KESWICK VALLEY MEMORIAL SCHOOL OPERATIONAL PLAN 2020 – 2021



For Staff, Students, Families and Community of KVMS Updated November 3, 2020

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Communications

COMMUNICATIONS:

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

<u>Students</u>: The operational plan will be communicated to students by homeroom teachers. To ensure that students are fully cognizant of the plan, students will return to school on a staggered entry basis as per the following table. Teachers will contact family by phone to let parent/student know which day their child is to attend. This is for first week only.

Date	Portion of Students	Grade level
September 8	1/2	К-2
September 8	1/3	3 - 8
September 9	1/2	К-2
September 9	1/3	3 – 8
September 10	All	К-2
September 10	1/3	3-8
September 11	All	K - 8

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 uploaded your to our school's AESOP profile starting Sept 3[,] 2020. The expectation will be that supply EA's, custodians and teachers will have already read the plan before arriving at our school.

Once the plan is approved, the plan will be provided to our teachers. On September 3, 2020, our plan will be provided to the PSSC and posted to our website for parents to view in its entirety. A message, via School Messenger, will go home to parents to ask parents to go to our school website https://secure1.nbed.nb.ca/sites/ASD-W/kvms/Pages/default.aspx to view our COVID-19 Operational Plan for the 2020-2021 school year. Parents/guardians will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail,

<u>keswickvalleymemorial@nbed.nb.ca</u>). We will do our best to answer these questions within a reasonable timeframe (within approximately a 24-hour period). Parents/Guardians who have additional concerns will be asked to call the school and speak to an administrator.

Building Access

BUILDING ACCESS:

<u>Kindergarten and NEW students to KVMS Building Transition</u> –Kindergarten Teachers and Teachers with students that are new to KVMS will contact families by phone to make an appointment for 1 parent and their child to visit our school for a 10 minute appointment the week prior to the beginning of school. Parent and child will arrive no earlier or later than their scheduled time. Upon arrival, they will be met at entrance doors. They will be asked COVID related health questions prior to entering and will be asked to wear a mask and sanitize their hands, upon gaining entry. Physical distancing regulations will be adhered to. Contact information will be required in our log activity book. Kindergarten students may bring their school supplies that day, if able. Student and parent will be greeted by an Education Support Service member. During the 10 minutes, student and parent will get to meet the teacher, see the classroom while physical distancing and see their hook. 10 minutes must be adhered to. Parent and student will be led back down the stairs by an ESS member where parent/student will leave through the entrance door.

Important Note: On the first day of school for their child, the parent/caregiver will not be permitted to enter the building with their child. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/guardians will be asked not to enter the building without an appointment this school year. They may call the school at 363-4717 for an appointment throughout the year.

On the first day of school for their child (if driving your child to school), the parent/guardian will be asked to drive through designated drop off area as to not block the busses. Drop off time for the 2020-2021 school year is from 7:40 am to 7:55 am. Students will be considered late after 8:00 am. If students arrive by bus, arrival time will be from 7:40 am to 7:55 am. Administration and ESS team members, EA's will be on duty to direct students where they will enter. K to 2 will enter through the playground doors at the back of the building. There will be hand washing stations located at the entrances of the building for students to wash their hands prior to entering the school. There will be a team member available at each handwashing station to make sure students know what is expected. Grades 3 to 5 will enter through the 3 to 5 wing at the front of the building. Grades 6 to 8 will enter through the main entrance doors. Hand washing stations will be located at all locations for students to wash hands prior to entering the building. The other administrator will be on duty at this location to welcome students, make sure they follow the daily standard of washing hands prior to entering the building, wearing their mask in locker area/hallway (common area) while maintaining the 1 to 2m distance between individuals in the locker area. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Students that need to wait to enter the building will line up under the canopy along side the entrance towards the cafeteria end of the building.

Parents/Guardians will be notified that contact with school personnel will be through phone and/or virtual means. When in-person meetings need to occur, it will be through appointments only. Parents will adhere to the standards set forth by school and Department of Health.

Parents/Guardians 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 the note to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/Guardian/Caregiver arrives at the school the parent/guardian or caregiver will be asked to call the main school line at 363-4717 to indicate that they have arrived. Parents/guardians /caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/guardian/caregiver is picking up. This will be confirmed, and the student will be sent to the office from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record/log 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 child is expected to go directly to the front entrance doors (regardless of grade) and ring the doorbell on the side of the building to gain entrance. Hands will need to be washed at the handwashing station prior to entering. It is the parent's responsibility to make sure that their child rings the bell, if late, and is met by an adult from the office before the parent leaves. The administrative assistant will record when the child arrived as well as the reason the child was late.

Please note that during the 2020-2021 school year ASD-W is requiring families to select only **one pick-up and one drop-off location**. Should the pick-up or drop-off location need to change, the District requires 5 school days' notice. There will be no changes at the school level. We ask that if you require a pick-up or drop-off location other than your residence, please email District at <u>asdw.ptms@nbed.nb.ca</u> or call **1-506-325-4582** to advise. They will require the student's name, address, grade, school, and alternate address location (pick-up or drop-off) to accept any requests. We are not be able to make daily bus changes at the school level.

K – 2 students will enter the school during morning arrival through the playground doors. Grades 3 to 5 will enter through the 3 to 5 wing doors. Grades 6 to 8 will enter through the main entrance doors.
Students will wash hands at hand washing station before entering. It is highly recommended that students K to 5 wear their community mask (supplied by the parent) upon entering the school and moving through common hallway areas. It is mandatory for grades 6 to 8 to wear their community mask (supplied by the parent) as they enter and move from entrance to locker area to classroom.

Students in KB and 2B will go directly to their rooms to unpack book bags, etc. Students in KL and 1H will hang their belongings on their hooks and proceed directly to their classroom. The homeroom teachers will monitor this. Once students in KL and 1H are done at their hooks, students in KB and 2B will go to their hooks to hang up and store belongings. Students in 1F and the other 2B will enter through the playground doors as the other K to 2 students. They are in the 3 to 5 Hallway which will be discussed in the next paragraph. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and with nothing left on the floor except outside footwear neatly against wall to allow easy cleaning/disinfecting of the area. This process will be repeated in reverse at the end of the day. Once students have their belongings they will proceed outside. Belongings will be placed in the designated marked area until bus loading time. On inclement weather days, once students have their belongings, they will return to their homeroom classes. K – 2 students will exit through the doors they enter in the morning. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom.

Grades 3 – 5 students will enter the school through the 3 to 5 wing doors. Students in grades 1F and 5M will go directly to their hooks and shelves to store their belongings. Homeroom teachers will monitor this. Once students in 1F and 5M are in their classrooms, students in 2B and 3/4EB will go to their hooks and shelves. Homeroom teachers will monitor this. Once these students are in their classrooms 3/4S will go to their hooks and shelves. Teachers will be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor, except outside footwear (neatly placed against the wall) to allow easy cleaning/disinfecting of the area. This process will be repeated in reverse at the end of the day. Once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building. Students in Grades 1 and 2 in the elementary hallway will leave through the playground doors through the primary wing. Grades 3 - 5 will exit through the doors at the end of the grade 3 to 5 hallway. Students will line up inside the classroom and exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom.

