

# Chipman Forest Avenue 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. 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.
- Casual employees will be expected to read the plan attached in AESOP.

#### 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 for an orientation day as per the following table.

Tuesday, September 8 <sup>th</sup>	Wednesday, September 9 <sup>th</sup>	Thursday, September 10 <sup>th</sup>
Grade 6	Grade 7	Grade 8
Grade 11	Grade 9A	Grade 9B
Grade 12	Grade 10A	Grade 10B

- All students in grades 6-8, 11 and 12 will return to school on Friday, September 11<sup>th</sup>. Grades 9A, 9B, 10A, 10B, will alternate days beginning with 9A and 10A on Friday, September 11<sup>th</sup>.

**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.
- A summary of the plan will be included with lesson plans for supply teachers.

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

- Once the plan is approved by district, a summary of the plan will be sent home with students on the first day of classes.
- The entire plan will be posted to our school website and school Facebook page, “Chipman Forest Avenue School Events!”.
- Parents/caregivers will be asked to send questions to the school through voice messages, through e-mail (using our school e-mail) or using our school’s Facebook page!”. The answers to parent questions will be posted on the school website and Facebook page. 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:**

##### **Open House**

- There will be no open house this year.

##### **Parents/Caregivers**

- Parents/caregivers will be asked **not** to enter the building without an appointment.
- If parents are dropping their children off at school, they are asked to remain outside to say their goodbyes.
- 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 during the instructional day (excluding dismissal) 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 339-7015 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 from the appropriate classroom and will exit through the main entrance. The administrative assistant will record 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:**

When outside on school property, all students will be expected to maintain a 2 metre physical distance from others. If this is not possible, a mask must be worn.

### **Arrival**

- Students will disembark from buses, maintaining social distancing.
- The Principal (wearing a mask) will be on duty to direct students off the bus as well as in the school lobby.
- Buses will unload one at a time to reduce congestion.
- Students who are dropped off by parents/caregivers or walk to school will enter the building no earlier than 7:50 am and go directly to their lockers and homerooms.
- All students, wearing their masks, will enter the building through the main doors at the front of the school.
- Grades 6-8 will enter the school wearing their masks and continue to wear masks until they are done at their lockers and have entered their classrooms. Teachers will monitor students to ensure that they do not move into the area where students from other classes have their lockers. Teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area.
- Grades 9-12 students will enter the school wearing their masks. They will go directly to the upstairs hallway via the main stairs from the front lobby. They will continue to wear masks until they are done at their lockers and have entered their period 1 classroom. Period 1 teachers will monitor this.

### **Dismissal**

- At 3:00 pm, middle school students that are walking home or being picked up will be dismissed. They will put on masks before leaving their classrooms to go to lockers to pack their belongings. Bus students will go back to their last period class to wait to be called to load buses one class at a time, at 3:10 pm. Middle level students will exit the school wearing masks.
- To prevent congestion at dismissal, parent/caregivers of grades 6 – 8 will pick up their children in front of the middle school exit door (closest to Youth Centre)
- At 3:10, high school students being picked up, walking or driving themselves, will be dismissed (wearing masks). Period 5 teachers will keep the bus students in their classroom until 3:15 pm. Students will be asked to leave the building, wearing masks, through a designated door. Students whose last period class is upstairs will exit through the front stairwell of the school. Students whose last period class is downstairs will exit through the front door.

- To prevent congestion at dismissal, parent/caregivers of Grades 9-12 will pick up their children from the lower parking lot (near basketball net).

## **Provide COVID controls for the classroom:**

### **Teacher Classrooms**

- Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students. Masks will be required for high school students when 1 m distancing is not possible.
- Students should use personal belongings. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan.
- Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn.
- All students will move from class to class. Students will be expected to sanitize their desk and chair before moving to another classroom.

### **Library**

- The library will be open for classes to visit on Tuesdays and Thursdays.
- Books can be signed out.
- The library worker will schedule 30 minutes between groups of students to provide the time for custodians to sanitize high touch surfaces, chairs and tables after each class leaves.

