**JOHN CALDWELL SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

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**1.0 COMMUNICATIONS:**

School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a virtual meeting will be held with staff to go over the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: The operational plan will be communicated to students by homeroom teachers. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.

|  |  |  |
| --- | --- | --- |
| Date | Portion of Students | Grade level |
| September 8 | 1/2 | K – 8 |
| September 8 | 1/2 | 9-12 |
| September 9 | 1/2 | K – 8 |
| September 9 | 1/2 | 9-12 |
| September 10 | All | K – 8 |
| September 10 | Regular schedule begins. |  |

Visiting Professionals: Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. The complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)

Parent/caregiver and School Community: Once the plan is approved, a summary of the plan (vetted through the PSSC) will be posted on the school website and Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). These questions will be answered through a video that will be posted on the school website and Facebook page. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

**2.0 BUILDING ACCESS:**

Parents/caregivers and public will be asked not to enter the building without an appointment. On the first day of school for their child, the parent/caregiver of students who are new to JCS will be permitted to enter the building with their child through the main entrance of the building. Parents will remain in the main office area where a staff member will greet the child and take them to their classroom. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents will exit through the main door.

Parents/caregivers and public will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 473-7374 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late.

A community mask will be required when 2m social distancing is not possible.

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

K – 2 and 3CB students will enter the school through the bus entrance. Students in 3-5 will enter through entrance nearest Ms. Guavin’s room, students in 6-8 will enter through entrance nearest Mr. Baker’s room , and high school students will enter through the main entrance. Teachers will monitor this. All students in K-8 will go directly to homeroom. Once there the homeroom teachers will monitor the hallway and allow classes to go to hooks in an alternating fashion so no neighbouring rooms are in the hall at the same time. This begins 8:20.

First rotation: 1LB, K/1 SC, 1MB, 3CB, 4SP, 5SM, 7KB, 6/7HO, 8JC.

Second rotation: KLB, 2SG, 2TH, 3MM, 5JMG, 6JB, 7/8MC

Third rotation: 4HD

Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated for grades 3-8 at the end of the day beginning at 2:50. Once students have their belongings; they will proceed outside with their homeroom teacher exiting through the designated door and proceed to busses. High school students will be released from classes once k-8 is on busses. On inclement weather days, once students have their belongings, they will return to their homeroom classes. K-2 will be outside and will be met in the designated area of the playground by their teacher. K-2 will have all belongings going home outside in a designated area.

Parents/caregivers will be asked to ensure that students arrive between 8:05 and 8:20. Students who are dropped off at by parents/caregivers or walk to school will enter the building at 8:05. K-2 and 9 -12 will enter through the main entrance. 6-8 will enter through the door nearest Mr. Baker’s room and 3-5 will enter the door nearest Ms. Guavin’s room.

Walking, students being picked up and daycare students will exit as follows:

K-2 bus entrance

3-5 door nearest Ms. Gauvin

6-8 door nearest Mr. Baker

Valley View Daycare students will exit through regular exits as above. They will wait in a designated spot with a teacher in the courtyard.

All hallways will have floor signage to keep movement going in the same direction on the same side of the hallway.

Grades 6-12 will not be using the lockers. Grade 6-8 will be able to store belongings in their desks. Grades 9-12 will use a bookbag for transitioning from class to class.

Wooden benches will be marked to indicate only one person/bench.

Middle level transitions

Last bus is 8:18  all students go directly to homeroom.

At 8:22 – Kevin, Helene and Jessica’s classes put boots and jackets in lockers.

Once the  hallway is completely clear Jan and Melina’s classes put boots and jackets in lockers.

At lunch:

On Monday- Jan and Melina’s class go to lockers at 12:35

Once the hallway is clear Jessica, Kevin and Helene go to lockers

On Tuesday – Jessica and Jan’s class go to lockers at 12:35

Once the hallway is clear Kevin, Helene and Melina’s class go to lockers.