Note: All students will line up inside their classrooms for dismissal.

Grades 6 – 8 students will enter the school through the main entrance door. They will go directly to the hand sanitizing station then go promptly to their lockers to store their belongings. Middle level students will have lockers in designated sections. Grade 6/7P will have section 1, 6/7S will have section 2 and grade 8 will have section 3. In the morning, Duty teachers will monitor the number of people entering the building to ensure that appropriate physical distancing can occur. Students that need to wait to enter the building will line up under the canopy alongside the entrance towards the cafeteria end of the building. Duty teachers/EA's will also monitor students to ensure that they do not move into the area where students from other classes have their lockers. Duty teachers/EA's will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. At the end of the day starting directly at 2:12 pm, grade 8 will be dismissed first, 4 minutes later (2:16pm) grade 6/7S and then 4 minutes (2:20pm) later 6/7P. Students will be responsible for sanitizing their desks and seats/chairs and putting their chairs up. Prior to leaving their classrooms, students will sanitize their hands and proceed to the locker area to gather belongings and go directly to the bus. Middle level students will be required to wear their masks while walking through all common areas including halls, in the locker area and on the bus.

Parents/Guardians will be asked to ensure that students arrive between 7:40 – 7:55. The school day will start at 8:00 am. Students who are dropped off at the Start Smart Day Care in the morning at our school will need to wash their hands upon leaving the day care and will directly go upstairs to their classrooms with their belongings at 7:45 am. At the end of the school day, K to 2 students who attend the Start Smart Afterschool Childcare program will be picked up by the playground entrance doors by a day care professional. Students from grades 3 to 6 will go directly to the after-school program located in the cafeteria. If the weather is inclement during 3rd recess, those students will remain in their homeroom classes and dropped off to the daycare door when walking to the buses. All other students who walk/bike (helmet required) home will exit through their appropriate entrance/exit. They are to remain in designated spot (bike area) using appropriate physical distancing measures until the buses leave. Non-related walking/biking students will be expected to maintain the appropriate physical distance while on school property.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students. ASDW will provide teachers with shields, however teachers are required to bring their own masks.

Students will be required to use their own personal belongings. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan.

At this time, we are not able to use fans for classroom/school use.

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 and teachers will move from class to class. (Carts will be provided for teachers as needed.)

<u>Library</u> – The library will be open for students. A hand sanitization station will be set up prior to entering the library. This will be considered a common area and K to 5 students are highly recommended to wear a mask while visiting. Sitting rug will be put away this year and replaced by chairs that are appropriately social distanced. Librarian will read students a book then students will be able to pick out a book for sign out. Once students sign out a book, they will go back to their classroom. The librarian will sanitize books upon their return each week. Students and teacher will wash their hands before reentering their classroom. Librarian will wash chairs with disinfectant solution after each K to 5 class. Librarian will wear a mask/shield when classes are visiting.

Grades 6 to 8 -The library will be open for students. A hand sanitization station will be set up prior to entering the library. This will be considered a common area and grades 3 to 8 students will wear a mask while visiting. Once students sign out a book, they will go back to their classroom. They will wash their hands before reentering their classroom. The librarian will sanitize books upon their return each week. Librarian will wear a mask/shield when classes are visiting.

<u>Makerspace</u> – The Makerspace may be used. There will be a sign out sheet on the door to use. The use of the Makerspace is limited to one class per day. The teacher and students who have used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.

<u>Music Room</u>- If more than one class is using the music room, the music teacher/students will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians/teachers/students will ensure that tables, chairs and high touch surfaces are properly sanitized using disinfectant solution.

<u>Science Lab/Art Room</u>- Science will be taught primarily in homeroom classes. When teachers wish to use the science lab/Art Room, teachers will need to book the science lab/Art Room through schedule. Schedule place in plastic paper protector. No more than three classes can book into the science lab on any single day. The science teacher will be required to sanitize using disinfectant solution any equipment used by the class prior to putting the equipment away. Custodians/teachers/students will ensure that tables, chairs and high touch surfaces are properly sanitized with disinfectant solution between classes.

<u>Computer Cart/Computers/IPADS</u>-Teachers will book the computer cart through a schedule on the side of the cart (Placed in a plastic protector that can be wiped down). Middle School students will be expected to wipe screens, keyboards, laptop backs and bottoms when finished using them. Students will be expected to plug computers into cart and place them neatly back on the cart. Custodians/teachers/students will ensure laptops, carts and high touch surfaces are properly sanitized with disinfectant solutions between uses and at the end of the day.

<u>Changing Rooms-</u> The use of changing rooms is acceptable during physical education class and all health and safety measures apply. Only grades 6 to 8 will change. The number of students in changing rooms at any one time will be reduced to 2 for each respective changing room. (Ex: 2 girls in girls changing room and 2 boys in boys changing room. Students must stay within their class groupings while using the changing room. Changing rooms will be cleaned and disinfected frequently (at least three times a day).

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all classrooms/work areas. Staff are expected to wear masks/shields in all common areas as well as when walking throughout the school and on duty inside and out.

All other people working outside of classrooms will be provided with disinfectant solution and cloths to sanitize items/areas, as necessary. Each floor/level will have a specific place where all disinfectant solutions will be stored for easy access for adults to gain. This includes all rooms where specific programming will take place.

<u>Resource Area</u> - Small group work will be limited to students who are in the same class. Between working with student(s) chairs, tables and any areas touched by the student(s) must be cleaned with disinfectant solution. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers. Materials will be cleaned.

<u>Guidance Area</u> – Small group work will be limited to students who are in the same class. Between each meeting with student(s) chairs, tables and any areas touched by the student(s) must be cleaned with disinfectant solution. Chairs/furniture in guidance area is to be kept to a minimum and must have surfaces that can be wiped and sanitized.

SLP (Speech Language Pathologist) – the SLP will be required to wear a mask/clear shield when working with a student. Individuals must answer COVID-19 health related questions upon entering and sign in upon arrival for safety measures and contact tracing. Individuals must answer the questions posted from the Department of Health and wash hands with soap and water in the staff washroom located in the orange hallway (lobby) before meeting with staff members and/or students or use hand sanitization stations. Each student must have their own set of materials to work with. Materials to be cleaned after each session. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant solution. The disinfectant solution will be provided by the school and mixed new each time the SLP is in the school. Operational Plan will be provided to SLP prior to working in our building.

<u>APSEA Employees</u> – the APSEA Worker will be required to wear a mask/clear shield and/or have a plexiglass barrier between themselves and the student when working with a student. Individuals must sign in upon arrival for safety measures and contact tracing. Individuals must answer the questions posted from the Department of Health and wash hands with soap and water in the staff washroom located in the orange hallway (lobby) before meeting with staff members and/or students or use hand sanitization stations. Each student must have their own set of materials to work with. Materials to be cleaned after each session. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant solution. The disinfectant solution will be provided by the school and mixed new each time the APSEA Worker is in the school. Operational Plan will be provided to individual from APSEA prior to working in our building.

