

Assiniboine Avenue 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. It is under embargo until district direction to make it public on Sept. 3. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a virtual meeting will be held with staff to go over the plan. The plan will be 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	1/3	K-2
September 9	1/3	K-2
September 10	1/3	K-2
September 11	All	K-2

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 on our school website and attached in Aesop for substitute teacher and educational assistant information.

Communicate operational strategies to parent/caregiver and school community:

At the direction of district, on September 3, the operational plan will be communicated by School Messenger. The plan will be on the school website. On August 27, families were informed of staggered entry and the requirement of all students to have a community face mask and refillable water bottle.

Prevention of Public from Freely Accessing the Operation School:

Following the first days of school for students, where students will take part in staggered entry in the chart above, 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/email 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 357-4069 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 down from the appropriate classroom. The administrative assistant will record who picked up the child and the time that the child left.

On the first day of school, Grade 1 and 2 teachers will meet their students and parents/caregivers on the playground for staggered entry with 1/3 of the class coming each day. The teachers will physically distance with their group to enter the building. After the first day of school, students will come directly into the building to their classrooms. Distancing will be monitored by teachers and EAs.

Kindergarten orientation will be incorporated into staggered entry Sept. 8-10. Only 1/3 will be invited each day from 9:00-2:00. Parents are welcome to stay up to a half an hour in the classroom with a mask on while in their child's classroom. It will be strongly suggested that only one parent accompanies the kindergarten child. Pylons will be placed at the front of the school with the teachers' names. At 9:00 teachers will come out to meet the group and bring them in the front entrance to the classrooms. A log of parents who entered the classroom will be kept daily and submitted to 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.

"Meet the Teacher" will be done virtually by individual teachers or teams of grade level teachers through PowerPoint or video and sent to all homes Sept. 3.

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

Students will be taught to stay "tight to the right." Arrows on the floor will provide visual reminders. Bus students will enter through the main entrance and proceed directly to their coat hooks to change from outdoor clothing and hang up bookbags. They will then proceed into their classrooms. Homeroom teachers, specialists and EAs will monitor and supervise this. Teacher supervision in their classes will begin at 7:55. Students will arrive in a staggered manner from 7:40-8:15. Walkers and parent drop offs will enter the school between 8:00-8:15. Entrance will be at the parent parking lot doors. The teacher/EA on bus duty will monitor any

congestion upon entry into the building. Supervisors at parent parking lot doors will monitor congestion upon entry to the building. Children will proceed directly into their classrooms.

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.

At dismissal, once students have their belongings they will return to their classrooms, dress for dismissal, line up and wait until they are instructed to leave the classroom. Student movement will be monitored by classroom teachers. Teachers that have classrooms across from each other will coordinate one class at a time getting their belongings and bring them into the classroom. Classrooms on the first floor will exit out the doors near the parent parking lot one at a time. Classrooms on the second floor will exit bus students out the front door and EAs, specialists and ESST will take walkers out the staff parking lot door and walk them via the playground to the parent pick up area. James and Ripley on the second floor will also exit out the parent parking lot door being carefully adhering to physically distancing with the first-floor classes exiting the building. Each classroom teacher will dismiss all their bubble class (walkers, bus students and students picked up by their parents) with EA/specialist/ESST assistance where necessary. Non-related walking students will be expected to maintain the appropriate physical distance while on school property. Classes closest to the exit will leave the building first. When two meters can be observed the next class will go. Teachers must wear masks when in common areas outside of their classrooms. Below is the dismissal schedule.

End of Day Dismissal Schedule by Class

Main Floor	Second Floor
Libby	Altman
Haley	Hamilton
Saunders	Little
Fraser	Murphy
Fife	Mooney
Legere	Sheers
Regular	Pitman
Morehouse	Israel
	Pearson
	James
	Ripley

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>

Staff are encouraged to maintain a 1 m distance between themselves and students when possible.

Students should use personal belongings. There should be little or no sharing of items between students. Students will engage in regular hand washing and sanitization throughout the day and regular cleaning of tabletops will apply.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. Teachers will notify the office that they are not in their classroom and where on the property they will be. Students will have personal water bottles. Teacher will have plexiglass partition for added protection to use if they choose to use them.

Music Room – Class bubbles will be scheduled, and the mat will be cleaned between classes. Music classes on Monday will be in bubble classrooms. The music teacher as a result will keep a distance on 1 meter or wear a mask when that is not possible.

Library – Class bubbles will be scheduled, and the mat will be cleaned between classes.

