homeroom classrooms.
* Parents/caregivers will be asked to ensure that students arrive between 7:50 – 8:05. Students who are dropped off at by parents/caregivers or walk to school will enter the building at 7:50 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 and who go to the Early Footprints Childcare Afterschool program will remain in their homeroom classes until buses have been dismissed. Students in the Early Footprint Childcare Afterschool program will exit through the main entrance. All other students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

**Provide COVID controls for the classroom:**

* Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.
* Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office when in an alternate location outside the building.)
* Students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed.)
* **Library** – The library schedule will provide half hour intervals for each class – to establish cleaning or wiping down spaces between classroom visits. **The librarian will sanitize books upon their return.**
* **Makerspace** **Rooms**– The Makerspace may be used. Each wing will establish a schedule for using the makerspace rooms. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.
* **Music Room** – Students in grades 3-5 will attend one class per week in the music room. Classes will be scheduled to ensure that only one class per day will use the music room. 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.
* **Changing Rooms** – The changing rooms are not to be used during the 2020 – 2021 school year. These rooms will remain locked throughout the school year. 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.

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

**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 seeing students, the chairs, tables and any areas touched by the student must be cleaned with bleach solution. The bleach solution will be provided by the school and mixed new each time the SLP is in the school.

**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 bleach solution. The bleach solution will be provided by the school and mixed new each time the APSEA Worker is in the school.

**District Personnel** **meeting with AES Staff** – When 2m cannot be maintained, masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at AES.

**Early Footprints Learning Centre** – Daycare staff is asked to remain the Early Footprint Wing when they come to work. Parents will be asked to drop students off before the busing at 7:50 or after 8:15. Students attending the afterschool program will stay in the room until the Educational assistance will take them to the daycare wing after the buses are dismissed.

**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 students in their bubble (homeroom classroom) and 1 – 5 adult people while at school.
* Students will have interactions with others at a distance less than 2 m.
* Students will have prolonged interactions with others (longer than 15 minutes).
* The setting in classes has a high density of people.
* The classroom setting is primarily indoors.
* Students have frequent contact with high-touch surfaces.
* Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.

Mitigating factors to address the risks are as follows:

* Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
* High touch surfaces will be sanitized as per district guidelines.
* Students and school personnel will have access to hand sanitizing stations.
* Supplies are available to school personnel for sanitizing items.
* Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).

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

People showing signs of illness will go to the room next to the Community School Coordinator office (Carol Godbout). 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.

**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**:

Most hallways have **yellow lines indicating the center of the hallway**. 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 don’t congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

**Staffroom**: Couch is not to be used. Tables to be set up so that physical distancing is respected. No more than 4 people at a time in the staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom.

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

Use of the school dishes, glasses and cutlery will **not** be permitted, **please bring what you need from home**.

Dishes brought from home are to be taken home to be washed. **Dishwashers will not be available**; sinks will be reserved for hand washing.

Please bring your own water bottle.

Microwaves and fridges will be available for use.

Lockers will be placed in the staffroom for Educational Assistants to use.

Lockers and refrigerators will be placed in the extra classroom in each wing for Educational assistants to store their belongs and lunches for the day.

**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.

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

Staff Meetings will be held in the double gym with all social distancing protocols and virtually when deemed necessary.

Conference room – will have meetings for a maximum of 4 people.

**Evaluate options to reduce those required onsite**

Not applicable.

**Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.**

Most **hallways** have yellow lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

* 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.
* Teachers will be their homeroom class to the appropriate doorway for morning and lunch recess.
* Students will eat their snack and get ready in their homeroom for outdoor recess and this allow time for student transition and disinfection of the equipment.
* K – 1 student will access the gym by walking through the double doors that connect directly to the main hallway to the gym. These students will access the playground by the exit at the end of their hallway.
* 2 – 3 students will access the gym by using the stairs at west staircase These students will access the playground by exiting through West Staircase onto the playground.
* 4 – 5 students will access the gym by using the stairs that connect their floor to the main floor. Playground access will be down the stairs at the end of the wing and through the door directly onto the playground.

**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.**

|  |  |  |
| --- | --- | --- |
| **TIME** | **CLASSES** | **WHAT?** |
| 7:55 | Students unload from busses and go directly to their classes.  | Breakfast program will be served to each classroom by volunteers. |
| 8:10 | Opening announcements and O Canada | Start of school day |
| 9:30 – 9:50 | K & 3 | Start Morning RecessEat snacks in in homeroom before going outside |
| 9:50 – 10:10 | 1 & 4 | Start Morning RecessEat snacks in in homeroom before going outside |
| 10:10 – 10:30 | 2 & 5 | Start Morning RecessEat snacks in in homeroom before going outside |
| 10:30 – 1130  |  |  |
| 11:30 – 12:00 | Lunch K & 3 \Outside 1 & 4 | K & 3 eat in homerooms |
| 12:00 – 12:30 | Lunch 1 & 4 and 2 & 5 \Outside K & 3  | Grades 1, 2 and 4 eat in homerooms \ Grade 5 Cafeteria |
| 12:30 – 1:00 | Outside 2 & 5 |   |
| 12:30  |  |  |
| 1:50 | Early Dismissal for K, 1 & 2 |  |
| 2:35  |  | Preparing for Busses |
| 2:40 | Loading Busses |  |

**Supervision**:

Students will be supervised at a **ratio of 2 teachers / 5 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.