District and other Agency meeting with Staff or Students (Ex: District personnel, Leads, ISD, etc.)– Masks will be required to enter the building and will be required for their entire stay at KVMS. Individuals must sign in upon arrival for safety measures and contact tracing. Individuals must answer the questions posted from the Department of Health and wash hands with soap and water in the staff washroom located in the orange hallway (lobby) before meeting with staff members and/or students or use hand sanitization stations. If able, Operational Plan will be provided to individuals prior to

visiting/working in our building. If unable, visiting professionals will be given an in-person orientation

the first time they enter the building during the 2020 – 2021 school year.

Risk Assessment

RISK ASSESSMENT:

The risk assessment within the school is as follows:

- Students will have interactions with their bubble as well as 1 5 adults while at school.
- Students will have interactions with others at a distance 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 and staff 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 and bathrooms will be cleaned and sanitized as per district guidelines.
- Students and school personnel will have access to hand sanitizing stations at school entrances and entrances to classrooms/learning areas.
- Supplies are available to school personnel for sanitizing items.
- Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, paper towel, waste baskets, etc.).
- Students and staff are required to bring a mask to school and wear in common areas around the building.
- Staff will be provided shields (to wear with their masks, if choose, however, masks mandatory in common areas) while in school and plexi-glass table shields may be required for classroom/desk areas when working with students in close proximities.

People showing signs of illness will be directed to the alternate learning room next to the Resource Room at the end of the hall. The individual who is sick will be given a mask to wear (if he/she does not have a mask). Staff with the student will also be required to wear a mask along with their shield 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 gymnastics mat with vinyl upholstery and a garbage can. Following the departure of the individual who is ill. Upon pick up, sick child will exit building from doors directly located at the bottom of the stairs from this room. Parent will meet the child at the front of the building. The custodian, while wearing the appropriate PPE (as provided by District), will disinfect the room, closing the door when finished.

Physical Distancing

PHYSICAL DISTANCING:

<u>Hallways-</u>Arrows/Signage (provided by District) will be added to indicate the direction for the side of the hallway. Arrows and stickers will be provided by the District.

Staffroom- Please use the upstairs learning lab room to eat in. Tables to be set up so that physical distancing is respected. No more than 5 people at a time in the upstairs learning lab staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom. The small staff room downstairs can only have 2 people in it at time due to space. Staff members may walk into this area to access their food and/or to go to the washroom risk by staff members. Use of Keurig machine will be permitted but <u>only single serve</u> coffee will be available (in either space). Please bring your own.

Use of the school dishes, glasses and cutlery will be permitted, but need to be washed in hot soapy water directly after using. <u>They are not permitted to sit in the sink as sinks will be reserved primarily for</u> <u>handwashing.</u> It would be advised that you bring what you need from home then take home to be thoroughly washed. Dishwashers will not be available as we do not have dishwashers. Please bring your own waterbottle. Microwaves and fridges will be available for use for staff only.

Educational Assistants are to place all belongings in the Resource Room at the back. They will have their own hook/cubby. Bags, etc. can be placed in a filing cabinet or back closet so out of site. They will no longer be able to place their belongings in the downstairs staff room.

<u>Office-</u> When entering the office please report to the main window. Permission <u>must</u> be given by the Administrative Assistant to enter the office area. There is to only be <u>1</u> additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk. Please stay in front of the plexi-glass located in the front of her desk. If going to the mailboxes for teachers, the same format will be followed for entering the office and there will be one person only in this room. They are to retrieve their mail and leave. Masks/shields will be worn in all common areas including the office area. Custodian will clean office, mailbox room and high touch surfaces according to District protocol.

<u>Staff Meetings</u>-will be held in the cafeteria. This area allows for appropriate physical distancing. They may also be held virtually.

<u>PLC's</u>- (small group/team meetings) will be held in a space where proper physical distancing can occur. Staff will clean their table, chair and high touch surface areas with disinfectant solution at the end of their meetings. Custodians will clean areas as per District guidelines.

<u>Hallways</u>. Students and staff will walk on the appropriate side of the hall when travelling in common areas. Arrows 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.

K - 2 students will access the gym and music room by using the stairs by the elevator that connect from their floor directly to the main floor by the playground doors. These students will access the playground by these stairs and that door as well.

3-5 students will access the gym and music room by using the stairs in the middle of the school. These students will access the playground in the usual format by using the stairs at the end of the grade 3 to 5 hallway.

6 – **8** students will access the gym and music room by walking through the middle level wing, up the ramp and to the appropriate space. Playground access will be down the stairs at the end of the wing and through the door directly onto the playground. First recess only they will exit the doors by the cafeteria as their playground will be at the front of the building in the gated grass area. Second recess middle level students will enter and exit through the main playground doors. (See Playground section).

Transition

TRANSITION:

TIME	CLASSES	WHAT?
7:40-7:55	Staggered arrivals of parents and buses. K-2-Walk around building and enter playground doors (appropriate physical distancing) (Masks highly recommended as it is a common area) KB/2B-Classrrom first and unpack KL/1H-Hooks first Homeroom teachers monitor then switch	Access lockers/coat hooks
	3-5-Walk around building and enter 3 to 5 doors (appropriate physical distancing) (Masks highly recommended as it is a common area) 1F/5M-Hooks first 2B/3/4B-Classroom first Homeroom teachers monitor then switch 3/4S Classroom and go to hooks once hallway clear	
	6 to 8-Enter through main doors. See procedure for entering. (Masks mandatory) 6/7-Section 1 6/7-Section 2 8-Section 3 Duty teacher will monitor the number of middle level students entering the building to ensure that appropriate physical distancing can occur. Students that need to wait to enter the building will line up	

	under the canopy alongside the	
	entrance towards the cafeteria	
	end of the building.	
8:00		Start of school day
9:50-10:00	K to 5 teachers allow a few	Start Morning Recess
	students at a time to go to	(Access lockers/coat racks)
	hook/cubby and get snack. Eat	Eat snacks in in homeroom
	snack inside.	before going outside/Get ready
		for recess inside
		classrooms/Line up inside
		classroom
9:55-10:05	6/7 P, 6/7S, 8M	Start Morning Recess
	(One class goes first, 2 nd class	(Access lockers/Get snacks/eat
	waits a minute or 2 then goes	snacks outside/wear masks in
	and 3 rd class waits a minute or	common areas/ One bubble
	two then goes to locker area)	class in lockers at a time stay in
		own locker sections/
10:00-10:20	K to 8	Recess in designated areas.
10.00-10.20	K to o	Marked with colored cone for
		class.
40.00		(See Appendix 1)
10:20	K to 5	Line up in bubble on colored
		shape. Return to class as per
		teacher direction and through
		appropriate doors.
10:20	6/7 P, 6/7S, 8M	line up in bubble at entrance of
		their 3 rd of field. Return to
		Lockers then Class. One class
		bubble in locker area in their
		section only at a time. Enter
		school after 1 st recess
		playground through doors by
		cafeteria. Students by class will
		have to line up on ramp and in
		lobby while waiting to get to
		locker area.
12:10-12:20	K to 2	Start Lunch
		(Access lockers/coat racks)
12:20-12:45	K to 2	Eat lunch in homeroom
12:20-12:45	Grades 3 to 8	Outside Noon Recess
		(Access lockers/coat racks)
12:45-1:10	K to 2	Outside Noon Recess
		Marked with colored cone for
		class.
		(Access lockers/coat racks)
	1	

