

MEDUXNEKEAG CONSOLIDATED SCHOOL COVID OPERATIONAL PLAN

2020 – 2021

The Meduxnekeag Consolidated Covid Operational Plan was developed in consultation with the MCS Joint Health and Safety Committee and vetted through the MCS Parent School Support Committee. This collaborative process facilitates communication to all stakeholders as many people can speak to the specifics and provide clarity if needed.

To ensure communication and implementation fidelity, there will be a staggered entry to school as per the chart below:

Tuesday, September 8	Wednesday, September 9	Thursday, September 10	Friday, September 11
Half of all Ks Chala Mortensen Grade 1 Brittany McPhail Grade 1EFI Angela Wilson Grade 2 Amelie Theriault Grade 2EFI Erin LeCain Grade 3 Joanne McFarlane Grade 4 Lucy Green Grade 5 Kate LaFrance Grade 5EFI Erica Elliott Grade 6 Lori Bird Grade 8 Julie Kilcollins Grade 7EFI	Half of all Ks Danielle Kitchen Grade 1 Sarah Goodfellow Grade 1EFI Angelica Bell Grade 2 Laura Harrison Grade 3EFI Maren Antworth Grade 4 Jason Sterling Grade 5 Joanne Burt Grade 4EFI Kelli Chase Grade 6/7 Jill Clark Grade 7 Erin McLellan 6/7EFI Sarah Shaw Grade 8EFI	All Ks Sarah Atherton Grade 1 Vicki McLean Grade 2 Kristen Nicholson Grade 2EFI Kasie Schriver Grade 3 Julia Kennedy Grade 5EFI Katherine McKinley Grade 4EFI Karen Miller Grade 8 Will McKinley Grade 8EFI Amy Ketch 6EFI	All students

COMMUNICATIONS

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

School staff:

- Share with staff via email.
- MCS Staff Handbook updated to incorporate new expectations and protocols.
- MCS Staff Handbook distributed via email prior to the first day of work.
- Staff expected to review both documents prior to first day of work.
- Virtual meeting on Monday, August 31st to review both documents.
- Follow up meeting on Friday, September 4 for absent staff.
- Staff will sign acknowledgement of the Covid Operational Plan.
- Ongoing review of expectations each morning in Morning Message from Principal.
- Ongoing reminders in opening announcements each day from Vice-Principal.
- Ongoing review in virtual staff and Faculty meetings.
- One on one conversations when necessary.

Students:

- MCS Parent and Student Handbook updated to reflect new protocols and expectations.
- MCS Parent Handbook posted to website and distributed to homes via School Messenger.
- Teachers to review plan with students the first day of school.
- Parents/guardians and students will sign acknowledgement of Covid Operational Plan.
- Teachers to provide “practice” time for students on their first day.
- Ongoing review of new protocols in Lightning Express daily student video announcements.
- Ongoing teaching and review by teachers.
- One on one conversations when necessary.

Communicate operational strategies, provide orientation to visiting professionals:

- Share MCS Covid Operational Plan and the MCS Staff Handbook via email to professionals who visit MCS with high frequency.
- Review the plan and corresponding MCS Staff Handbook during virtual casual employee and visiting professional orientation meeting.
- New visitors will receive the documents via email prior to their visit.
- All visiting professionals will have face to face orientation the first time they enter the school and be provided a summary procedure page.
- Visitors will sign acknowledgement of Covid Operational Plan.
- Have one on one conversations, as necessary.

Communicate operational strategies to parent/caregiver and school community:

- Create YouTube channel for the distribution of MCS Back to School video series.
- Create a series of short information clips to share with parent and community stakeholders.
- Inform parents of their child’s homeroom placement via email and phone message, including a letter with staggered start date and a summary of important back to school information.
- Update the MCS Parent and Student Handbook to reflect new expectations and protocols.
- Post the MCS Covid Operational Plan and the updated handbook to the school website.
- Share the MCS Covid Operational Plan and the handbook via School Messenger.
- Provide ongoing reminders of new expectations and protocols in monthly newsletters, weekly talk mails and social media posts (MCS Home and School Face Book page)
- Provide direct access via email to the Principal (crista.sprague@nbed.nb.ca) for questions and feedback or call 325 4434 to leave a message for a returned response.

BUILDING ACCESS

To avoid bottlenecks, students will use assigned doors to enter and exit the building at the start and end of day.

All homerooms will use a designated entrance and exit as per the chart below.