The Playground will be divided into 5 sections: **Appendix 2** at back of document.

* labeled according to (Playground A, B, C, D & E), please see diagram attached.
* 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 designated playground area that will be used by members of that class while on the playground. This equipment will be sanitized by the B bus driver who will be responsible to ensure that equipment is properly sanitized at the end of each recess.
* Please see the schedule below.
* The grade 4 & 5’s will alternate days for equipment on Fridays.

**Playground Equipment schedule:**

This will rotational schedule -

|  |
| --- |
|  |
| **Playground Area** | **Recess 9:30****K - 3** | **Recess 9:50****1 - 4** | **Recess 10:10****2 - 5** | **Recess 11:30****K - 3** | **Recess 12:00****1 - 4** | **Recess 12:30****2 - 5** | **End of day K - 2** |
| **A** | **K -MC** | **1 JR** | **2 KC** | **KMC** | **1 JR** | **2 KC** | **K – MC** |
| **B** | **K\1- TD** | **1\2 KC** | **2 TMC** | **K\1 TD** | **1\2 KC** | **2 TMC** | **K\1 - TD** |
| **C** | **3 \4 EB** | **1 TW** | **2 KL** | **¾ EB** | **1 TW** | **2 KL** | **1 - TW** |
| **D** | **3 LMO** | **4 DP** | **5 SM** | **3 LMO** | **4 DP** | **5 SM** | **1\2 JR** |
| **E** | **3 LC** | **4 AL** | **5 NB** | **3 LC** | **4 AL** | **5 ND** | **1 JR** |

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

Students will eat in their classrooms. ESST Members will supervise cafeteria and make sure lunches get delivered to homerooms. Classes will eat according to the schedule below.

|  |  |  |
| --- | --- | --- |
| Time | Lunch  | Outside Recess |
| 11:30 – 12:00 | K & 3 in homerooms | Grades 1 & 4 |
| 12:00 – 12:30 | 1, 2, 4 & 5 in homerooms | Grades K & 3 |
| 12:30 – 1:00 |  | Grade 2 & 5  |

The cafeteria will be opened on September 21st. Students ordering lunches should place order first thing in the morning with their homeroom teachers. Lunches will be delivered to the homeroom classroom. 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 students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

Breakfast program will be provided, and volunteer & staff will deliver to the homeroom classrooms. The volunteers will be wearing the appropriate PPE to travel in the hallways and in the new kitchen. Breakfast will be served from 7:55 until 8:15.

**Recess:**

See table above.

**SCREENING:**

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

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

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

As per provincial protocol, parents/caregivers will need to 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 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. Staff will be required to take their temperature before leaving for work each morning.

**Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.**

See above.

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

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

**Students and staff must self-monitor throughout the day.**

Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their 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 School Community Coordinator’s office (Carol’s Office) room next 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). 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 chair 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 custodians assigned to their wing. 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.**

June Haines, 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**: Only two students may be in a washroom at a time. Washrooms will be assigned to classrooms in the following manner:

Kindergarten – washroom in K\1 Wing

Grades 1’s use the washrooms in the new gym

Grade 2 & 3 – washroom 2\3 Wing

Grade 4 & 5 – washroom 4\5 Wing

Designated Staff Washrooms

K-1 Wing - teachers and EA’s will use the washroom in the new gym

2-3 – Wing - Teachers & EA’s will use washroom labelled #1 in staffroom

4-5 – Wing - Teachers & EA’s will use washroom Labeled # 2 in staffroom

(Staff can use students’ washrooms if they desire)

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.

**Foot-operated door openers may be practical in some locations.**

N/A

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

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink. Sinks that are not to be used will be marked for easy recognition.

**For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.**

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

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

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

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

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 custodian room.

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

All staff will return cloth and spray bottles to custodian room on their wing 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 and work area 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 Custodian II immediately. This will be considered an “emergency” issue.

The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while at school, it is recommended that students have a cloth mask with them. Students will be asked to wear a mask if they go to the bathroom or water fountain during class times. When physical distancing of 1 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 *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.**

* A visitor log will be maintained by the administrative assistant.
* The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.
* Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

**Additional Protection**

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

See isolation procedures above.

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

The cafeteria will open on September 21, 2020. Orders for lunch will taken from each homeroom teacher in the morning and delivered to the office. The cafeteria staff will fill the orders and they will be delivered to each wing during the appropriate lunch hour.

**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 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 and procedures.**

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

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

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

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

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

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

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

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

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

**Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.**

**Once the district is advised of a positive case, they must then report it to WorkSafeNB.**

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

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

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

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

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

If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of the importance of 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. The Vice-Principal and Principal will make contact with K – 5 teachers on a weekly basis; the EST-R and Principal will make contact with Educational Assistants on a weekly basis; the Principal will make contact with custodians, administrative assistant, library 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**](http://www.gnb.ca/coronavirus)

***Appendix Two:***

***Playground Areas***

Playground Area D

Soccer Field

Playground Area A – (paved area outside the school).

Divider -between B & C

Playground Area C – ( 3 structures beside Andover Playground sign and 2 swing sets).

Playground Area E – (playground equipment and basketball nets on paved area).

Playground Area B – (2 play equipment structures, 2 swing sets and sandbox.