12:45-1:10	Grades 3 to 8	Start Lunch
		(Access lockers/coat racks)
		Eat Lunch in classrooms/Clean
		area when finished
1:35-1:40	K to 2 only	Early Pick Up for K to 2 (by
		parent/guardian only and
		through front door where log
		can be filled out)
1:40-2:15	K to 2	Start Last Recess
2:15	K to 2	Prepare to Load Buses-Line up
		on colored shape. Dismissed by
		bubble class around building
		with duty adults to load buses
		(one lead and one at back)
2:10-2:20	3 to 5	Prepare to Load Buses
		inside/classroom. Exit though 3
		to 5 wing doors and walk
		through playground in bubble
		and load buses with physical
		distancing in place.
2:12-2:20	6 to 8	Prepare to Load Buses (One
		class bubble at a time at locker
		area in own section and leave
		through the front doors)
2:20-2:25		Buses Depart

Supervision:

Students will be supervised at a 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.

Each class will have a marked (colored shape), 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. Students/Staff are to wash hands after recess.

There will be a basket in the office with some equipment in it (Ex: Balls, plastic skipping ropes, items that can be sanitized) that can be used by an individual or bubble while on the playground. It will be signed out and this equipment will be sanitized when returned. (Middle level student could have this job- sign out/sign in/sanitize)

	Area
Playground Areas	1- Climbers and Small Basketball Court
Listed and Numbered (See	2- Red House and Basketball Court
attached map)	3-Swingset/Diggers/Three Ball Court
	4-Swing Set and grass area by Daycare area
	5-First Play Structure/Monkey Bars
	6- Far Play Structure

Kindergarten to Grade 2 Schedule (Recess/Noon/3rd Recess)

Week	Area/Classes	Area/Classes
September 1-4	1-KBrewer	4-1Foreman
	2-KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
September 7-11	1-2Bourgoin	4-1Hossack
	2-KBrewer	5-1Foreman
	3-KLong	6-2Brewer
September 14-18	1-2Brewer	4-KLong
	2-2Bourgoin	5-1Hossack
	3-KBrewer	6-1Foreman
September 21-25	1-1Foreman	4-KBrewer
	2-2Brewer	5-KLong
	3-2Bourgoin	6-1Hossack
September 28-October 2	1-1Hossack	4-2Bourgoin
-	2-1Foreman	5-KBrewer
	3-2Brewer	6-KLong
October 5-9	1-KLong	4-2Brewer
	2-1Hossack	5-2Bourgoin
	3-1Foreman	6-KBrewer
October 12-16	1-KBrewer	4-1Foreman
	2-KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
October 19-23	1-2Bourgoin	4-1Hossack
	2- KBrewer	5-1Foreman
	3- KLong	6-2Brewer
October 26-30	1-2Brewer	4- KLong
	2-2Bourgoin	5-1Hossack
	3- KBrewer	6-1Foreman
November 2-6	1-1Foreman	4- KBrewer
	2-2Brewer	5- KLong
	3-2Bourgoin	6-1Hossack
November 9-13	1-1Hossack	4-2Bourgoin
	2-1Foreman	5- KBrewer
	3-2Brewer	6- KLong
November 16-20	1- KLong	4-2Brewer

	2-1Hossack	5-2Bourgoin
	3-1Foreman	6- KBrewer
November 23-27	1- KBrewer	4-1Foreman
	2- KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
November 30-December 4	1-2Bourgoin	4-1Hossack
November 50-December 4	2- KBrewer	5-1Foreman
	3- KLong	6-2Brewer
December 7-11	1-2Brewer	4-KLong
December 7-11	2-2Bourgoin	5-1Hossack
	3- KBrewer	6-1Foreman
December 14-18		
December 14-18	1-1Foreman	4- KBrewer
	2-2Brewer	5- KLong
	3-2Bourgoin	6-1Hossack
December 21-January 4th	XMAS Break	No Schedule
January 4-8	1-1Hossack	4-2Bourgoin
	2-1Foreman	5- KBrewer
	3-2Brewer	6- KLong
January 11-15	1- KLong	4-2Brewer
	2-1Hossack	5-2Bourgoin
	3-1Foreman	6- KBrewer
January 18-22	1- KBrewer	4-1Foreman
	2- KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
January 25-29	1-2Bourgoin	4-1Hossack
	2- KBrewer	5-1Foreman
	3- KLong	6-2Brewer
February 1-5	1-2Brewer	4- KLong
	2-2Bourgoin	5-1Hossack
	3- KBrewer	6-1Foreman
February 8-12	1-1Foreman	4- KBrewer
	2-2Brewer	5- KLong
	3-2Bourgoin	6-1Hossack
February 15-19	1-1Hossack	4-2Bourgoin
	2-1Foreman	5- KBrewer
	3-2Brewer	6- KLong
February 22-26	1- KLong	4-2Brewer
	2-1Hossack	5-2Bourgoin
	3-1Foreman	6- KBrewer
March 1-5	MARCH BREAK	No Schedule
March 8-12	1- KBrewer	4-1Foreman
	2- KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
March 15-19		4-1Hossack
IVIALCII T2-TA	1-2Bourgoin	
	2- KBrewer	5-1Foreman
	3- KLong	6-2Brewer

March 22-26	1-2Brewer	4- KLong
	2-2Bourgoin	5-1Hossack
	3- KBrewer	6-1Foreman
March 25-April 2	1-1Foreman	4- KBrewer
	2-2Brewer	5- KLong
	3-2Bourgoin	6-1Hossack
April 5-9	1-1Hossack	4-2Bourgoin
April 5-5	2-1Foreman	5- KBrewer
	3-2Brewer	6- KLong
April 12-16	1- KLong	4-2Brewer
April 12-10	2-1Hossack	5-2Bourgoin
	3-1Foreman	6- KBrewer
Annii 10, 22		
April 19-23	1- KBrewer	4-1Foreman
	2- KLong	5-2Brewer
	3-1Hossack	6-2Bourgoin
April 26-30	1-2Bourgoin	4-1Hossack
	2- KBrewer	5-1Foreman
	3- KLong	6-2Brewer
May 3-7	1-2Brewer	4- KLong
	2-2Bourgoin	5-1Hossack
	3-KBrewer	6-1Foreman
May 10-14	1-1Foreman	4-KBrewer
	2-2Brewer	5- KLong
	3- 2Bourgoin	6-1Hossack
May 17-21	1-1Hossack	4- 2Bourgoin
	2-1Foreman	5-KBrewer
	3-2Brewer	6- KLong
May 24-28	1- KLong	4-2Brewer
	2-1Hossack	5- 2Bourgoin
	3-1Foreman	6-KBrewer
May 31-June 4	1-KBrewer	4-1Foreman
	2- KLong	5-2Brewer
	3-1Hossack	6- 2Bourgoin
June 7-11	1-2Bourgoin	4-1Hossack
	2-KBrewer	5-1Foreman
	3- KLong	6-2Brewer
June 14-18	1-2Brewer	4- KLong
	2-2Bourgoin	5-1Hossack
	3-KBrewer	6-1Foreman
June 21-25	1-1Foreman	4-KBrewer
	2-2Brewer	5- KLong
	3- 2Bourgoin	6-1Hossack