On Wednesday – Kevin, Helene and Jessica’s class go to lockers at 12:35

Once the hallway is clear  Jan and Melina’s class go to lockers.

On Thursday – Jessica, Helene and Kevin’s class go to lockers at 12:35

Once the hallway is clear Jan and Melina’s class go to lockers

On Friday – Melina and Helene’s and Kevin’s class go to lockers at 12:35

Once the hallway is clear  Jan and  Jessica’s class go to lockers.

End of day

2:53 – Kevin, Helene, Jessica go to lockers

When clear Jan, Melina go to lockers

Dismissal bell is 2:58…..

**4.0 PROVIDE COVID CONTROLS**

4.1 Classroom: Hand sanitizing stations will be provided in all classrooms. Classroom teachers are encouraged to maintain a 1m 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.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Students will remain in homeroom classes from K-8 and teachers will move from class to class. (Carts will be provided for teachers as needed.) 9-12 will follow a regular schedule.

4.2 Library: The library will be closed to students. The librarian will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.

4.3 Makerspace: The Makerspace may be used. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.

4.4 Art/Music: K-8 will have art and music in their homeroom class. 9-12 art and music will be in the art and music rooms.

4.5 Science Lab: Science will be taught primarily in homeroom classes. When teachers wish to use the lab, teachers will need to book the science lab through the Onesite. The science teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. The teacher must ensure 10-15 minutes is given students to sanitize tables and chairs.

4.6 Computer Lab: Teachers will need to book the computer lab through the Onesite. Classes can be in the computer lab for 40 minutes maximum. (Middle and high school students will be expected wipe screens, keyboards, chairs and tables prior to leaving.) The teacher will notify the Admin. Assistant that the class is leaving the computer lab.

4.7 Staff working outside of the classroom: Hand sanitizing stations will be provided in all work areas. All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas, as necessary. This includes all programming rooms.

4.8 Programming Room One and Two: Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer.

4.9 Resource Area: Small group work will be limited to students who are in the same class in elementary and middle level. Between working with students all chairs, tables and any areas touched by the student(s) must be sanitized. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

4.9 Guidance Area: Small group work will be limited to students who are in the same class in elementary and middle level. Between each meeting with students all chairs, tables and any areas touched by the student(s) must be sanitized. Tissue boxes are to be covered with a hard cover that can be cleaned with bleach solution. Chairs/furniture is guidance area is to be kept to a minimum.

4.10 Child and Youth Team members: The team member will be required to wear a community mask 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 all chairs, tables and any areas touched by the student must be sanitized. The solution will be provided by the school and mixed new each time the CYT member is in the school.

4.11 SLP – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students all chairs, tables and any areas touched by the student must be sanitized. The solution will be provided by the school and mixed new each time the SLP is in the school.

4.12 APSEA WORKER – the APSEA Worker will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be sanitized. The solution will be provided by the school and mixed new each time the APSEA Worker is in the school.

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

4.14 Substitute EAs, EAs and substitute teachers not following the regular assigned schedule will sign a sign-in sheet in each classroom they use that is not part of the regular schedule. See Appendix

**5.0 RISK ASSESSMENT**

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

Mitigating factors to address the risks are as follows:

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

**6.0 PHYSICAL DISTANCING**

6.1 General Info: Physical distancing protocol will be followed. All classes, offices etc. will be set up to promote physical distancing.

Visual cues on floors will be provided where appropriate

Arrows will be added to indicate the direction for the side of the hallway.

Red lines and signage will be added to indicate areas at which movement is to stop.

Yellow lines will be placed in hallways to indicate the center where appropriate.

6.2 Staffroom and cafeteria**:** Tables to be set up so that physical distancing is respected. No more than 4 people at a time at the staffroom table plus 3 others.

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

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

Dishes brought from home are to be taken home to be washed; sinks will be reserved for hand washing.

Please bring your own water bottle.

Microwaves and fridges will be available for use.