### **Art Room**

- The Art room will be used by middle level for the rotation block, only one class one period per day.
- Students will be expected to sanitize their tables and chairs before moving to another classroom.
- The Art teacher is required to ensure all equipment is sanitized and put away. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized at the end of the day.

### **Music Room**

- The Music room will be used by either middle level students or the grade 9 class daily. The two teachers will determine the schedule to be followed.
- The Music teachers are required to ensure all instruments are sanitized and put away before another class enters the music room.

- Students will be expected to sanitize their desk and chair before moving to another classroom.
- Custodians will ensure that high touch surfaces are properly sanitized at the end of the day,

### **Science Labs**

- When teachers wish to use a lab, teachers will need to book the lab through the shared calendar.
- Masks are to be worn by all high school students in the labs unless a 1 m physical distancing is possible.
- The science teacher will be required to ensure all equipment is sanitized and put away.
- Students will be expected to sanitize their lab table and stool before moving to another classroom.
- If sharing is required, sanitization of items will be completed as per this plan.
- Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized at the end of the day.

### **Computer Labs**

- Teachers will need to book the computer labs through the shared calendar.
- Students will be expected to wipe screens, keyboards, chairs and tables prior to leaving the lab.

### **Changing Rooms**

- Only one class will be permitted in changing rooms at one time.
- Changing rooms will not be open during lunch break.
- Custodians will ensure changing rooms are properly cleaned and sanitized at least three times each day.

### **Culinary Lab**

- Breakfast program workers (teachers and EAs) will wear disposable, appropriate PPE.
- Staff will ensure that high school students are wearing masks and physically distancing while waiting in line for breakfast program.
- Students will not be permitted to remain in the culinary lab to congregate with other students during the breakfast program.
- Middle level students will not be permitted to enter the culinary lab for the breakfast program. Breakfast program workers will deliver breakfast foods to the cafeteria for student pick up
- Breakfast program workers will sanitize all equipment and put it away.
- Teachers with classes in the culinary lab will sanitize all equipment and put it away, sanitize counters, tables, chairs and high touch surfaces.

- The custodian will ensure that all tables, chairs and high touch surfaces are properly sanitized at the end of each day.

### **Skilled Trades Shops**

- Masks are to be worn by all high school students in the labs unless a 1 m physical distancing is possible.
- The skilled trades teacher will be required to ensure all equipment is sanitized and put away.
- Students will be expected to sanitize tables, chairs and high touch surfaces at the end of each class.
- If sharing is required, sanitization of items will be completed as per this plan.
- Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized at the end of the day.

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

- Hand sanitizing stations will be provided in all work areas.

### **Resource Room**

- 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 disinfectant.
- 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 Classroom**

- 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 disinfectant.

### **Guidance Office**

- Students will sanitize hands before and after visiting the guidance office.
- Guidance Counsellor will sanitize chairs, table and doorknob after each visit.

### **Speech Language Pathologist**

- The SLP will be required to wear a clear shield when working with a student.
- Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.

- Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant by the SLP.

### **Physio NB**

- The Physio worker will be required to wear a mask while present in the school.
- Shared equipment will be disinfected between students by the Physio worker.

### **NBACL**

- The worker will be required to wear a mask while present in the school.
- Materials for students will 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 by the NBACL worker.

### **APSEA**

- 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 disinfectant by the APSEA worker.

### **District Personnel meeting with CFAS Staff**

- When a distance of 2 metres 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 CFAS.

### **Child & Youth Team**

- Members of the Child & Youth team will be required to wear a mask when working with a student.
- Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant by the member of the Child & Youth team.

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

### **Mitigating factors to address the risks are as follows:**

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

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

- People showing signs of illness will go to the sick room across the hall from 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 room will contain a cot with a washable covering, a student chair and a garbage can.
- Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room and attached washroom, closing the door when finished.



## **PHYSICAL DISTANCING:**

**Consider staff, students, visiting professionals, parents/guardians, and community members  
Arrange furniture to promote the physical distancing requirements (include a reception area)**

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

### **Hallways**

- Hallways will have directional arrows to indicate the direction for the side of the hallway.
- Signage will be added to indicate areas at which movement is to stop and where students must stand if in line for the washroom.

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

- A Plexiglass barrier has been installed in the main office at the administrative assistant’s desk.
- Each teacher has been provided with a plexiglass desktop barrier.

**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.)**

- Dismissal times have been staggered for all students.
- Breaks have been lengthened to accommodate maximum numbers in washrooms. Middle school lunch activities will be staggered.

### **Common areas**

- To ensure physical distancing, there will be absolutely no congregating in the lobby or hallways by staff, students or approved visitors.

### **Staffroom**

- The maximum number of people at the table is two, respecting physical distancing.
- No more than 6 people at a time in the staffroom. Other staff members may walk into the area to access their food and/or to go to the washroom(s).
- Use of Keurig will be permitted but only single serve coffee will be available.
- Use of the school dishes, glasses and cutlery will be permitted, although staff will be encouraged to bring what they need from home. Dishes brought from home are to be taken home to be washed. Please bring your own water bottle.
- Microwaves and fridges will be available for use.

## **Office**

- When entering the office please report to the main counter.
- 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 prior approval.

## **Staff Meetings**

- Staff meetings will be held after school in the cafeteria where physical distancing is possible.

## **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.**

- All students, staff and visitors will wear masks in common areas.
- Arrows will be added to hallways to indicate the direction for the side of the hallway.
- Students will be taught to walk closely to the wall, always on the right side where possible.
- Spots will be marked on floors outside washrooms for students who are waiting to go in.
- Water bottles will be filled in the appropriate hallway or at the bottle filler in the lobby prior to proceeding to the gym.
- 6-8 students will proceed to the gym and return to their classrooms using the main hallway.
- 9-12 students will proceed to the gym using the main stairwell and return using the same stairwell.
- Pylons will be placed inside the washroom, visible from the hallway. A pylon is slid with the foot in front of the stall door to indicate that the washroom is in use. Pylon will be slid back to the washroom door, visible for others when the washroom is available.

## **TRANSITION:**

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

### **Middle Level**

- Prior to school start at 8:35 am - Teachers will monitor hallways. Students will put belongings in lockers and proceed to homeroom. Teachers will expect students to remain in the homeroom to avoid congregating in hallways.
- Breaks - divided into intervals for each Bubble (lockers, washrooms, and transition to the next classroom). Teachers will assist bubbles with transitions and will monitor hallways.
- Lunch break – All students will eat in the cafeteria during the first 15 minutes of lunch break. Masks can be removed while seated at the assigned Bubble tables. Each Bubble will be distanced 2 m apart. During remainder of lunch break, each Bubble will be sent to one of three areas: outside, gym or cafeteria on a rotational basis.
- Dismissal times - staggered. 3:00 pm dismissal for walking students and students being picked up (done by class), 3:10 pm for bus students (done by class)

### **High School**

- Prior to school start at 8:35 am - Teachers will monitor hallways prior to school start at 8:35 am, requiring physical distancing of 2 m between students. Students will be expected to be in classrooms and not congregating in hallways.
- Breaks are monitored by teachers, requiring physical distancing of 2 m between students. Students will be expected to move quickly from lockers to classrooms and not congregating in hallways.
- Lunch Break – Students who remain in the building will be asked to eat in the cafeteria or an open upstairs classroom, physically distancing.
- Dismissal times – staggered; 3:10 dismissal for walking students, students being picked up and student drivers; 3:15 for bus students

### **Supervision:**

- Students will be supervised at a ratio of 1 teacher/1 class when outside. Only one bubble will be allowed outside each day during lunch break.
- Staff will be given a copy of the schedule of lunch break activities.
- Equipment used outside, if shared, must be disinfected at the end of each day.

### **High School Lunch:**

- High school students will eat in an assigned high school classroom.

- The gymnasium will be made available to students.
- Hot lunch will be available to students through pre-ordering. (Start date is TBA). High school students will pick up their orders in the cafeteria.
- Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not. It is strongly suggested that student names are on water bottles.
- Microwaves will be available for all students. Microwave doors and keypads will be sanitized after each use.
- If not having pre-ordered hot lunch, students will need to bring lunches from home as well as any utensils needed to eat their lunch.
- Dismissal times have been staggered for all students. Breaks have been lengthened to accommodate maximum numbers in washrooms

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

School layout guides will be developed as needed.

**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 are encouraged to take their temperature before leaving for work each morning.

**Staff are encouraged to 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. S
- 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 sick room located in the main office area.
- The individual who is sick will be given a mask to wear (if he/she does not have a mask).
- All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized.
- The furniture in the room will contain a cot with a washable covering, a student chair 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 encourage students to wash hands frequently throughout the day to ensure that hand sanitizer remains effective.

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

- All classrooms will be equipped with spray bottles containing disinfectant and cloths for cleaning.
- Custodians will refill the bottles each day.

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

- Kim Chase, Custodian II, will monitor supply levels and communicate with admin. assistant 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.**

- Only two students in the washroom at a time. Floor stickers will be placed on floor, 2 meters apart, for waiting when washroom is in use.
- Grades 6-8 will use the washrooms in the middle school hallway. Only two students will be permitted in the washroom at a time. Floor stickers will be placed on floor, 2 meters apart, for waiting when washroom is in use.
- Grades 9-12 will use the washrooms in the high school hallway. Only two students will be permitted in the washroom at a time. Floor stickers will be placed on floor, 2 meters apart, for waiting when washroom is in use.
- Public washroom – only one person at a time.
- Shop washroom – only one person at a time.
- Designated Staff Washrooms – Washrooms in Staffroom, staff washroom near Resource office and washroom in office.
- Masks must be worn when physically distancing is not possible.
- 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.

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

- Grades 6-12 will have a sign out book in classrooms for tracking purposes.
- Staff members on supervision during breaks and lunch will ensure the maximum number in washrooms is respected.

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

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

- Disinfectant is to be used to sanitize shared items each time the item is returned to the teacher.
- Each class and entrance will be equipped with a hand sanitizing station.

**Encourage proper hand hygiene before and after handling objects or touching surfaces.**

- Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

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

- If a staff member notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the administrative assistant 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.**

- Students in grades 9 - 12 will be required to wear masks when on a bus and in common areas.
- When physical distancing of 2 m is not possible, it is recommended that a community mask be worn.

- Mask wearing should be suited to the task and must be worn and disposed of or washed properly.
- It should be noted that community masks are not intended to be worn for extended periods of time.

**Students in grades 6 - 12 will wear masks while entering and exiting the school, embarking and disembarking buses, while at their lockers, and until they enter their classrooms.**

**Promote appropriate hand and respiratory hygiene.**

- Staff will teach students about appropriate hand and respiratory hygiene during their orientation day at school.
- Lessons and/or review of this will be done daily to weekly as needed.

**Students will be encouraged to carry a small bottle of unscented hand sanitizer in their pocket.**

**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 administrative assistant 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.**

- 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 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.
- Disinfectant 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 breaks, lunch break 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 plexiglass physical barriers will be made available for every teacher in the building.

**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**

- Disposable masks must be worn when preparing and serving food.
- No food may be served buffet style

## **OCCUPATIONAL HEALTH AND SAFETY**

### **Occupational Health and Safety Act and Regulation Requirements**

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

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

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

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

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

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

- Staff will have access to this document.
- Staff will provide students with the information in this document at an age/grade appropriate level.
- New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety policies. They will also receive an electronic copy of this document.

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

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

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

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

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

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

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

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

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

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

- Masks, gloves, shields 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 library (as it provides for appropriate 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 polices, procedures and processes established.

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

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

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

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

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

## **OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

- In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.
- If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.
- In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.
- Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.
- If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.
- Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.

- The symptomatic individuals must wear a mask unless not tolerated.
- Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
- If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.
- Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

### **ADDITIONAL CONSIDERATIONS e.g. Mental Health Support**

**Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.**

- Staff will be made aware of contact information for EFAP and Teacher Counselling. The Vice-Principal will make contact with 6 - 8 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 9 – 12 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. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

**Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry.**

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

## APPENDIX ONE

### SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

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

Do you have any of following symptoms:

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop. If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

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

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