Grades 3 to 8 First Recess

Grade 3/4 Estey-Bourgoin	Area-7 Swings/Field area by	First recess only
	swings	
Grade 3/4 Scott	Area 8-Gazebo, single slide,	First recess only
	sandpit	
Grade 5 McPhee	Area 9-Field part A	First recess only
Grade 6/7 Parks	Area 9-Field part B	First recess only
Grade 6/7 Steeves	Area 9-Field part C	First recess only
Grade 8 Manzer	Grass area by gym wall/crushed	First recess only
	rock area	

Grades 3 to 8 Noon

	Area
Playground Areas	1-Small Basketball Court/Paved Area
Listed and Numbered (See	2-Larger Basketball Court
attached map)	6-Upper Grass Area/Monkey Bars/etc.
	(Please be aware that small colorful Play
	structure for elementary only.
	7- Swing Area in Field
	8- Gazebo/Slide/Sandpit/Gaga Ball Pit
	9-Field

Week	Area/Classes	Area/Classes
September 1-4	1-3/4 Estey-Bourgoin	7-6/7 Parks
	2-3/4 Scott	8-6/7 Steeves
	6-5 McPhee	9-8 Manzer
September 7-11	1-6/7 Parks	7-5 McPhee
	2-3/4 Estey-Bourgoin	8-6/7 Steeves
	6-3/4 Scott	9-8 Manzer
September 14-18	1-6/7 Steeves	7-3/4 Scott
	2-8 Manzer	8-5 McPhee
	6-3/4 Estey-Bourgoin	9-6/7 Parks
September 21-25	1-6/7 Parks	7-3/4 Estey-Bourgoin
	2-6/7 Steeves	8-3/4 Scott
	6-8 Manzer	9-5 McPhee
September 28-October 2	1-5 McPhee	7-8 Manzer
	2-6/7 Parks	8-3/4 Estey-Bourgoin
	6-6/7 Steeves	9-3/4 Scott
October 5-9	1-3/4 Scott	7-6/7 Steeves
	2-5 McPhee	8-8 Manzer
	6-6/7 Parks	9-3/4 Estey-Bourgoin

October 12-16	1-3/4 Estey-Bourgoin	7-6/7 Parks	
OCTOBET 12-10	2-3/4 Scott	8-6/7 Steeves	
	6-5 McPhee	9-8 Manzer	
October 19-23	1-8 Manzer	7-5 McPhee	
OCTOBET 19-23	2-3/4 Estey-Bourgoin	8-6/7 Parks	
	6-3/4 Scott	9-6/7 Steeves	
October 26-30		7-3/4 Scott	
October 28-30	1-6/7 Steeves 2-8 Manzer	8-5 McPhee	
		9-6/7 Parks	
November 2-6	6-3/4 Estey-Bourgoin 1-6/7 Parks	7-3/4 Estey-Bourgoin	
November 2-6	2-6/7 Steeves	8-3/4 Scott	
	6-8 Manzer	9-5 McPhee	
November 9-13	1-5 McPhee		
November 9-13		7-8 Manzer	
	2-6/7 Parks	8-3/4 Estey-Bourgoin 9-3/4 Scott	
Neversher 16, 20	6-6/7 Steeves		
November 16-20	1-3/4 Scott 2-5 McPhee	7-6/7Steeves 8-8 Manzer	
Nevember 22.27	6-6/7 Parks	9-3/4 Estey-Bourgoin	
November 23-27	1-3/4 Estey-Bourgoin	7-6/7 Parks	
	2-3/4 Scott	8-6/7 Steeves 9-8 Manzer	
Neuropekan 20 Desember 4	6-5 McPhee		
November 30-December 4	1-8 Manzer	7-5 McPhee	
	2-3/4 Estey-Bourgoin	8-6/7 Parks	
D	6-3/4 Scott	9-6/7 Steeves	
December 7-11	1-6/7 Steeves	7-3/4 Scott	
	2-8 Manzer	8-5 McPhee	
	6-3/4 Estey-Bourgoin	9-6/7 Parks	
December 14-18	1-6/7 Parks	7-3/4 Estey-Bourgoin	
	2-6/7 Steeves	8-3/4 Scott	
	6-8 Manzer	9-5 McPhee	
December 21-January 4th	XMAS Break	No Schedule	
<mark>December 21-January 4th</mark> January 4-8	XMAS Break 1-5 McPhee	No Schedule 7-8 Manzer	
	XMAS Break 1-5 McPhee 2-6/7 Parks	No Schedule 7-8 Manzer 8-3/4 Estey-Bourgoin	
January 4-8	XMAS Break 1-5 McPhee 2-6/7 Parks 6-6/7 Steeves	No Schedule 7-8 Manzer 8-3/4 Estey-Bourgoin 9-3/4 Scott	
	XMAS Break 1-5 McPhee 2-6/7 Parks 6-6/7 Steeves 1-3/4 Scott	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves	
January 4-8	XMAS Break 1-5 McPhee 2-6/7 Parks 6-6/7 Steeves 1-3/4 Scott 2-5 McPhee	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer	
January 4-8 January 11-15	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin	
January 4-8	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks	
January 4-8 January 11-15	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves	
January 4-8 January 11-15 January 18-22	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer	
January 4-8 January 11-15	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee1-8 Manzer	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer9-8 Manzer7-5 McPhee	
January 4-8 January 11-15 January 18-22	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee1-8 Manzer2-3/4 Estey-Bourgoin	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer7-5 McPhee8-6/7 Parks	
January 4-8 January 11-15 January 18-22 January 25-29	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee1-8 Manzer2-3/4 Estey-Bourgoin6-3/4 Scott	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer7-5 McPhee8-6/7 Parks9-6/7 Steeves	
January 4-8 January 11-15 January 18-22	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee1-8 Manzer2-3/4 Estey-Bourgoin6-3/4 Scott1-6/7 Steeves	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer9-8 Manzer7-5 McPhee8-6/7 Parks9-6/7 Steeves9-6/7 Steeves7-3/4 Scott	
January 4-8 January 11-15 January 18-22 January 25-29	XMAS Break1-5 McPhee2-6/7 Parks6-6/7 Steeves1-3/4 Scott2-5 McPhee6-6/7 Parks1-3/4 Estey-Bourgoin2-3/4 Scott6-5 McPhee1-8 Manzer2-3/4 Estey-Bourgoin6-3/4 Scott	No Schedule7-8 Manzer8-3/4 Estey-Bourgoin9-3/4 Scott7-6/7 Steeves8-8 Manzer9-3/4 Estey-Bourgoin7-6/7 Parks8-6/7 Steeves9-8 Manzer7-5 McPhee8-6/7 Parks9-6/7 Steeves	