First Nation Room – First Nation students will wear masks when going to the room. A schedule will be developed for bubble groups. The First Nations teacher will have a plexiglass partition for her added protection. Teacher will ensure tables, chairs and high touch surfaces are properly sanitized between groups. First Nation's teacher will bring bubble students to and from their classrooms.

Gym – At times there will be two classes in the gym at one time. A curtain partition has been ordered to maintain the two class bubbles. Equipment will be sanitized between use by other bubbles. Where possible, it is encouraged that Phys. Ed. classes are conducted outside. There will be stickers on floor to indicate where students are to line up when entering or exiting the gym to ensure distancing of bubbles. P.E. teacher will dismiss classes one at a time.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all classrooms.

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.

Administration visiting classes will adhere to hand sanitizing between bubbles and maintain a distance of 1 meter.

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

SLP/OT – The SLP/OT will be required to wear a clear shield/mask or plexiglass barrier 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. When rotating between students, chairs, tables and any areas touched by the student must be cleaned with disinfecting solution.

District Personnel meeting with Assiniboine Staff – When a distance of 2 meters 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 Assiniboine. Virtual meetings will be the norm.

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:

Risk Mitigation Tool: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html>

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 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 good hygiene (hand hygiene supplies, tissues, waste baskets).
- Shields and plexiglass will be available to staff.

- Resource will provide the classroom teacher with social stories and videos regarding safety procedures such as wearing masks, maintaining 2 meters distance, playground boundaries, handwashing, respiratory etiquette, etc.

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 calming room on the first floor. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff supervising this student (ESST) 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. There is no furniture in this room.

PHYSICAL DISTANCING:

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

Arrange furniture to promote the physical distancing requirements (include a reception area)

Classes will stay in their bubbles while in the school or on school grounds. Virtual meetings with professionals are preferred. Face to face meeting will occur with physical distancing or with shields, masks, and/or plexiglass partitions.

Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.

Hallways:

Students will be taught to stay “tight to the right” when moving through the halls. Except for bathroom visits students will always be accompanied by their homeroom teacher when leaving the classroom. Directional arrows and stops stickers on the floor where students can line up will provide additional visuals.

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 seating to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. Other staff members may walk into their area to access their food. Use of Keurig will be permitted but **only single serve** coffee will be available. Handwashing prior to use of common touch surfaces is expected. 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 handwashing. Staff will bring their own waterbottle.

Microwaves and fridges will be available for use. Staff is to sanitize hands before and after touching common surfaces such as microwave and fridges.

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.

Staff Meetings will be physically distant outside or virtual. Small group/team meetings will require physical distancing of 2 meters.

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

Minimal risk due to hallways exceeding 2 meters. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall on the right. For recess and lunch exit and entrance to the building the stairway to use will be stipulated since the stairwells are only five feet across. To decrease bubbles coming closer than one meter, classes on one side of the hall will have recess #1 and lunch #1 and classes on the other side of the hall will have recess #2 and lunch #2. There will be a 15 min. buffer between recess #1 and 2 and a 10 min. buffer between lunch #1 and 2 to reduce contact between the bubbles.

The main floor classrooms will exit and enter the door by the parent parking lot. They will be physically distanced, designated spots for classes to line up.

The second-floor classrooms will enter and exit the door by the staff parking lot. They will be physically distanced, designated spots for classes to line up.

At the end of recess or lunch students will line up in their bubble space on the playground. Supervisors will dismiss classes one at a one to enter back in the building at their designated door. In week #2 of classes students will begin to rotate outdoor play bubbles on a scheduled daily basis.

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 (1 teacher will have 4) when outside and staff will ensure that students do not move between their classroom bubbles. 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. Students will wear colour-coded armbands to identify which class they are in. A same colour pylon will be placed in the play bubble to serve as an added visual.

Supervising staff will indicate to each class when they are to re-enter the building. Additional outdoor playground toys for each bubble will be purchased as needed.

