**FLORENCEVILLE ELEMENTARY SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

The Florenceville Elementary School Operational Plan was developed in consultation with members of the FES Joint Health and Safety Committee and vetted through the co-chairs of the FES Parent School Support Committee. This collaborative process facilitates communication to all stakeholders as many people can speak to the specifics and provide clarity if needed.

To ensure communication and implementation fidelity, there will be a staggered entry to school as per the chart below. This schedule also gives staff an opportunity to make adjustments to their classroom routines and procedures that will enable them to follow the plan with a focus on student safety and learning.

|  |  |  |  |
| --- | --- | --- | --- |
| Tuesday, September 8 | Wednesday, September 9 | Thursday, September 10 | Friday, September 11 |
| Half of K-2Half of 3-5 | Half of K-2 | Half of 3-5 | All Students |

**COMMUNICATIONS**

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

**School staff:**

* Share with staff via email prior to August 31st.
* Staff expected to review the document prior to first day of work.
* Socially distanced staff meeting in the gym on Monday, August 31st to review the operational plan.
* Small group meeting with EAs on Thursday, September 3.
* Ongoing review of expectations each morning through morning announcements from administration.
* Ongoing review in staff meetings.
* One on one conversations when necessary.

**Students:**

* FES Parent/Student Operational Plan One Page Document will be mailed to all homes. This package will also include the students’ schedule for the school’s staggered start and dates applicable to each family.
* FES Parent/Student Operational Plan One Page Document will be sent via email through School Messenger.
* FES Parent/Student Operational Plan Document will be posted to school website.
* Teachers to review plan with students their first day of school.
* Teachers to provide “practice” time for students on their first day.
* Ongoing teaching and review by teachers.
* One on one conversations when necessary.

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

* Share FES Covid Operational Plan via email to professionals who visit FES with high frequency.
* New visitors will receive a copy of the plan as an attachment through AESOP.
* Share the plan with breakfast volunteers via our School Community Coordinator prior to school beginning.
* All visiting professionals will have face to face orientation the first time they enter the school.
* Have one on one conversations, as necessary.

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

* Create a series of short information clips to share with parent and community stakeholders. These will be posted to our Facebook Home and School page and our school website. A talkmail will be sent to alert parents to new information being posted.
* Inform parents of their child’s homeroom placement letter with staggered start date and a summary of important back to school information.
* Post the FES Covid Operational Plan to the school website.
* Share the FES Covid Operational Plan via School Messenger.
* Provide ongoing reminders of new expectations and protocols in monthly newsletters, frequent talk mails and social media posts (FES Home and School Face Book page)
* Provide direct access via email to the Principal (sarah.mahar@nbed.nb.ca) for questions and feedback or call 392-5109 to leave a message for a returned response.

**BUILDING ACCESS**

To minimize hallway congestion at the start and end of the day, students will use assigned doors during these times. There will be teachers on duty on both hallways and in the bus/parent drop-off lanes, to ensure that there is not congestion when entering the building.

|  |  |
| --- | --- |
| **Entrance A****South Side Door** | **Entrance B****Main Door (North Side)** |
| Molly Kearney 2KKristina Little 3/4LDianne Antworth 2ACharlotte Dufort 2DSylvie Poirier 3PMarjorie Hewson 4/5H | Teena Bishop 5BMP Savoie 5SNatalie Demerchant 1DLaurea Shaw 4SAndree Charlebois K/1CRachel Doucette KDLori Colpitts KCMegan McBrine 1M |

**Prevention of public from freely accessing the school:**

* All doors to the building will be locked from 8:30 a.m. to 2:45 p.m.
* Parents/caregivers are not to enter the building without an appointment.
* **On a child’s first day of kindergarten (or students new to FES) ONLY**, **one (1)** parent/caregiver will be permitted to enter the building with their child through their designated entrance. All adults entering the building must wear a community mask and maintain social distancing as per current Public Health guidelines. The number of people entering the building will be monitored and limited to 10 community adults per hallway to ensure that appropriate physical distancing can occur.
* Early pick up from school is discouraged.
* Parents picking students up prior to end of day, must stand at the Main Entrance of the building in visual range of the administrative assistants. The parent/caregiver will be asked to call the main school line (392-5109) to indicate that they have arrived and want the student to exit the building. (Parents/caregivers without a cell phone will be asked to ring the office bell outside the school. The administrative assistant will confirm the name of the parent/caregiver, once verified, the student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.
* Students who arrive at school after 8:30 a.m. will use the MAIN ENTRANCE (Office/North Side) and 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:**