February 8-12	1-6/7Parks	7-3/4 Estey-Bourgoin	
	2-6/7 Steeves	8-3/4 Scott	
	6-8 Manzer	9-5McPhee	
February 15-19	1-5 McPhee	7-8 Manzer	
	2-6/7 Parks	8-3/4 Estey-Bourgoin	
	6-6/7 Steeves	9-3/4 Scott	
February 22-26	1-3/4 Scott	7-6/7 Steeves	
	2-5 McPhee	8-8 Manzer	
	6-6/7 Parks	9-3/4 Estey-Bourgoin	
March 1-5	MARCH BREAK	No Schedule	
March 8-12	1-3/4 Estey-Bourgoin	7-6/7 Parks	
	2-3/4 Scott	8-6/7 Steeves	
	6-5 McPhee	9-8 Manzer	
March 15-19	1-8 Manzer	7-5 McPhee	
	2-3/4 Estey-Bourgoin	8-6/7 Parks	
	6-3/4 Scott		
March 22.20	•	9-6/7 Steeves	
March 22-26	1-6/7 Steeves	7-3/4 Scott	
	2-8 Manzer	8-5 McPhee	
	6-3/4 Estey-Bourgoin	9-6/7 Parks	
March 25-April 2	1-6/7 Parks	7-3/4 Estey-Bourgoin	
	2-6/7 Steeves	8-3/4 Scott	
	6-8 Manzer	9-5 McPhee	
April 5-9	1-5 McPhee	7-8 Manzer	
	2-6/7 Parks	8-3/4 Estey-Bourgoin	
	6-6/7 Steeves	9-3/4 Scott	
April 12-16	1-3/4 Scott	7-6/7 Steeves	
	2-5 McPhee	8-8 Manzer	
	6-6/7 Parks	9-3/4 Estey-Bourgoin	
April 19-23	1-3/4 Estey-Bourgoin	7-6/7Parks	
	2-3/4 Scott	8-6/7 Steeves	
	6-5 McPhee	9-8 Manzer	
April 26-30	1-8 Manzer	7-5 McPhee	
	2-3/4 Estey-Bourgoin	8-6/7 Parks	
	6-3/4 Scott	9-6/7 Steeves	
May 3-7	1-6/7 Steeves	7-3/4 Scott	
,	2-8 Manzer	8-5 McPhee	
	6-3/4 Estey-Bourgoin	9-6/7 Parks	
May 10-14	1-6/7 Parks	7-3/4 Estey-Bourgoin 8-3/4 Scott	
	2-6/7 Steeves		
	6-8 Manzer	9-5 McPhee	
May 17-21	1-5 McPhee	7-8 Manzer	
	2-6/7 Parks	8-3/4 Estey-Bourgoin	
	6-6/7 Steeves	9-3/4 Scott	
Nav 24 29			
May 24-28	1-3/4 Scott 2-5 McPhee		
		8-8 Manzer 9-3/4 Estey-Bourgoin	
	6-6/7 Parks	5-5/4 Estey-bourgoin	

May 31-June 4	1-3/4 Estey-Bourgoin	7-6/7 Parks	
	2-3/4 Scott	8-6/7 Steeves	
	6-5 McPhee	9-8 Manzer	
June 7-11	1-8 Manzer	7-5McPhee	
	2-3/4 Estey-Bourgoin	8-6/7 Parks	
	6-3/4 Scott	9-6/7 Steeves	
June 14-18	1-6/7 Steeves	7-3/4 Scott	
	2-8 Manzer	8-5 McPhee	
	6-3/4 Estey-Bourgoin	9-6/7 Parks	
June 21-25	1-6/7 Parks	7-3/4 Estey-Bourgoin	
	2-6/7 Steeves	8-3/4 Scott	
	6-8 Manzer	9-5 McPhee	

Students will eat lunch in their classrooms. Staff Members will supervise classes while they are eating. Classes will eat according to the schedule below.

At this juncture, the cafeteria will be closed for the school year and milk will not be available to students. Students must have water bottles as access to water bottle filling stations is available. Traditional water fountains are not available. If facilities are unable to get filling stations installed prior to school opening, portable water coolers will be installed to fill water bottles. It is strongly suggested that students have their names on their water bottles. These bottles will need to go home each day with the student to be thoroughly cleaned and returned the next day. 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 as there will no utensils supplied at the school.

Homeroom teachers will return to class to pick up students at the end of their eating time/noon recess and escort them to their lockers/hooks to store material and then take them/transition them to their next assigned area.

Breakfast baskets will be provided to classrooms with non-perishable food items in them when able. Please pack extra in student lunches as breakfast program will not look the same as in past year. Teachers will fill the baskets when needed and when food items are available.

Screening

SCREENING:

- Parents/caregivers will be given the attached document on symptoms of COVID 19. (Appendix 1)
- Passive screening is required for school personnel, students and others permitted in the school building prior to entry.
- Signage is required to be clearly visible at the entrances.
- Adults and students will not be required to have their temperature taken prior to entry but should instead check their temperature prior to leaving for school and practice self monitoring.
- Parents are responsible for reviewing the screening questions with their children prior to leaving for school and only sending their child to school when they are well and have met the criteria outlined in the survey.

https://www.worksafenb.ca/media/61042/notice-screening-for-covid-19.pdf

- Those who have two or more symptoms of COVID-19 must stay home and contact 811 to determine whether COVID-19 testing is required.
- If COVID-19 testing is required, individuals must follow Public Health advice for returning to school.
- If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional.
- If tested, Public Health will inform the individual or parent (when a student is involved) when isolation may be lifted. See the following website for information: <u>https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf</u>
- Note: Students or school personnel who have been identified by their primary health care provider as having asthma, seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.
- 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 as well as wear a mask.
- Students and staff members are to self-monitor throughout the day. If a student or staff member become ill, he/she are to report this to their direct supervisor and/or administration immediately. The student will immediately move to isolation. The staff member will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.
- People showing signs of illness will go to the alternate learning room next to the Resource Room. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the vicinity will be required to wear masks until the person has been picked up and the room has been cleaned and disinfected by the custodian. 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 mat with vinyl upholstery and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE (ex: community mask, disposable gloves, etc.), will disinfect the room, closing the door when finished.

Cleaning

CLEANING AND DISINFECTING PROCEDURES:

<u>Proper hand hygiene practiced.</u> 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.

Homeroom teachers in Kindergarten to grade 5 and all staff who work with students in areas outside of classrooms will pick up spray bottles with a disinfectant solution (approved and supplied by District) at the "cleaning station" when needed. All staff will return spray bottles to "cleaning station" when finished. In the required rooms at middle school level, as well as in areas like art, music, Office, Resource and Guidance, we will supply a "cleaning station" to be used by staff/students to clean personal items before or after class (between users). A cleaning station will consist of a paper towel dispenser with folded sheets of paper towel, and a bottle of disinfectant solution. The custodians will be responsible for checking the cleaning stations daily and restocking. Custodians will also let administration know when reordering is required.

If the cleaning solution available is a disinfecting solution, the Custodian or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate disinfecting solution.

Patty Yerxa, Head Custodian, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms:

Equipped with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.

- Grades K to 5-Primary Wing Washroom
- Grades 6-8-Middle Level Washrooms.
- Gender neutral washrooms which is the single Washroom (in lobby) and washroom at the end of the hall in 3 to 5 wing can be accessed by students if needed.
- Washrooms are as marked.
 - <u>K to 5</u>, teachers can do one of 2 things. 1.) There is time that it may warrant a bubble to go to the bathroom at once. It is highly recommended that students wear masks in this common area. 2.) Teachers to release students one at a time to use the washrooms. There is to be no more than 2 students in each of the large washrooms at one time if wearing masks. Only 1 person in washroom if unable to wear masks. <u>It is highly</u> recommended that students to be taught how to knock as well as look to see if there are 2 individuals in the washroom. If two students are in the washroom other students must wait in a line outside the washroom

until one person is completed and out of the washroom. Students must adhere to physical distancing in bathroom and in line waiting. Appropriate handwashing required. Posters will be posted.

- Grades 6 to 8, teachers are to release students one at a time to use the washrooms. There is to be no more than 2 students in each of the middle level washrooms at one time. Students are required to wear masks in this common area. Students to be taught how to knock as well as look to see if there are 2 individuals in the washroom. If two students are in the washroom other students must wait in a line outside the washroom until one person is completed and out of the washroom. Appropriate handwashing required. Posters will be posted.
- <u>Staff Washrooms</u>: (Orange Hallway going to the gym) No more than two staff members in respective bathroom at a time. Masks mandatory to be worn in all common areas, including washrooms. Physical distancing and appropriate handwashing required.
- 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 as per District protocol.
- 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 or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time.
- Hand-washing posters must be posted at each sink area throughout school.
- Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles from cleaning stations located throughout the building with a designated disinfectant solution and clean areas that they have worked in (Ex: Tables, chairs, technology, manips, etc.).
- This disinfectant solution is to be used to sanitize shared items each time the item is returned to the teacher.
- All staff will return spray bottles to cleaning stations after using.
- The Custodian or designate will clean/sanitize the disinfectant bottles and empty them daily, when required.
- Each class and entrance will be equipped with a hand sanitizing station.

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

<u>Ventilation</u>- 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.

Emergency Drills-All emergency drills will take place as normally planned. Emergency evacuation drills and lockdown drills will take place without physical distancing. Once the evacuation or lockdown drills are complete, physical distancing will recommence and will be maintained during the re-entry of the school. Masks should be worn for all emergency drills but not to the detriment of the response to the drill.

Personal Hygiene Etiquette

PERSONAL HYGIENE ETIQUETTE:

Use masks according to the Return to School document protocols.

- All students and school personnel are expected to bring a clean community mask to school with them every day.
- Community mask requirements will not apply to students or school personnel who have been advised by a medical professional to not wear one due to an underlying medical condition, such as asthma, etc. Appropriate documentation will be required and submitted to the principal.
- In some instances, face shields may also be worn as an additional measure. Please note, face shields are not the same as a community mask and do not offer the same protection. As such, if a shield is worn, a community mask must also be worn. School personnel will be provided with face shields, and it is a personal choice to wear one.
- Students or school personnel who become symptomatic throughout the school day will be required to wear a community mask until they leave the school building. Measures are in place to guide schools regarding individuals who become ill during the school day.

The following chart is the most current from the New Brunswick Return to School Document as outlined in the August 25, 2020 issue. This is subject to change as this is a working document.

Use of Community Masks and Physical Distancing for Students				
	In class grouping In common areas when class grouping is not protected	Community masks	Not required	
K-5		Physical distancing	Not required*	
N-0		Community masks	Encouraged	
		Physical distancing	Two metres	
6—8		Community masks	Not required	
	In class grouping	Physical distancing	Not required*	
	In common areas	Community masks	Required	
		Physical distancing	Two metres	

The following chart is the most current from the New Brunswick Return to School Document as outlined in the August 25, 2020 issue. This is subject to change as this is a working document.

Use of Co	Use of Community Masks and Physical Distancing for School Personnel					
Grades	Location	Measure	Class Grouping Teacher	High School and All Level Specialty and Teachers (Art, Phys. Ed., etc.)	Itinerant Teachers, Supply Teachers, Visiting Professionals	
	In class grouping	Community masks	Not required	If unable to physically distance one metre, community mask is required	If unable to physically distance two metres, community mask is required	
K8		Physical distancing	Not required	One metre	Two metres	
	In common areas	Community masks	Required	Required	Required	
		Physical distancing	Two metres	Two metres	Two metres	

Staff will teach students about appropriate hand and respiratory hygiene.

Custodians will ensure that washrooms are well stocked with liquid soap and paper towels as well as classrooms that have available sinks in them. If a problem with water occurs, administration is to be notified immediately and a call will be placed to the Facilities Repair line.

All classrooms and work areas will be provided with hand sanitizer. 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.

Staff will teach students about appropriate hand and respiratory hygiene. Lessons and/or review of this will be done as needed once appropriate hand and respiratory hygiene introduced, discussed, modeled and experienced.

Shared equipment and supplies should be cleaned and disinfected after each use by students or a member of school personnel other than custodians. This equipment includes computer lab equipment (keyboard, mouse, laptops, etc.), toys, gym and physical activity equipment, vocational equipment, music instruments, art supplies, science lab equipment, smartboard markers and other materials or items that students may communally use. If this is not possible, the material in question will not be made available for common use.

Objects that some learners may put in their mouth must be rinsed with potable water after they have been cleaned and disinfected.

Frequently touched, shared surfaces need to be cleaned and disinfected at least twice a day. These are surfaces that are typically touched multiple times a day by multiple people such as: Doorknobs and jams/frames, light switches in conference rooms, library chairs, tables/desks, fridge handles, stairwell railings, elevator buttons, public kiosk and reception areas, water fountain filling station buttons, pencil sharpeners and thermostats.

PROTECTIVE MEASURES

To ensure that members of vulnerable populations and students with complex needs are accommodated.

Additional supplies and safety precautions may be required when working with students beyond what is described in the Return to School: September 2020 plan. In most cases this equipment would already be in place pre-pandemic and part of a student's Personalized Learning Plan, Individualized Behaviour Support Plan and/or Health Support Plan (Policy 704 – Health Support Services). In the rare case that the required equipment is not already in a plan, the Education Support Services Team, in consultation with the Occupational Health and Safety Coordinators, will create a plan outlining the equipment needed, how this equipment will support the health and safety of the student and school personnel working with the student, and the proper use of the equipment.

PPE (personal protective equipment) such as nitrile gloves, face shields, plexi-glass barriers – will be provided for those situations that require it: Masks are the responsibility of the individual to provide.

A visitor log will be maintained at the office by the administrative assistant. All visiting professionals, I.T., Leads, District Office personnel, Facilities, Child and Youth, Supply teachers/EA's, SIW's, any parent, any visitor that comes through the main doors. All must wear a mask upon entry. Date, time in and out, name and phone number as well reason for attendance will be recorded. Will be able to access daily/weekly/monthly reports for regular staff and students through Power School and Aesop.

Use of non-medical "community" face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. See procedures above for how to manage.

The cafeteria will be closed for the 2020 – 2021 school year.

Supply Guest Teachers will wear a mask upon entering and in all areas of the building including in the bubble that they are teaching in. They must record where they were in the building for contact tracing purposes, if needed. They will also sanitize their hands upon entering and log into the visitor log.