Entrance A After-Hours Door	Entrance B Main Door	Entrance C Door closest to playground	Entrance D Door off the playground
Lucy Green 5 Julia Kennedy 5EFI Jason Sterling 5 Laura Harrison 3EFI Kasie Schriver 3 Erin LeCain 3 Joanne MacFarlane 4 Maren Antworth 4 Joanne Burt 4EFI Katherine McKinley 4EFI Kate LaFrance 5EFI	Julie Acott K Terri Fleming K Katie Thomas K/1 Sarah Atherton 1 Danielle Kitchen/Sara Dukeshire 1 Chala Mortensen 1 Leah Sheen K Mary Ivey K	Erica Elliott 6 Kelli Chase 6/7 Karen Miller 8 Lori Bird 8 Jill Clark 7 Julie Kilcollins 7EFI Erin McLellan 6/7EFI Amy Ketch 6EFI Sarah Shaw 8EFI Will McKinley 8EFI	Angela Wilson 2 Angelica Bell 2 Vicki McLean 2 Brittany McPhail 1EFI Sarah Goodfellow 1EFI Amelie Theriault 2EFI Kristen Nicholson 2EFI

Prevention of public from freely accessing the operation school:

- All doors to the building, except for the doors to the entry vestibule, will be locked from 8:30 a.m. to 2:45 p.m.
- Parents/caregivers are not to enter the building without an appointment.
- **On a child's first day of school ONLY, one (1) parent/caregiver will be permitted to enter the building with their child through their designated entrance. All adults entering the building must wear a community mask and maintain social distancing as per current Public Health guidelines. The number of people entering the building will be monitored and limited to 10 community adults per hallway pod to ensure that appropriate physical distancing can occur. (Staggered Staff entry to school from Tuesday-Thursday will help with available parking spaces and reduce traffic flow)**
- Early pick up from school is discouraged.
- Parents picking students up prior to the 2:45 p.m., must stand at the Main Entrance of the building in visual range of the administrative assistants. The parent/caregiver will be asked to call the main school line (325 4434) to indicate that they have arrived and want

the student to exit the building. (Parents/caregivers without a cell phone will be asked to ring the office bell inside the front vestibule of the school. The administrative assistant will ask for identification, and once verified, the student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

- Students who arrive at school after 8:30 a.m. will use the MAIN ENTRANCE and will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late.

Procedures to reduce congestion and follow physical distancing requirements during the school start and dismissal times:

- Parents are asked to ensure that students arrive between 7:45 a.m. and 8:25 a.m.
- All students (K-8), staff and visitors will wear a mask to enter the school building.
- Students will enter the school via their designated entrance (see chart above) and go directly to their classroom. They will quickly unpack and hang their belongings in their coat racks/lockers and move into their classroom to sanitize/wash their hands. Hallway supervisors will ensure that students remain in their bubble classroom.
- Supervisors will also monitor the movement of students to the Breakfast Program; ensuring that masks are worn, and that hallway traffic is kept to a minimum.
- Students will prepare to depart at the end of the day, by gathering their materials at lockers and coat racks under teacher supervision in a staggered manner, (a few students at a time), ensuring that the hallway is not congested.
- Students will return to their classroom and wait inside their classroom for the announcement to exit.
- Student bubbles will be asked to exit the building in a staggered fashion to allow room for social distancing.
- Student bubbles will exit the building, wearing a mask, via their designated door once an announcement is made.
- Supervisors will ensure that social distancing is maintained between student bubbles and that students get safely to their bus or family member.
- Family members picking up students will wait for students OUTSIDE at their designated exits, wearing a mask and maintaining social distance from other parents.

Procedures to provide COVID controls for teaching areas:

Classrooms:

- Hand washing/sanitizing stations with signage, will be provided in all classrooms and work areas.

- Staff are encouraged to maintain a 1 m distance between themselves and students.
- Staff moving between bubble classes will maintain a 1m distance between themselves and students.
- The number of staff moving from classroom bubble to classroom bubble will be minimized.
- Students will, for the most part, remain in homeroom classrooms and teachers will move from class to class. (Carts will be provided for teachers as needed.)
- Sharing of items will be minimized and determined by what is reasonable, given the age and developmental phase of students. (As with daycares, classroom bubbles do not need masks or to social distance from each other. They can share materials, especially paper materials)
- Equipment shared between classroom bubbles will be disinfected between uses.
- 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. Teachers will carry a walkie-talkie if outside with students)
- For times when individual students must leave the room, they will wash their hands when they return.

Library:

- The library will be open to classroom bubbles and students will visit the library for a story and will be able to sign out selected books.
- The librarian will sanitize books upon their return.
- The librarian will disinfect tabletops between class visits.
- Students will need to wash/sanitize their hands before entering the library and after leaving the library.

MSTE/Computer Lab:

- Teachers will need to book the MSTE/computer lab through the MCS Onsite. Classes can be in the lab for a maximum of one period.
- Middle school students will be expected to wipe screens, keyboards, equipment, chairs, and tables prior to leaving.
- The exiting teacher will be responsible to ensure that students clean screens, keyboards, equipment, kitchen area, tables, chairs, and that high touch surfaces are properly disinfected before leaving the lab.
- Students will need to wash/sanitize their hands before entering the lab and after leaving the MSTE/computer lab.

Gyms:

- Classroom bubbles will visit the gym for physical education classes.
- Phys.Ed teachers are strongly encouraged to instruct outside whenever possible.