* Parents are asked to ensure that students arrive between 8:00 a.m. and 8:25 a.m.
* All students, staff and visitors will wear a mask to enter the school building.
* Students will enter the school via their designated entrance (see chart above) and go directly to their classroom. They will quickly unpack and hang their belongings on their coat racks and move into their classroom. In some areas of the school, coat hooks have been rearranged to allow for less congestion. Hallways supervisors/classroom teachers will ensure that students are moving quickly out of the hallways.
* For the 2020/21 school year, breakfast will be delivered to classrooms by community volunteers. Orders will be placed the day before. This will reduce congestion and hallway traffic and mixing of bubbles.
* Students may travel to the bathroom during this time. They must wear a mask. There are only 2 allowed in the bathroom at this time. This will be monitored by hallway supervisors.
* Students will prepare to depart at the end of the day, by gathering their belongings from their coat racks, under teacher supervision in a staggered manner, (a few students at a time), ensuring that the hallway is not congested.
* Students will then return to their classroom and wait for the signal from the Hallway Supervisor to exit to their bus.
* Student bubbles will exit the building in a staggered fashion to allow room for social distancing. Students will wear a mask while exiting the building and boarding the bus.
* Supervisors will ensure that social distancing is maintained between student bubbles and that students get safely to their bus or family member.
* **Student Pick Up:**

**K-2 Departure time 2:00-** Parents/caregivers picking up students at this time, will call the office and speak to the administrative assistant. She will verify identification, call the classroom and have the student sent to the office/main door. The administrative assistant will walk the student to the door and record their time of departure.

**3-5 Departure time 2:50-** Parents/caregivers picking up students at this time, will speak to Supervisor on duty outside (Principal/Vice-Principal). She will then communicate with the hallway supervisor on both the North and South sides, which student is being picked up. The student will make their way to the Main Entrance. The outside supervisor will record that they were picked up.

Family members picking up students will wait for students OUTSIDE at the main exit wearing a mask and maintaining social distance from other parents.

**Procedures to provide COVID controls for teaching areas:**

**Classrooms:**

* Hand washing/sanitizing stations with signage, will be provided in all classrooms and at various spots throughout the school.
* Staff are encouraged to maintain a 1 m distance between themselves and students.
* The number of staff moving from classroom bubble to classroom bubble will be minimized as much as possible.
* Sharing of items will be minimized and determined by what is reasonable, given the age and developmental phase of students. (As with daycares, classroom bubbles do not need masks or to social distance from each other. They can share materials, especially paper materials).
* Equipment shared between classroom bubbles will be disinfected between uses. If it cannot be disinfected between uses, the materials will not be shared/used.
* When possible, teachers are encouraged to take students outside to learn.
* Students will be encouraged to wash their hands/use hand sanitizer when returning to the classroom.
* Teachers will regularly remind students about proper hygiene (handwashing/sanitizing, avoiding touching face and nose, maintaining social distancing, coughing/sneezing into elbow, etc.).

**Library:**

* The library will be open to classroom bubbles and students will visit the library for a story and will be able to sign out selected books.
* High touch surfaces will be disinfected between class visits.
* Students will need to sanitize their hands before entering the library and after leaving the library.

**Netbook Cart:**

* 3-5 Classroom teachers will need to book the Netbook cart through the FES Onesite.
* Students will wipe the screen with computer wipes after use. The cart doors will also be sanitized after use.

**Gym:**

* Classroom bubbles will visit the gym for physical education classes.
* Phys.Ed teachers are strongly encouraged to instruct outside whenever possible.
* Equipment will be disinfected between uses; students and teacher will be responsible for disinfecting equipment and shared surfaces before exiting the gym or outside teaching area.
* Students will need to sanitize their hands before entering the gym and after leaving the gym.
* Students will be expected to wear masks when traveling to the gym and will have an assigned spot to store and retrieve their mask.
* Transition times will be built into Phys. Ed lesson plans. Students will need to sanitize hands before and after Phys. Ed class.

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

Note: Hand washing/sanitizing stations with signage will be provided throughout the school.

**Main Office:**

* Limit of two (2) additional people in main office for a total of five (5).
* Administrative Assistant will have glass or plexiglass to protect them from others.
* Additional staff entering, will wear a community mask.
* Students are not permitted to enter the Main Office to use the phone.

**Book Room/Work Room:**

* Limit of two (2) staff.
* Staff must disinfect the desk, table and chair after use.
* Staff must wear a mask and practice social distancing.

**Photocopy Room:**

* Limit of one (1) staff member.
* Staff will use hand sanitizer before and after use.

**Staff Room:**

* Door will remain closed.
* Limit of four (4) staff in the room at any time (2 at tables, 2 at big chairs).
* Staff will disinfect their sitting/eating space after use.
* Refrigerators and microwaves can be used. Microwave should be wiped out after each use. Refrigerator handles and microwave handles should be sanitized after each use.
* Staff must bring all utensils, dishes, etc. with them and take them home.
* Sink will be kept clear of dishes.
* Coffee maker and kettle are available for staff use. They must be wiped down after each use.
* Hands must be washed frequently.

**Guidance Office:**

* 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 disinfected.
* Chairs/furniture is to be kept to a minimum.
* Staff will have access to PPE as needed.

**Resource Room:**

* Small group work will be limited to students who are in the same class.
* Between each meeting with students, chairs, tables, equipment and any areas touched by the student(s) must be disinfected.
* Chairs/furniture is to be kept to a minimum.
* Staff will have access to PPE as needed.

**Speech Language:**

* 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 disinfected.

**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 disinfected.

**Child Youth Team (and any ASD-W staff, social worker or police officer)**

* The CYT member 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 disinfected.
* The above visitors must wear a mask/clear shield when meeting with students.

**District Personnel meeting with FES Staff:**

* When social distancing cannot be maintained, masks will be required.
* If appropriate physical distancing can be maintained, masks will not be required.

**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 many 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:

* Masks will be required in common spaces, hallways and upon entry and exit.
* 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 and 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).
* Classes will be encouraged to learn outside.
* Students are in classroom bubbles and will not mix with other students in the hallways or outside at recess.

**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 newly assigned Medical room, across from the Main 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 individual will be monitored.
* The furniture in the room will contain a chair, small table and a garbage can.
* Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

**PHYSICAL DISTANCING**

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

* Community masks are required in all common areas.
* Staff are encouraged to maintain appropriate social distancing from each other and students.
* Staff are encouraged to communicate with parents virtually.
* All face to face meetings will be scheduled in advance and social distancing will be required.
* The school building will remain locked to visitors. The Administrative Assistant will determine entry.

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

* Minimum furniture in all common areas (office, staff room, book room).
* One chair will be removed from the main office area.

\***We do not have a “reception area” in the school; however, the first classroom is a library and is only used for classes from 9-11:30 most days. It could be used as a reception area if needed.**

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

**Hallways**:

* Arrows will be added to indicate the direction for the side of the hallway to use (stay to the right).
* Staff will be directed not to touch the walls.
* Students will be taught and directed not to touch the walls.
* Staff and students will practice “stay to the right” when walking in the hallways.
* Staff and students will not stop to talk/congregate in the hallways.
* Teachers and other supervisors will be responsible for ensuring that hallway traffic/congestion is minimized.
* Physical distancing circles will be added to the floors outside of rooms with limited access.
* Coat hooks have been rearranged in some areas to prevent congestion.
* Students will be permitted to go to coat hooks in small groups to prevent congestion in the hallway.

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

* Teachers will have access to plexiglass desk shields and face shields.
* The Administrative Assistant will have plexiglass barriers for her workspace.

**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.)**

* Occupancy limits are placed on common areas with corresponding signage (bathroom, staff room, book room).
* Full staff meetings will be held in the gym to accommodate physical distancing.

**Staffroom**:

* Doors will remain closed.
* Limit of six (4) staff at lunch tables, chair area.
* Staff will disinfect their sitting/eating space after use.
* Refrigerators, Keurig, kettle and microwaves can be used.
* Staff must bring all utensils, dishes, etc. with them and take them home.
* Sink will be kept clear of dishes.

**Office**:

* Limit of one (2) additional people in main office for a total of five (5).
* Administrative Assistant will have glass or plexiglass to protect them from others.
* Additional staff entering, will wear a community mask.
* Students are not permitted to enter the Main Office to use the equipment/phone.

**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.):**

* Staff and students will practice the “stay to the right” when travelling in hallways.
* There will be no stopping and talking/congregating in hallways.
* Staff will monitor to ensure that hallways are not congested.

**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:**

* Students remain in the homeroom bubbles for most of the day.
* All staff and students will wear masks while in the hallways.
* Classroom teachers will deliver and collect their students from the gym, the library and the music room (3-5). They will maintain appropriate physical distancing in the hallways, while staying to the right. These specialty teachers will add transition times into their plan, in order to minimize congestion in the hallways.
* Staff will adhere to the Transition Chart for recess and noon hour student movement. (Appendix A)

**Supervision**:

* Students will be supervised at a ratio of 1 teacher/4 classes (primary) and 1 teacher/3 classes (elementary) when outside and staff will ensure that students do not move between their classroom bubble.
* Staff will be given a copy of the schedule of playground areas as well as class lists to assist them while supervising students and to ensure they remain in their class bubbles.
* Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses.
* Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.
* Each class will be provided with a set of equipment that can be used by members of that class while on the playground.
* Supervising teachers will blow a whistle when it is time to line up.

**Playground Rotation Chart (See Appendix A)**

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

* Students must have water bottles to access water bottle filling stations. It is strongly suggested that students have their names on their water bottles
* Microwaves will not be available to students.
* Students bringing their lunch must have appropriate utensils and napkins.
* Pizza will be available for students on Fridays. Parents will need to pre-order (either online or by sending in cash). The pizza will be delivered to the classroom and will be distributed by classroom teachers.
* Students will also be able to order milk daily. This will be pre-ordered (either online or by sending in cash). The milk will be delivered to the classrooms by volunteers.
* Students will eat in their classrooms. They will need to sanitize their hands before and after eating.

**Breakfast Program:**

* The Breakfast Program is under the direction of Linda Dempsey-Nicholson (temporarily until the position is filled).
* Breakfast will be pre-ordered the day before and will be delivered to classrooms by a volunteer. The program will run from 8:00-8:30. Program will begin at 7:45 a.m. and end at 8:25 a.m.
* The menu will be a weekly set menu.

**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:**

* Staff will be self-screening each day as per the public health guidelines and will not report to work if symptomatic.
* 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.
* Parents will have a plan to pick up their child if the child falls ill while at school.
* As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing.
* Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.
* Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

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

* Passive screening will be required by school and district personnel.
* Signage will be posted at all entrances.
* Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day.
* Staff will be encouraged to take their temperature before leaving for work each morning.

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

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

**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 Medical Room across from the Main 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 individual will be monitored.
* The furniture in the room will contain a chair, small table and a garbage can.
* Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

**CLEANING AND DISINFECTING PROCEDURES**

**Proper hand hygiene practiced before and after handling objects or touching surfaces:**

* Proper hand hygiene practice will be reviewed with staff.
* Homeroom teachers will have copies of this procedure in their classrooms.
* Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.
* Teachers will ensure that students wash hands before leaving the classroom and after returning to the classroom for all activities and transitions.

**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 cloths and spray bottles with a designated cleaning solution from the stage area each morning.
* All staff will return cloths and spray bottles to the stage area before leaving daily.
* Cloths will be washed in an appropriate bleach solution and dried for reuse.
* The Custodian II or designate will sanitize the bottles and empty them daily.
* The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.
* Hand soap and sanitizer and paper towels for classrooms and work areas will be refilled daily by the custodian assigned that area.

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

* The 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, toilet paper, and garbage containers where needed:**

* Students need to use the washroom in their wing.
* Only two students may be in a washroom at a time.
* Signage will be outside each washroom reminding students to wait when the bathroom is at capacity.
* Staff are to monitor students leaving the class for the washroom.
* 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:**

* Not applicable

**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 washrooms will be limited to two students at a time (unless it is the same bubble; then all stalls can be used).
* Staff will ensure that only one student is excused to use the washroom at a time during class time.
* Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.
* Staff members on supervision (outside) will need to ensure that they only permit two students to go to the washroom at a time.

**Since physical barriers are not always possible, implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items:**

* Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up cloths and spray bottles with a designated cleaning solution daily from the stage area.
* This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.
* All staff will return cloth and spray bottles to the stage area before leaving daily.
* Cloths will be washed in an appropriate bleach solution and dried for reuse.
* The Custodian II or designate will sanitize the bottles and empty them daily.
* The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.
* Each class and entrance will be equipped with a hand sanitizing station.

**Since physical barriers are not always possible, 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.
* Signage to encourage proper hand washing/sanitizing will be in every workspace.

**Since physical barriers are not always possible, ensure a schedule of cleaning and sanitation as per cleaning and disinfection standards:**

* Staff will follow provided guidelines from EECD and ASDW.
* Principal and Custodian II will meet daily to review protocols and procedures.
* Principal and Custodian Team will meet weekly to review the cleaning standards and individual duties and responsibilities.

**PERSONAL HYGIENE ETIQUETTE**

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

* Students and staff will always be required to have a community mask with them.
* Students and staff are required to wear a mask to enter and exit the building, in all common areas and hallways.
* Staff and students are not required to wear a mask while in their classroom bubble.
* Masks should be stored in a paper bag NOT in a plastic bag.

**Promote appropriate hand and respiratory hygiene:**

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

**Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate:**

* Custodians will ensure that washrooms are well stocked with liquid soap and paper towels.
* If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

**Provide minimum 60% alcohol-based hand sanitizer:**

* All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol.
* Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area.
* Additional hand sanitizer can be obtained through custodial staff.
* The custodian for each area will replenish supplies each evening.

**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.):**

* Objects may be shared within a classroom bubble and will be sanitized at the end of the day.
* Sanitizing solution and cloths will be available to staff to ensure this is done.
* Specific rooms will be cleaned as indicated earlier in this document.
* All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

**PROTECTIVE MEASURES**

**To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. \*To ensure that members of vulnerable populations and students with complex needs are accommodated:**

* Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students.
* Work areas will be equipped with PPE (face shield, masks, etc.) and desk shields as needed.

**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.

**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:**

* Breakfast program- please see where the Breakfast Program was referred to earlier in the document.

**OCCUPATIONAL HEALTH AND SAFETY**

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

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

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

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

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

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

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

* Staff will have access to this document.
* Staff will provide students with the information in this document at an age/grade appropriate level.
* New staff members will have 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 confirm that they have read the information at the site below. <https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* This will be reviewed on the first day of work for all staff members.

**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.
* The monthly 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 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 must 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**

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

* Staff will be made aware of contact information for EAP and Teacher Counselling.
* The Principal will connect with K-2 teachers and other staff members on a weekly basis.
* The EST-R will connect Educational Assistants on a weekly basis.
* The Vice-Principal will connect with Grade 3 – 5 teachers 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.
* Students will be provided individual and/or group support by EST-G.
* Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

**Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact** [**NACTATR Guide to School Re-Entry**](https://nactatr.com/news/files/01GuideRe-Entry.pdf)**.**

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

Transition Chart- Morning Recess

\*Prior to getting ready for recess, all students will use hand sanitizer to clean their hands. They will be encouraged prior to this, to use the washroom and wash their hands with soap and water when the washroom is free.\*

|  |  |
| --- | --- |
| 9:55 | South Side: ½ of students in 3P and ½ of students in 4/5H will go into the hallway to quickly get ready to go outside. When they are ready, they will return to their classroom to wait for the rest of their class to get ready. They will line up in their room. Their teacher will monitor the situation in the hallway. Mme Poirier or Mme Hewson will open both doors to the exit. When all members of their classroom are ready, they will go outside to their designated playground location (depends on the week). |
| 9:58 | South Side:Students in 3/4L will get ready outside their classroom. When the students at the end of the hallway have gone outside to their classroom, they will go to their designated spot to play outside (depends on the week). |
| 9:58 | North Side:Students in Mme Bishop, Mme Savoie and Mme Shaw will go outside their classroom to get ready to go outside. They will line up close to their coat hooks when they are ready. Mme Shaw’s class will go outside as a bubble first, followed by Mme Savoie and finally Mme Bishop’s class.  |
| 10:15 | The 2 teachers on duty outside will blow a whistle promptly at 10:15 signalling that it is time to line up to go inside. Both doors to inside will be opened. North Side: Mme. Bishop’s class will enter first. They will go directly to their coat hooks to change their sneakers. Mme Savoie’s class will go next and finally Mme Shaw’s class. All students will go directly to their classes. They will not go as a class or large group to the bathrooms. They can use hand sanitizer in their classroom on their way in.  |

Transition Chart- Noon Recess (3-5)

\*Prior to getting ready for lunchtime, all students will use hand sanitizer to clean their hands. They will be encouraged prior to this, to use the washroom and wash their hands with soap and water when the washroom is free.\*

|  |  |
| --- | --- |
| 11:3011:2511:45 | (North Side) All students will sanitizer their hands in their classroom using hand sanitizer. They will then go to their coat hooks to get their lunch buckets to eat. South Side: ½ of students in 3P and ½ of students in 4/5H will go quickly into the hallway to get their lunch. South Side: ½ of students in 3P and ½ of students in 4/5H will go into the hallway to quickly get ready to go outside. When they are ready, they will return to their classroom to wait for the rest of their class to get ready. They will line up in their room. Their teacher will monitor the situation in the hallway. Mme Poirier or Mme Hewson will open both doors to the exit. When all members of their classroom are ready, they will go outside to their designated playground location (depends on the week). |
| 11:48 | South Side:Students in 3/4L will get ready outside their classroom. When the students at the end of the hallway have gone outside to their classroom, they will go to their designated spot to play outside (depends on the week). |
| 11:48 | North Side:Students in Mme Bishop, Mme Savoie and Mme Shaw will go outside their classroom to get ready to go outside. They will line up close to their coat hooks when they are ready. Mme Shaw’s class will go outside as a bubble first, followed by Mme Savoie and finally Mme Bishop’s class.  |
| 12:20 | The 2 teachers on duty outside will blow a whistle promptly at 12:20 signalling that it is time to line up to go inside. Both doors to inside will be opened. North Side: Mme. Bishop’s class will enter first. They will go directly to their coat hooks to change their sneakers. Mme Savoie’s class will go next and finally Mme Shaw’s class. All students will go directly to their classes. They will not go as a class or large group to the bathrooms. They can use hand sanitizer in their classroom on their way in. |

Transition Chart- Morning Recess (K-2)

\*Prior to getting ready for recess, all students will use hand sanitizer to clean their hands. K-2 classes will schedule full-class bathroom breaks 2 times a day. These will be coordinated with their K-2 team that shares the washrooms to prevent congestion and to ensure students are sometimes using water to wash their hands, and not just hand sanitizer. None of our K-2 classrooms have sinks.\*

|  |  |
| --- | --- |
| 10:30 | South Side: Students in Mme Dufort, Miss Antworth and Mme Kearney’s classroom will go to their coat hooks outside their classroom. Their teacher will monitor the situation in the hallway to ensure students are staying in their bubbles. Mme Dufort will open both doors to the exit at the back of the school which goes to the playground. When all members of their classroom are ready, the classes will exit the building in this order: Mme Dufort, Miss Antworth and Mme Kearney. Students will go to their designated playground location (depends on the week). |
| 10:30 | North Side:Coat hooks on this side have been arranged to allow for classroom bubbles to get ready. At this time, students will go to their hooks and get ready to go outside. Classroom teachers will monitor the situation as students are getting ready. When they are ready, they can go outside through the appropriate exit.Exits:Portable door: Mrs. ColpittsPortable door: Mme McBrineDoor between portables and main school (in this order): Mme Demerchant, Miss Charlebois, Mrs. Doucette |
| 10:55 | South Side: The 2 teachers on duty outside will blow a whistle promptly at 10:55 signalling that it is time to line up to go inside. When the students have lined up in their classroom bubble, the classes will begin entering the school in reverse order (Mme Kearney, Miss Antworth, Mme Dufort).  |
| 10:55 | North Side: The 2 teachers on duty outside will blow a whistle promptly at 10:55 signalling that it is time to line up to go inside. The teachers that is not on duty outside will make sure all exit doors are open at 10:55 so students can begin to come inside once they are lined up in their bubbles.Exits:Portable door: Mrs. ColpittsPortable door: Mme McBrineDoor between portable and main school (in reverse order of way out): Mrs. Doucette, Miss Charlebois and Mme Demerchant  They will go directly to their coat hooks. They will not go to the bathroom at this time, but will sanitize their hands on the way into their classroom. |

Transition Chart- Noon Recess (K-2)

\*Prior to getting ready for recess, all students will use hand sanitizer to clean their hands. K-2 classes will schedule full-class bathroom breaks 2 times a day. These will be coordinated with their K-2 team that shares the washrooms to prevent congestion and to ensure students are sometimes using water to wash their hands, and not just hand sanitizer. None of our K-2 classrooms have sinks.\*

|  |  |
| --- | --- |
| 12:25 | South Side: Students in Mme Dufort, Miss Antworth and Mme Kearney’s classroom will go to their coat hooks outside their classroom. Their teacher will monitor the situation in the hallway to ensure students are staying in their bubbles. Mme Dufort will open both doors to the exit at the back of the school which goes to the playground. When all members of their classroom are ready, the classes will exit the building in this order: Mme Dufort, Miss Antworth and Mme Kearney. Students will go to their designated playground location (depends on the week). |
| 12:25 | North Side:Coat hooks on this side have been arranged to allow for classroom bubbles to get ready. At this time, students will go to their hooks and get ready to go outside. Classroom teachers will monitor the situation as students are getting ready. When they are ready, they can go outside through the appropriate exit.Exits:Portable door: Mrs. ColpittsPortable door: Mme McBrineDoor between portables and main school (in this order): Mme Demerchant, Miss Charlebois, Mrs. Doucette |
| 12:55 | South Side: The 2 teachers on duty outside will blow a whistle promptly at 12:55 signalling that it is time to line up to go inside. When the students have lined up in their classroom bubble, the classes will begin entering the school in reverse order (Mme Kearney, Miss Antworth, Mme Dufort). |
| 12:55 | The 2 teachers on duty outside will blow a whistle promptly at 12:55 signalling that it is time to line up to go inside. The teachers that is not on duty outside will make sure all exit doors are open at 12:55 so students can begin to come inside once they are lined up in their bubbles.Exits:Portable door: Mrs. ColpittsPortable door: Mme McBrineDoor between portable and main school (in reverse order of way out): Mrs. Doucette, Miss Charlebois and Mme Demerchant  They will go directly to their coat hooks. They will not go to the bathroom at this time, but will sanitize their hands on the way into their classroom. |

Third Recess

\*Prior to getting ready for recess, all students will use hand sanitizer to clean their hands. K-2 classes will schedule full-class bathroom breaks 2 times a day. These will be coordinated with their K-2 team that shares the washrooms to prevent congestion and to ensure students are sometimes using water to wash their hands, and not just hand sanitizer. None of our K-2 classrooms have sinks.\*

|  |  |
| --- | --- |
| 2:02 | South Side: Students in Mme Dufort, Miss Antworth and Mme Kearney’s classroom will go to their coat hooks outside their classroom. Their teacher will monitor the situation in the hallway to ensure students are staying in their bubbles. Mme Dufort will open both doors to the exit at the back of the school which goes to the playground. When all members of their classroom are ready, the classes will exit the building in this order: Mme Dufort, Miss Antworth and Mme Kearney. Students will go to their designated playground location (depends on the week). |
| 2:02 | North Side:Coat hooks on this side have been arranged to allow for classroom bubbles to get ready. At this time, students will go to their hooks and get ready to go outside. Classroom teachers will monitor the situation as students are getting ready. When they are ready, they can go outside through the appropriate exit.Exits:Portable door: Mrs. ColpittsPortable door: Mme McBrineDoor between portables and main school (in this order): Mme Demerchant, Miss Charlebois, Mrs. Doucette |
| 2:40 | The 2 teachers on duty outside will blow a whistle promptly at 2:40 signalling that it is time to line up to go inside. The teachers that is not on duty outside will make sure all exit doors are open at 2:40 so students can begin to come inside once they are lined up in their bubbles. Students will enter the building on both sides in the same way that they entered during morning and noon recess. |

Bus Loading Procedures:

Our school has 3 bus “flights”. Flight 1 (comprised of 4 buses) loads at 2:45. There will be a hallway supervisor on each side that will call for the students to come for each flights. Students will wait inside their classroom bubble for their flight to be called. They will wear masks on the way to their bus, although they do not need to wear them on the bus.

Classes will exit the building for buses from front to back (ie. The class closest to the door will leave the school first) and other classes will follow making sure to keep appropriate physical distancing between the classes as they exit the school. The classroom teacher will monitor when to send their students and the hallway supervisor will ensure students are staying in their bubble.

After Flight 2 has been loaded and has departed, students that are being picked up will then be dismissed. (See earlier section about student pick-up).

When Flight 3 arrives, students will exit the building in the same manner as for Flights 1 and 2.

Outside Supervision Map

K-2 has 8 classroom bubbles, so the playground will be divided into 8 sections for students. The 8 homerooms are divided into 2 teams for the year. The teams are as follows:

Team A:

Mrs. Colpitts

Miss Charlebois

Mme Demerchant

Mme Kearney

Team B :

Mme McBrine

Mrs. Doucette

Miss Antworth

Mme Dufort

When a teacher is on duty, they are responsible for the 4 classes connected to their team. This is a ratio of 1/4 classes, but the number of students is 1:49. The students will play with their bubble in their assigned area only during recess time. Classroom bubbles will move to different areas each week. Each area will be designated with a picnic table and small garbage can.

|  |  |
| --- | --- |
|  1 | Far basketball court, monkey bars, field behind it |
| 2 | Left set of swings and field behind it |
| 3 | Right set of swings and field behind it |
| 4 | Main equipment area (on pea gravel) |
| 5 | Pavement (4 square), Basketball net |
| 6 | Shelter area, climbing wall |
| 7 | Swings, gaga ball pit, small bit of field |
| 8 | Slide, sandbox, balance beam |

Outside Supervision Map

3-5 has 6 classroom bubbles, so the playground will be divided into 6 sections for students. The 6 homerooms are divided into 2 teams for the year. The teams are as follows:

Team A:

Mme Poirier

Mrs. Little

Mme Bishop

Team B :

Mme Hewson

Mme Shaw

Mme Savoie

When a teacher is on duty, they are responsible for the 3 classes connected to their team. This is a ratio of 1/3 classes. The students will play with their bubble in their assigned area only during recess time. Classroom bubbles will move to different areas each week. Each area will be designated with a picnic table and small garbage can.

|  |  |
| --- | --- |
|  1 | Gaga pit, swings, climbing structure, sandbox, balance beam |
| 2 | Slide, right swings, field |
| 3 | Pavement (4 square), shelter |
| 4 | Equipment |
| 5 | Left swings, field behind it |
| 6 | Basketball, monkey bars, field |

These areas will be drawn on a map that will be displayed in classrooms and near each door. The teachers will have a magnet that they move each week so they can explain the parameters for each section on Monday morning. We will also do a video that can be shown to students during the first weeks of school so they will understand the changes on the playground.

In addition to the different areas of the playground students are able to play on, each classroom will put together a bin of outdoor equipment that can be taken outside with them for each recess. As a class, they will determine what types of equipment they would like to include in it.

\*\*\*This plan may need to be changed when we get snow. We still have a large playground, but it might be difficult to access all areas.\*\*\*