6.3 Office: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk.

6.4 Washrooms: When a K-8 student needs to use the washroom at a time that is not an identified time. They will bring their personal magnet to the washroom with them. This magnet will be in their classroom with their name on it. The magnet will be placed onto the magnetic board outside the washroom. This magnet is to signal the washroom is occupied and no one else should enter. There will be marked spots where the student will wait their turn.

All washrooms may only have one person at a time except for the elementary and high school C- wing washrooms which may have 2 people at a time.

Supervision during non-instructional time will occur near washrooms to ensure numbers.

Teachers in K-8 will do built in bathroom breaks. When required one student may go at a time with permission from the teacher. K-5 duty teachers will communicate via radio if students must go in during recess/noon for the washroom. They will communicate once clear as well.

6.5 Change Rooms: The maximum capacity of students in the change room will be 6. This applies to the regular school day as well as after school activities. Elementary change rooms will have a limit of 4.

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

6.6 Reduce number of students in common areas:

Staggered start, break/recess, lunch, and release times have been created. Please see table in transition section. High school students will attend school on a rotation. 50% of high school students will attend one day and then the other 50% will attend the other day. The groups will be created using the alphabet.

6.7 Other measures:

Staff meetings will be virtual except for small group/team meetings.

Arrows and yellow lines will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Red lines and signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots)

**7.0 TRANSITION:**

For school start time and end time please see the section: “Procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:”

**7.1 Elementary Transition:**

All lunch boxes will be kept in the classroom.

Morning Recess:

Golden and Knights groups are on a 2-week rotation where they are outside 5 of the ten days.

Golden Group will be the following homerooms: 1LB, K/1SC, 1MB, 3CB, 4SP, 5SM

Knights Group will be the following homerooms: KLB, 2SG, 2TH, 3MM, 5JMG, 4HD

Outside group goes to hook and gets clothes at 9:50 returns to class, goes out at 9:57.

Inside group goes to hook at 10:00 to get snacks. 4HD can go to hook at 9:45.

Snacks eaten before going outside.

Lunch Time:

Golden eats from 11:20-11:45 in the classroom. 11:50- 12:215 outside

Knights eats from 11:50-12:20 in the classroom. 11:20 – 11:45 outside.

Teachers will walk students to and from designated areas in playground. Golden will only proceed outside when signaled that the hallway is clear.

Homeroom teachers will walk their class to the playground and pick them up outside to bring them back into the classroom. Teachers will wait until it is clear to walk their class as to allow each bubble to safely enter and exit the school. The following entrances will be used by teachers to take their homeroom class outside to the playground and then again to return to their homeroom:

Door by Ms. Brigg’s classroom: 1MB, 2SG, 3CB

Door by playground: KLB, K/1SC, 1LB, 2TH

Door at bus entrance: 3MM, 4SP, 4HD, 5SM, 5JMG

When students remain inside for their recess the homeroom teachers will return to the classroom to pick up students at the end of their recess and escort them to their hooks to store material and then take them to their next assigned area.

End of Day of dismissal

2PM: Each K-2 teacher will have a radio. We will ask the day care and parents picking up their children to park at the bus entrance. The duty teacher will radio classes one at a time to ask for children.

If parents arrive late children will be kept separate at the top of the stairs or inside the entry doors until their parents arrive.

2:50PM: 3 to 5 follow their morning procedures at hooks and return to class. The teacher then walks the m to the bus.

**7.2 Middle Level** **Transition:**

Morning Break:

Break will occur by bubble between 10:20-10:35

Rotate through the following areas: Cafeteria, Senior Gym, Courtyard and 2 Remain in Class

Cafeteria staff will sell snacks door to door prior to 10:20am, except for the class going to the cafeteria.

Lunch:

All groups will eat in their classrooms. Once done eating homerooms will proceed outside in the same pattern as recess, escorted by their homeroom teacher. At the end of the lunch time, homeroom teachers will go outside to pick up their class and escort them back to the classroom.