Recess Schedule

Recess #1 10:00-10:15	Playground Section*	Recess #2 10:30-10:45	Playground Section
Libby - K	Section 1	Haley -K	Section 1
Saunders - K	Section 2	Fraser - K	Section 2
Fife - K	Section 3	Regular 2FI	Section 3
Legere 1-2	Section 4	James - 1	Section 4
Ripley – 1	Section 5	Pearson - 1	Section 5
Israel – 1	Section 6	Pitman – 2FI	Section 6
Sheers – 2	Section 7	Mooney – 1FI	Section 7
Murphy – 2	Section 8	Little – 1FI	Section 8
Hamilton – 2FI	Section 9	Altman - 2	Section 9
Morehouse – 2FI	Section 10		
Snack 10:30-10:45		Snack 10:00-10:15	

* staff will spray paint 10 sections on the playground w/o Aug.31

Lunch Schedule

Lunch Outside #1 11:50-12:20 Come in at 12:15	Playground Section	Lunch Outside #2 12:20-12:50 Go out at 12:25	Playground Section
Haley – K	Section 1	Libby – K	Section 1
Fraser – K	Section 2	Saunders - K	Section 2
Regular 2FI	Section 3	Fife - K	Section 3
James - 1	Section 4	Legere 1-2	Section 4
Pearson - 1	Section 5	Ripley 1	Section 5
Pitman – 2FI	Section 6	Israel - 1	Section 6
Mooney – 1FI	Section 7	Sheers - 2	Section 7
Little – 1FI	Section 8	Murphy - 2	Section 8
Altman - 2	Section 9	Hamilton – 2FI	Section 9
Morehouse – 1FI	Section 10		
Lunch 12:20-12:50		Lunch 11:50-12:20	

Provide time for food preparation and mealtimes.

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. Hot lunch vendors will be secured in October for lunch 4 times a week. A parent volunteer, following proper sanitization and safety procedures will help with the distribution of food and milk to each class. Milk and hot lunch will not begin until October. Students will eat in their classrooms.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled weekly by volunteers who have been screened for COVID 19.

School layout guide maps to inform students, staff, visitors, and public are encouraged. School layout guides will be developed as needed. Visitors to the school will be kept to a minimum.

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 call 811 if symptoms appear. Instructions of public health will be followed, and test completed if required. Public health will determine a return to school date and any contact tracing. 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 are encouraged 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.

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.

All directions from Public Health will be followed.

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 calming room on the main floor. 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). There is no furniture in the room. 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 paper towel. The Custodian II or designate will sanitize the bottles and refill bottles and paper towel daily.

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

Chantal Vendette, 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. 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.

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 students will wear a mask when they leave their classrooms and go to the washroom. In the 4 bathrooms with stalls, 3 students will be permitted at a time. Classes will have assigned washrooms. Three single, gender neutral bathrooms will be designated to 6 specific classes.

Only one student at a time may use the single washrooms.

Haley and Libby – bathroom #1 at the end of the main floor.

James and Ripley – bathroom #2 at the end of the main floor.

Staff Room – washroom #1 on second floor

Little and Mooney – bathroom # 2 on second floor

All other classes will use the stall washroom on their floor.

All classes will have bathroom passes on lanyards. When a child arrives at the washroom, they will hang their lanyard on a hook. If three lanyards are already there, there will be floor markings indicating where a student is to stand and wait. Single bathrooms will have one hook. When leaving the washroom, they will take their lanyard with them. Classrooms will sanitize lanyards after each use.

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 have spray bottles with a designated cleaning solution daily and paper towel.

This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher. The Custodian II or designate will refill bottles daily. Each class/programming 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 by teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

For ventilation, consult the *Return to School* document.

If a staff member notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an “emergency” issue.

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

PERSONAL HYGIENE ETIQUETTE

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

While students are not required to wear a mask while at school, it is recommended that students have a clean, cloth mask with them and wear when they are in community areas outside of their bubble and social distancing cannot be guaranteed. When physical distancing of 2 meters 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 extended 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.

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.

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.

Teachers will clean their classroom tables after recess and lunch. Sanitization will be done by custodians 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.

Shields and movable plexiglass partitions will be available to staff.

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

Please see section on working outside of classroom settings. This type of PPE is only required in one area.

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.

A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

Additional Protection

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

See isolation procedures above.

Considerations for school licensed under Food Premises Regulations

N/A

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Act and Regulation Requirements

Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.

Staff will be given the following information as well as the website to do further reading about this information.

The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

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

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

Staff will have access to this document.

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

New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety 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 complete an electronic form 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 a space appropriate for physical distancing.

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixe.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

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 2 meters 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 will make contact with grade 2 teachers on a weekly basis; the EST-R/G will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade K-1 teachers, 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. District and Department links related to mental health and wellbeing will be provided to parents. (below)

Mental Health and Coping During COVID-19:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/mental-health-and-coping-during-covid-19.html

ASDW Well-Being:

<http://web1.nbed.nb.ca/sites/ASD-W/coronavirus/Pages/Well-Being.aspx>

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 week of August 31.

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**

Handwashing poster

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

Hand Sanitizing poster

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf>