**Canterbury High School K-12**

**SCHOOL OPERATIONAL PLAN 2020 – 2021**

**COMMUNICATIONS: Communicate Operational Strategies & Orientation of Protocols**

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| **Group** | **Time Frame** | **Comments** |
| **School Personnel** | **Week prior to teacher return or/as soon as district approval**  **- First week prior to students – detailed** | **-e-mail plan for reading and comments/questions prior to return**  **-Staff meeting (Teachers, EAs, Custodians, AA)**  **-Meeting first week of school with bus drivers & librarian** |
| **Students** | **-E-mail week prior to school opening to families**  **-Homeroom teachers first day** | **Teachers will go over in detail the first morning of school and reinforce/train until students know and practice/follow protocols** |
| **Visiting Professionals** | **-Prior to visit - e-mail**  **-In person upon arrival by AA** | **-Email full plan & summary prior to visit**  **-Provide summary page and orientation by Admin Assistant upon arrival of first visit** |
| **Parents & School Community** | **-Week (two if possible) before students return** | **-PSSC share first – and get feedback**  **-E-mail/school messenger to families & post on school website- notify of this by text, voice mail and e-mail**  **-Feedback through school voicemail or e-mail and if needed a Q&A will be sent or individual calls if limited number of responses & nature of question** |

**Class sizes are small (14-16) at all levels so no staggered entry will be required.**

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

**Parents/Care Givers Coming to the School:**

* Primary means of communication will be e-mail and by phone or virtual means
* Parents/Caregivers may enter the building by arranging an appointment in advance
* All adults and caregivers entering the school must wear a mask
* Entry for parents/caregivers will be at the main office reception window and if there are others waiting please form a line outside the office keeping the 6’ distance (area is small and first week or few days of school, may require parents to wait outside in order to respect the 6’ distance)
* **Kindergarten Students – 1st week** Kindergarten students and their caregivers may enter the back playground entrance the first week of school one family at a time to drop off and pick up their child.
* New Students- parents/caregivers may enter with a mask to see their childs’ class and teacher
* The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur.

**Picking Up a Student During the Day:**  
Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office with the pick-up time and name of the person coming to get the child. Every effort will be made to ensure the student is ready and waiting at the office for the stated time. The teacher will provide this information to the office with morning attendance when provided with a note and the pick-up is known of in advance. When the parent/caregiver arrives at the school the parent/caregiver will be asked to ring the doorbell and wait at the office doors. The administrative assistant will record who picked up the child and the time that the child left.

**Students Arriving Late:**

Students who arrive at school following the opening of school all enter at the office so the administrative assistant can adjust the attendance. The administrative assistant will record when the child arrived as well as the reason the child was late.

***Procedures to Reduce Congestion & Follow Physical Distancing Requirements***

***Staggered lunch, transition and breaks have been scheduled to reduce traffic and congestion in hallways***

***Mornings Arrival & Routine: 8:10 am – 8:15 am***

**Bus #133 Mary Ellen’s bus** will arrive at 8:00, all other buses will arrive between 8:10- 8:20. Doors open at 8:10 am unless the duty teacher decides to open doors early at 8:05 due to rain or cold temperatures. Mary Ellen’s bus will also depart 15 minutes later at the end of the day. Students on that bus run will wait on the paved area outside the bus entrance unless due to weather, the duty teacher decides they should remain in their homerooms (and an announcement would be made in that case.)

**Morning Arrival:**

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| **Walkers** | Arrive 8:10- 8:15 am Grades 6/7 & 8 walkers will enter the office entrance, K-5/6 and high school will enter the bus entrance. |
| **Drop Off Zone**  **Starts : 8:10 am**  **(Gym Entrance)**  **8:10 8:20 am** | Duty teacher will open doors at 8:10 am. K-5/6 will enter the gym entrance and middle school and high school students will enter the side office entrance. Adults and other children will be expected to maintain the appropriate physical distance while on school property. |
| **Bus students K-5/6** | Enter through the bus entrance doors, down the stairs by the music room, move directly to their coat hooks, hang up coats, remove boots, hang up bookbag and move directly into their classrooms. |
| **Bus students 6/7 – 8** | Enter through the main office entrance, directly to their lockers. They will hang up coats, gather books and move directly into their homeroom class and must wear a mask until they reach their homeroom. All books and items needed for morning classes will be gathered and students won’t be back to lockers until lunch hour. |
| **Bus Students 9-12 and Students Bringing Own Vehicles** | Enter through bus entrance doors, move upstairs to high school lockers. Students will be asked to get organized for the entire morning with all necessary books since they will not be returning to lockers until lunch. Once ready, they will move directly to homeroom advisory for 8:20 am. |

**End of Day Dismissal:**

Traffic flow in bus entrance stairwell is reversed. Students will use same entrance as the morning arrival. Mary Ellen’s bus students will wait in supervised area outside bus entrance until she returns for second run. Rainy or cold days – an announcement will be made for students to remain in homeroom for the 10-15 minutes.

K-2 – 2:05 pm (Pick up at 2:10 and bus students load bus at 2:50 pm)

3-8 – 2:50 pm (Gr. 3-5/6 Walkers, Pick up, and load buses 2:55, Grades 5/6-8 2:58)

9-12 – 3:00 pm

**PHYSICAL DISTANCING: Staggered noon, breaks and transitions have been created to reduce congestion**

* Directional arrows indicate traffic direction
* Blue lines on floors indicate zones for age groups
* Yellow lines indicate one-way traffic only
* Masks are mandatory grades 6-12 & for staff while not able to distance (or in classroom bubble K-8)
* Even in class, students must distance from teachers grades 5- 12 since many teach more than one class and staff will remind students to keep distance

**Zones:**

* K-4 – remain on lower floor elementary area – no need to be anywhere else in school other than lower floor & Gym & library area (cafeteria will be delivered to K-4). Each homeroom has a coat hook area marked on the floor and must remain in their designated area when unpacking in the morning and getting ready at noon or end of day.
* Middle School will not enter the high school upper floor hallway. Blue line after cafeteria doors & water fountain indicates end of middle school zone. Locker access will be limited to getting ready in the morning, noon and end of day.
* 9-12 – Remain in high school area except to go to washrooms beyond middle school area. Locker access is limited to morning, lunch hour and end of day to reduce hallway congestion. Each class has a bank of lockers so students can access lockers and move immediately into homeroom.

**Hallways:**

* Masks are to be worn in morning, end of day and lunch for grades 6-12
* Keep to right of hallway and respect 2 m distance
* Socializing in halls is not permitted, please keep moving to your room or designated area

**Stairwells:**

* Central Stairwell is DOWN ONLY (between back elem. Playground & French room). Primarily used K-8
* Science Lab Stairwell is UP ONLY. Primarily used K-8
* Bus Entrance Stairs- Morning - In from buses, Dismissal – out to buses. Remainder of day, this stairwell is designated for 9-12 to reduce high school entering middle school and elementary areas.

**Office**:

* Main phone used only by Admin Assistant and if necessary for another, must sanitize before and after
* No one behind AA s desk
* Report to main office window in lobby
* Staff only in office – limited to two staff at copier and work station other than AA and Admin.
* Students and parents may not enter unless asked to come in beyond reception desk.

**Transitions:**

* All classes K-10 will be walked to next class by teacher. K-12 breaks have been build into certain periods throughout the day and students will remain in the classroom for the break. Washroom breaks will be staggered before and after breaks so only a few students at a time are in the washrooms.
* K-4 rarely leave room and will be walked by teacher to gym.
* Gr. 5-8 –classes will be walked in single file line by teacher to next class one minute before the bell.
* Grades 9-10 will line up and be walked by teacher to next class at bell
* Grade 11 & 12 will move at bell directly to next class

**COVID Controls for the Classroom**

* Hand sanitizing stations will be provided in all classrooms students will be taught proper hand and respiratory hygiene and reminded frequently
* Staff are encouraged to maintain a 1 m distance between themselves and students.
* Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.
* Teachers are encouraged to take advantage of outside learning opportunities. (Teachers will notify the office that they are not in their classroom and where location on property)
* Although students will move some for classes, we have attempted to reduce movement. When necessary, classes K-10 will be walked by their teacher keeping to the right of the hallway and according to traffic flow plan for stairwells to avoid contact with other classes. Teachers will collaborate and organize movement a minute before or after the bell so only a few classes at a time are in transition.
* Desks grades 9-12 have been separated by at least 1 m where possible and partners may be paired up based on home family/friend bubbles.
* Limited group work and partner work, reduced movement when possible.
* Plexi-glass shields/stands that sit on the teacher desk or table have been provided to all teachers to ensure they can still conference and offer 1-1 support to students.
* As always, students are encouraged to use the washroom at the designate break times, however, students with teacher permission may leave class to go to the washroom during class
* Shared items will be sanitized prior to giving to students and when not possible, students will wash hands immediately after use

**Breakfast Program** will be served in each homeroom class rather than in common areas to avoid traffic in hallways. Grades 2 to 8, one student volunteer daily will assist teachers to reduce the number of people touching utensils, jars, toasters, and the volunteer will wash hands and wear a mask.

**Lunch/Eating:**

* Students K-8 will eat lunch in their homeroom. Students K-4 will have cafeteria lunches ordered delivered to their homeroom, grades 5-8 may go to the cafeteria, purchase lunch, and return to homeroom to eat.
* Water bottles- students should bring a filled water bottle each morning and may refill it at lunch. They should not, however, expect to have time to fill it first thing in the morning when everyone is arriving.

**Additional Room Considerations & Covid 19 Controls:**

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| **Cafeteria** | Double Doors – Entrance only, follow arrows, out single door. Line up on blue circles that indicate 6’ distance (feet on them). Cafeteria workers - food handling training is provided and will be strictly followed. Culinary students and teacher/staff will wear plastic face shield Plexi shield guard has been installed in the cafeteria serving window. |
| **Library** | Open 2 mornings a week and teachers will sign their classes up for one period a week K-8. Students will sanitize hands upon exiting library. Returned books will sit 3 days before being returned to shelves. |
| **Art/Music Room** | Any instruments and equipment will be properly sanitized. Mostly, students use hand instruments and can sanitize hands or wash hands after use. The only mouth instruments used will be recorders and as always, students will be required to provide their own, sanitize hands before and after use. High touch surfaces will be properly sanitized between groups. Sharing of materials for art will be minimal and the classroom does have a sink for handwashing and a hand sanitizing station. |
| **Science Lab** | The science teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Tables, chairs and high touch surfaces are properly sanitized between classes. |
| **Computer Lab** | Teachers are asked to limit signing out the tech lab and limit use to the regularly scheduled tech classes and trades classes. One class per period and all computers and stations must be sanitized between use. Computers are 1 m distance between each station. |
| **Changing Rooms** | Students grades 5-12 may still change for PE and each changing room has sinks for students to wash their hands after changing both before PE and before returning to other classes. |
| **Conference Rooms** | Sign out in advance, limit number of people to ensure distancing. Because these must be sanitized between groups, ensure proper signing out of room in advance or limit to same EA use. Custodians will monitor to ensure proper sanitization between users. |
| **Offices** | Limited number of guests to maintain 1 m. Extra chairs will either be removed or clearly marked “Please do not sit here”. |
| **Staffroom** | Limit 8 people, 6 at designated seats with yellow ribbon. Keep distance or wear mask. Sink is reserved for handwashing, may use fridge, microwave, dishwasher and Keurig. |

**Resource, Guidance, & EAs –** Any staff such as guidance who will work with a large number of students not limited to a class or a few classes/students, will need to wear a mask when a distance of 2 m can’t be maintained. Small group work will be limited to students who are in the same class.

**SLP, APSEA, and other Outside Agency Service Providers** – All service providers will be expected to wear either a mask or have a physical barrier when working with students.

**Washrooms**: K-1 – Use single stall washroom in classroom, Gr. 3-5/6 – Lower hallway washrooms (no line up in washroom) When each stall has someone, the next person must wait outside washroom until someone exits.

Gr. 5-12 - Upper hall student washrooms. Doors will be open to reduce hand contact on doors. A maximum or 2 or 3 people in multi-stall washrooms, others must wait in hallway until someone exits for the next person to enter.

**Recess/Breaks:**

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| **K-4** | 15 minute morning recess for snack & washroom & movement. Teachers will decide the location if it will be outside or in the classroom (weather pending and once it is cold, it takes our younger students 15 minutes to get ready so they will most likely remain in for this short recess once the weather is colder.) | | | | | | | | |
| **5-8** | * 30 minute morning break (10 break + 20 skills block – now PE, Tech or French instruction) * Classes rotate so each day one class has either tech or PE and the other two are in the gym * Gym divided into Zone A & B with a 2 meter distance at centre line * Gym days – snack is on bleachers and the 2 classes in gym will use changing room washrooms to avoid congestion on upper floor washrooms * Tech day – snack will be in tech lab, staggered washroom break * French day – 20 minutes of French will be movement to music or activity allowing for movement and physical activity, snack will be in French room, washroom break staggered | | | | | | | | |
| Grades 5-8 Recess Schedule \*\*Rotation may vary depending on class | | | | | | | | | |
| **9:30- 9:50** | 20 minutes  PE | | 20 minutes  PE | | 20 minutes  PE | | 20 minutes  Tech continued..  Same day as Tech period 1 | | 20 minutes French cont.  Same day as Fr. Period 1 |
| **9:50- 10:00** | Snack & Washroom | | Snack & Washroom | | Snack & Washroom | | Snack & Washroom | | Snack & Washroom |
| **1:50-2:00** | **Gr. 3-8 Afternoon Break is in classroom. Washroom Breaks staggered between 1:50-2:00 pm (*Gr.3/4 and 5/6 use lower floor washrooms and 6/7 and 8 use* upper floor washroom** | | | | | | | | |
|  | **High School Breaks in Classrooms (Staggered Washroom Break)** | | | | | | | | |
| **Breaks 9-12** | | 9 | | 10 | | 113/123 English | | 112/122 English | |
| Morning Break 9-12  9:33- 9:43 am | | Mrs. Dempsey walks students upstairs at 9:33 to homeroom class. Mrs. Dempsey will supervise grade 9s in Gr. 12 room which is location of their next class. Mrs. McCarthy will supervise grade 10s in their homeroom until 9:43 allowing a few students at a time to the washroom. | | | | Break in class 9:33-9:43 and starting at 9:25- 9:33 (washroom breaks should occur a few students at a time | | Break in class 9:33-9:43 and starting at 9:15-9:23, washroom breaks should occur a few students at a time | |
| Afternoon Break  9-12  1:53- 1:58 | | 1:53-1:58 – 5 minute break. Period 4 class ends at 1:53 however students will not leave their period 4 class until 1:58. The teacher will allow 5 minutes for snack and break in the period 4 classroom. Teachers will also be asked to allow a few students at a time to go to the washroom between **1:30 and 1:50 to Upper Floor Washroom** | | | | | | | |
| 9 – 10 Social Studies  Washroom Break  1:45-1:50 | | | | 11/12 Pre Calc.  Washroom Break  1:40-1:45 | | 11/12 Workplace Math Washroom  Break 1:35-1:40 | |

***Elementary Noon Hour***

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| **K-4 Outdoor Play**  K-2 – 40 min 11:40 am-12:20  3-4 – 25min 11:55 am 12:20 | **Playground Zone 1**  K-1 Week 1  1-2 Week 2  3-4 Week 3 | **Playground Zone 2**  1-2 Week 1  3-4 Week 2  K-1 Week 3 | **Playground Zone 3**  3-4 Week 1  K-1 Week 2  1-2 Week 3 |
| **Lunch in Homeroom Class**  **12:20 pm – 12:45** | * Wash hands upon entering school * Eat lunch in homeroom with teacher * Washroom break and get ready for afternoon learning | | |

***Middle School Noon Hour***

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| **Grades 5-8 Eat Lunch**  12:00 – 12:20 | * Wash Hands, Eat lunch in homeroom class with teacher   (Students may get cafeteria order & return to homeroom to eat) | | |
| **Grades 5-8**  **Choice: 12:20- 12:50 pm**  Classroom -read, games, crafts  Outside playground zone | Playground Zone 1  5-6 Week 1  6-7 Week 2  8 Week 3 | Playground Zone 2  6-7 Week 1  8 Week 2  5-6 Week 3 | Playground Zone 3  8 Week 1  5-6 Week 2  6-7 Week 3 |

***High School Noon Hour***

**12:13 – 12:53 pm**

* Must socially distance 2 m or wear a mask if distancing is not possible
* May eat in cafeteria at tables marked for spacing
* Gym Open Monday, Wed, Friday for individual no contact activities – sanitize hands following use
* Library Open Tuesday & Thursday
* Outside – may leave property or remain on paved bus entrance area or hike on nature trail
* Classroom or Cafeteria – board games permitted as long as social distancing occurs or wearing a mask

**Supervision**:

* 1 Teacher – supervise 3 classes on K-8 playground (one class per zone)
* Classes will be walked to and picked up from zone by homeroom teacher
* Playground has 3 Zones and visual of zones is posted and students will remain in zone for 1 week before rotating to next zone
* Gym – 2 zones – also picture and clear visual to show zone

**Full Staff Meetings** will be virtual except for small group meetings which may be held in cafeteria where 2 m distance can be maintained.

**SCREENING:**

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

* Parents/caregivers will be given 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.

**Staff Screening Process:**

* Passive screening will be required by school and district personnel.
* Signage is 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.
* There are a few digital thermometers (one in each level and one in the office) should a staff member wish to take their temperature during the day.
* If staff are ill, they will not report to work and if presenting symptoms of Covid 19, they will call 811 to see if they should be tested.

**In the Event of a Suspected Covid 19 Case in the building:**

* **Regional Public Health will notify the school district who will then inform 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 (as directed by public health)

**Students and Staff who become Ill During the Day Presenting 2 or more Covid-19 Symptoms:**

* 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 and put on a mask
* Students will immediately move to isolation.
* Staff members will leave immediately.
* Caregiver/family called immediately
* Person who is ill will wait in main office lobby in corner by phone which has a portable wall creating an isolated area (from elementary area – walk through gym parking lot and in the side office entrance to limit movement within school). The cubicle has only one counter, a chair and garbage can.
* Office staff will wear a mask until the person who is ill has been picked up and area sanitized
* After departure, chair, counter, walls and floors will be sanitized by custodian wearing proper PPE
* Parents will be asked to call 811 to find out if child should be tested for Covid-19.

**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 and ensure that hand sanitizers are full & accessible.

**Cleaning & Disinfecting Supplies:**

* Homeroom teachers 6-12 and all staff who work with students in areas outside of classrooms be provided with a disinfecting solution (Approved by Public Health) and paper towels
* Students will wipe desks disinfecting solution provided and paper towel when a different group will be using the room/space.
* Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

**Washrooms:**

* Washrooms have liquid soap dispensers & paper towel dispensers. Hand dryers only can be used in single washrooms.
* Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
* Washrooms will be cleaned 3 times per day and soap, paper towel dispensers filled.
* Handwashing posters will be placed in all washrooms.
* Washroom # people limits will be placed on door of multi stall washrooms (Limit 2-3 per washroom)

**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.

**Provide hand sanitizer.**

* All classrooms and work areas will be provided with hand sanitizer- meeting public health requirement
* 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.

**Attendance and Visitor Sign-In Log:** (existing practice)

* In the event contact tracing is needed, staff will maintain accurate attendance records
* Students who arrive late or leave early must sign-in or out at the office (admin assistant)
* All visitors will sign in and out including their first and last name, agency or info. (admin assistant)
* **Logs will be 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.**
* 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 different than EA or regular schedule)
* 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.

**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 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/>

**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.
* Staff have been provided extra disposable masks, face shields, gloves and for many portable 4’ x3’ desk shields/stands
* 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 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 EAP and Teacher Counselling
* VP will make contact with 8-12 teachers on a weekly basis
* Principal will make contact with teachers K-6 and support staff on a weekly basis
* EST-R will make contact with Educational Assistants 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.
* K-4 teachers will monitor and provide a supportive environment for their students.
* 5-8 – Three mornings a week in the PE/Body break during their snack, the teacher will highlight a positive mental health strategy.
* 9-12 – Advisory check in daily from 8:20-8:30 with a focus on mental health and nutrition.

**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**