End of day dismissal:

7KB will exit first, followed by 8JC, then 6.7HO, then 6JB and finally 7/8MC.

**7.3 High School Transition**

Transition between classes

Teachers will remain at their doorway in sight of both their classroom and the hall. They will address students to ensure the arrows and social distancing is being followed. There will be two duty stations outside the washrooms to ensure the maximum capacity is followed.

Lunch

Grades 9-12 will eat in the cafeteria or off school grounds from 11:58-12:48. Students will remain in the cafeteria. There will be signage on the floor to indicate where to stand while waiting in line for food from the cafeteria. The upstairs hallway and period 4 classrooms will reopen at 12:38.

End of day dismissal

A bell will be manually rung.

**8.0 SUPERVISION**

Students will be supervised at a maximum ratio of 1 teacher/3 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles. K-2 supervision after 2PM will be at a different ratio.

For outdoor recess and noon elementary and middle teachers will ensure that substitute teachers are not without a regular staff member on supervision in the playground. 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. Homeroom teachers will come to get their classes at the designated area.

Each class will be provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized when returned. The homeroom teacher will be responsible to ensure that equipment is properly sanitized and returned at the end of each recess.

**9.0 Playground Equipment:**

The playground will be divided in 4. Additional play areas will be the elementary gym for k-5 and the baseball field.

For 6-8 the baseball field/old playground and playground will be used.

These areas will rotate daily.

**10.0 FOOD PREPARATION AND MEALTIMES:**

Please see transition section for mealtime for students.

Meals will be pre-ordered during homeroom. Parents are asked to place money and a written note into a baggie or envelope and place it in their child’s agenda. The note needs to have in detail what their child would like to order that day. Online payment is also available and encouraged.

Microwaves will not be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 – 3 times per week by volunteers who have been screened for COVID 19.

**11.0 SCHOOL LAYOUT GUIDE MAPS**

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

School layout guides will be developed as needed.

**12.0 SCREENING:**

Parents/Caregivers: Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school. Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home. As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.

Members of the public: 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: Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be required to take their temperature before leaving for work each morning. Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

**13.0 SUSPECT COVID-19 CASE**

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.

**14.0 SELF MONITORING**

Students and staff must 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.

**15.0 SELF-ISOLATION SPACE**

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. Encourage the parent to call 811 and comply with the instructions given. People showing signs of illness will go to the room across from the resource office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a couch with vinyl upholstery and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

**16.0 CLEANING AND DISINFECTING PROCEDURES**

16.1 Hand Hygiene: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.

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

Teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the office. All staff will return cloths and spray bottles to office before leaving daily. Cloths will be washed in an appropriate 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.

Teachers who move classes will need to sanitize any chair, desk, or materials used before they leave the class.

16.3 Monitoring supply levels:Designate personnel responsible for monitoring supply levels and communicating with administrators. Albeo Bernier, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

16.4 Washrooms: Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed. All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will be discouraged. Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.

**17.0 Handwashing/Sanitation/Cleaning Practices**

Since physical barriers are not always possible, implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the office room. This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher. All staff will return cloth and spray bottles to office 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/programing area and entrance will be equipped with a hand sanitizing station.

Encourage proper hand hygiene before and after handling objects or touching surfaces. Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

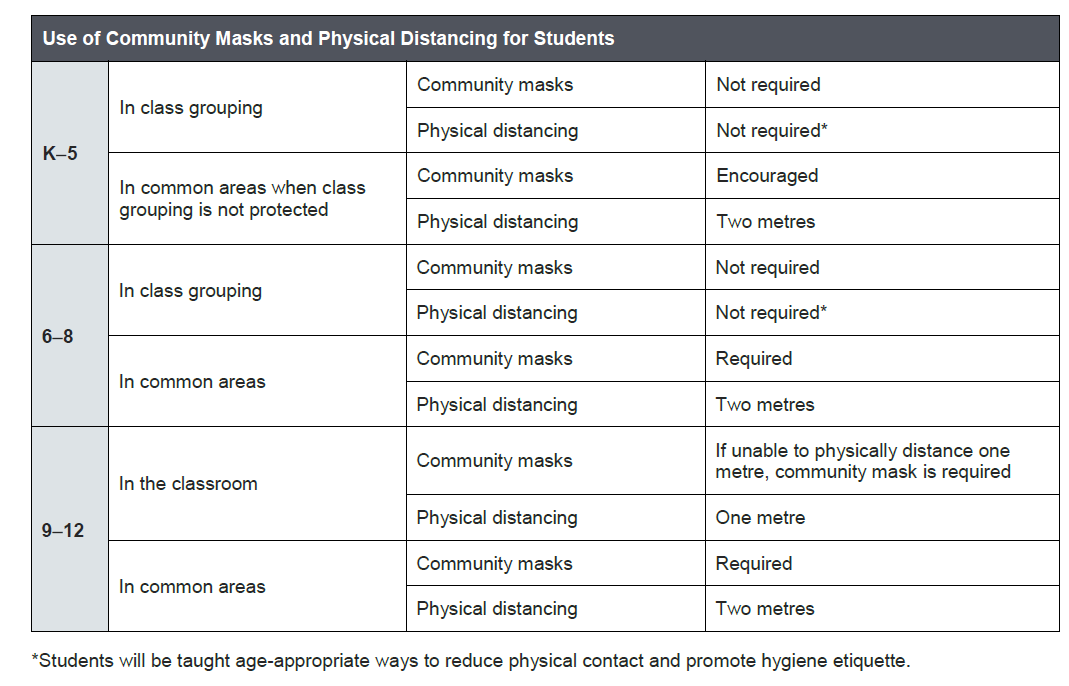
**18.0 VENTILATION**

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.

**19.0 PERSONAL HYGIENE ETIQUETTE**

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

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

Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate: Custodians will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

Provide minimum 60% alcohol-based hand sanitizer: All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.

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

Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms: Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document. All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

**20.0 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 as requested.

20.1 Provide personal protective equipment – only for those situations that require it:

Hand protection (nitrile, rubber, or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

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

20.2 Visitor Logs: In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school. A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building. Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

**21.0 OCCUPATIONAL HEALTH AND SAFETY**

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 receive an electronic copy of this document.

Provide staff the employee training on the COVID-related work refusal process. Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.

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

Keep records/log of visitor and employee presence, as well as orientation, training and inspections. Records of orientation, training and inspections will be kept by the principal.

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

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

Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

Make available appropriate personal protective equipment for the school setting. Masks, gloves, shields and any other PPE will be provided as required for staff.

\*School District Human Resources confirm process for addressing employee violations of policies and procedures. Staff not following policies and procedures will be referred to the School District Human Resources.

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

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

Staff are advised to read information on the following website:

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

**22.0 COMPLYING WITH POLICIES, PROCEDURES AND PROCESSES**

Provide competent and sufficient supervision to ensure staff, students and visitors are complying with policies, procedures and processes established. Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures and processes established.

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

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

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

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

**23.0 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 EECD.

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 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.

**24.0 ADDITIONAL CONSIDERATIONS**

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

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with K – 5 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 6-12 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

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

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

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

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

**Do you have any of following symptoms:**

**If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.**

**If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.**

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

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

**If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.**

* Have you had close contact within the last 14 days with a confirmed case of COVID-19?
* Have you had close contact within the last 14 days with a person being tested for COVID-19?
* You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
* Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
* You have been told by public health that you may have been exposed to COVID-19.

**Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.**

**If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.**

For the latest information visit: [**www.gnb.ca/coronavirus**](http://www.gnb.ca/coronavirus)

**Appendix 2: PLEASE SIGN if you are Supply EA or an EA not following your regular schedule or a Supply teacher who is not following the assigned teacher’s schedule.**

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| **Date** | **Name** | **Time In** | **Time Out** | **Reason (Worked with a specific student, whole class support etc)** |
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