Occupational Health and Safety

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 emailed information from HR.

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

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

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

All staff will gain access to these sites and read the documents on the beginning week of school for staff. Administration will 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 or sign a sheet indicating the training is complete. <u>https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/</u>

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

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

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.

Shields and nitrile gloves will be provided as required for staff. Staff are required to bring their own mask (disposable or cloth-must be new or clean each day). Portable plexi-glass barriers that sit on tables will be provided by District for staff members who require these.

Any staff not following policies and procedures will be retrained. Administration will be responsible for reviewing complete policy and plan. Expectations will be set moving forward. Documentation will occur. If staff continue to not follow policies and procedures the employee will be referred to the Human Resources at ASD-W.

Students choosing not to follow procedures and policies, will be first met with by the teacher and retaught expectations and procedures. Expectations will be set, documentation will occur. If students continue to choose not to comply with the expectations student will meet with Administrations and parent(s) will be notified. If the student absolutely refuses to comply and follow procedures and

expectations, then the student will be sent home until able to follow guidelines set forth in Operational plan.

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

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 often and when needed at the school level as this is a working document. All major updates to the Operational Plan will need to be submitted/resubmitted to the district for approval and knowledge.

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, District must then report it to WorkSafeNB.

OUTBREAK MANAGEMENT PLAN

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE:

Symptomatic Students and/or School Personnel

• Area designated to isolate school personnel or students who become symptomatic during the day while waiting to be picked up. Pick-up is to occur within an hour of notification. This is the expectation.

• Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic student should maintain two metres and wear a mask.

• If two-metre physical distancing cannot be maintained from the symptomatic student and if circumstances allow, the student must wear a community mask unless not tolerated and be separated from other students and school personnel until their parent arrives to pick them up.

• Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

• Hygiene and respiratory etiquette must be practiced while the symptomatic student/school personnel are waiting to be picked up.

Outbreak Management Process

- The Regional Medical Office of Health will contact the school or the school district if a positive case of COVID-19 is confirmed. The school principal must follow the orders of the Regional Public Health Office.
- 2. The school will communicate to the school population of a positive case of COVID-19 in a school and inform the school population that more information will be coming from the Regional Public Health Office.
- **3.** Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, ensure public health measures are in place, and lead any communication that is required.
- **4.** Communication to the school community will be guided by the Regional Medical Officer of Health, in collaboration with the school principal and superintendent.
- 5. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. Only a limited amount of school personnel, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19.
- **6.** Public Health Officers will contact those individuals who must self-monitor or self-isolate. Public Health Officers will decide if a class, classes, or the entire school population needs to be sent home to self-monitor or self-isolate. They will inform the school principal and the school district of the actions needed.
- 7. If exclusion/isolation is required, principals must ensure that measures are in place to inform parents and school personnel of the situation and of how important this control measure is with resources from Regional Public Health. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and school personnel cooperation is critical.

- **8.** Public Health Officers or Public Safety Officers will monitor anybody who has been ordered to self-isolate.
- 9. In the event a school is required to close due to an outbreak, the Regional Medical Officer of Health will give the directives in collaboration with the superintendent. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health. The superintendent is required to notify the Department of Education and Early Childhood Development.
- **10.** In the event a school, region or the province is in the red phase, students will not be permitted inside the school building. School personnel will continue to work in the school building unless the school has been closed to school personnel by Public Health. This means that school personnel are expected to report to school and continue offering education to students at a distance.
- **11.** Teaching and learning must not stop if students are sent home because of an outbreak. As part of their preparations for the upcoming school year, school personnel will have 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 or they may be ready to teach on-line, etc.
- **12.** Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the principal or the school district of when a class or a school (students and/or school personnel) can physically return to the school building.

Additional Considerations

ADDITIONAL CONSIDERATIONS e.g. Mental Health Support:

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

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make check in with K - 2 teachers on a weekly basis; the EST-R will make check in with Educational Assistants on a weekly basis; the Principal will check in with Grade 3 - 8 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. Child and Youth Services may also be employed.

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 <u>NACTATR Guide to School Re-Entry</u>. The ESST will read and review this document during regular ESS meetings. PL session with District and Kevin Cameron August 2020

Appendices

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.

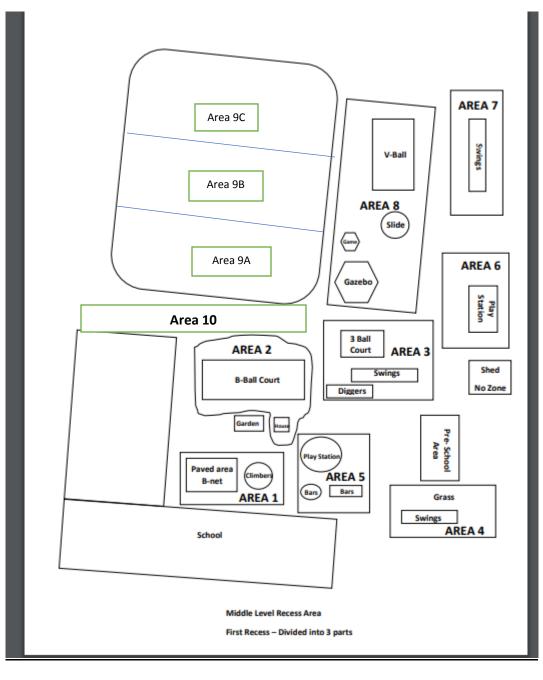
Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.

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

APPENDIX TWO:

Playground Map



APPENDIX THREE

<u>Websites</u>

Hand Sanitizer Poster https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf

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

Occupational Health and Safety https://ohsguide.worksafenb.ca/topic/rights.html https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/ https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/

For the latest information visit: <u>www.gnb.ca/coronavirus</u> <u>https://www.worksafenb.ca/media/61042/notice-screening-for-covid-19.pdf</u> <u>https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf</u>

Department of Education and Early Childhood Development (EECD) website: (Return to School 2020): (https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/ReturnSchool_Districts.pdf)

School website: https://secure1.nbed.nb.ca/sites/ASD-W/kvms/Pages/default.aspx

Appendix Four

<u>Cafeteria</u>

Cafeteria Operational Plan for Hot Lunch Program starting November 2020

- Food delivers will be delivered by Irving Grab & Go on Tuesday's and Bird's Convenience on Wednesday's.
- Food will be delivered at 12:10 pm.
- Food will be delivered to doors beside cafeteria (Across from garbage cans)
- A staff member (VP) will meet the delivery person at door and bring in all food items (Delivery person will not enter the school building)
- Food items will be placed on cleaned and disinfected cafeteria tables (separated according to food item).
- Beginning with kindergarten, students (adhering to social distancing protocol and wearing a mask) will be called by class bubble to the cafeteria to pick up their food for 12:20 lunch. They will sanitize as leave classroom and upon returning to classroom. All adults helping with the hot lunch program will wash/sanitize hands prior to beginning program.
- Once all students from one grade have picked up their food, students will take food items back to class where they will eat, and the next class will be sent down.
- Once program is finished tables will be cleaned/sanitized by staff members. Custodians will complete their regular cleaning and disinfecting procedures of the area.