- Equipment will be disinfected between uses; students and teacher will be responsible for disinfecting equipment and shared surfaces before exiting the gym or outside teaching area.
- The dividing gym curtain will separate classroom bubbles when necessary.
- The changing rooms are not to be used during the 2020 – 2021 school year. These rooms will remain locked throughout the school year.
- Students will need to wash/sanitize their hands before entering the gym and after leaving the gym.

Provide COVID controls for staff working outside of the classroom:

Note: Hand washing/ sanitizing stations with signage will be provided in all work areas.

Main Office:

- Doors will remain closed.
- Limit of one (1) additional person in main office for a total of six (6).
- Administrative Assistance will have glass or plexiglass to protect them from others.
- Additional staff entering, will wear a community mask and maintain a 2m social distance.
- Students are not permitted to enter the Main Office to use the equipment/phone.

Work Room:

- Doors will remain closed.
- Limit of four (4) staff.
- Staff must disinfect the computer screen, keyboard, mouse, table and chair after use.
- Staff must wear a mask and practice 2m of social distancing.
- Students are not permitted to enter the Work Room.

Staff Room:

- Doors will remain closed.
- Limit of nine (9) staff at lunch tables, couch/chair area.
- Staff will wear a mask if 2m distancing is not guaranteed.
- Visiting professionals will wear their mask, even if 2m distancing is possible.
- Staff will disinfect their sitting/eating space after use.
- Limit of two (2) people in kitchen area.
- Refrigerators and microwaves can be used.
- Dishwasher is not to be used.
- Staff must bring all utensils, dishes, etc. with them and take them home.
- Sink will be kept clear of dishes.

Guidance Area Offices and Therapy Rooms:

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

Seminar Room:

- Doors will remain closed.
- Limit of ten (10) people.
- People need to wear a mask and practice 2m social distancing.
- Tables and other surfaces will be disinfected by custodian after being used for meetings attended by external parties.
- Tables and other surfaces will be disinfected by exiting staff after internal use.
- If used by students, the students need to be from the same bubble classroom.

Wiggle Hall and Sensory Wall:

- These areas are closed for activities.

Office C129:

- Doors to remain closed.
- Limit of three (3) staff with 2m social distancing.
- Masks will be worn by staff not in that office “bubble”.
- Students are not permitted in this workspace.

Resource Areas (C119, Middle School Therapy Room and all pod workspaces):

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

Office C229:

- Doors to remain closed.
- Limit of three (3) staff with 2m social distancing.
- Students are not permitted in this workspace.
- Masks will be worn by staff not in that “office” bubble.

Office B114 and Special Needs Washroom:

- Limit of four (4) people.
- Staff will wear masks if not in that office “bubble”
- Small group work will be limited to students who are in the same class.
- Between each meeting with students, chairs, tables, equipment, and any areas touched by the student(s) must be disinfected by staff.
- Chairs/furniture is to be kept to a minimum.
- Staff will have access to PPE as needed.
- 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.

Custodial Closets/Rooms and Recycle/Storage/Facility Rooms as well as Community School Coordinator Office:

- Maximum occupancy has been determined and appropriate signage in place.
- Doors to remained closed when not in use.
- Masks worn by staff not in the same bubble while respecting the maximum occupancy limits.

Speech Language:

- The SLP will be required to wear a clear shield when working with a student.
- Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
- Between students, chairs, tables, and any areas touched by the student must be disinfected by the SLP.

APSEA:

- The APSEA Worker will be required to wear a clear shield when working with a student.
- Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
- Between students, chairs, tables, and any areas touched by the student must be disinfected by the APSEA worker.

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

- The CYT member will be required to wear a clear shield when working with a student.
- Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
- Between students, chairs, tables, and any areas touched by the student must be disinfected by the CYT member.

District Personnel meeting with MCS Staff:

- Masks will be required as well as 2m of social distancing.

RISK ASSESSMENT

Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:

The risk assessment within the school is as follows:

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

Mitigating factors to address the risks are as follows:

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

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

- People showing signs of illness will go to the medical room next to the Main Office.
- The medical room will be separated from the work room by a barrier.
- 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 and work room will be required to wear masks until the person has been picked up and the room has been sanitized.
- The individual will be monitored.
- The furniture in the room will contain a chair and a garbage can.
- Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room.

PHYSICAL DISTANCING

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

- Community masks are required in all common areas.
- Staff must maintain 2m of social distancing from each other and 1m from students.
- Staff are encouraged to communicate with parents virtually.
- All face to face meetings will be scheduled in advance and social distancing will be required.
- The school building will remain locked to visitors. The Administrative Assistants will determine entry.

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

- Cafeteria tables will be placed 3m apart from each other.
- Minimum furniture in all common areas.
- Chairs will be removed from Main Office area.

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

Hallways:

- Arrows will be added to indicate the direction for the side of the hallway to use.
- Staff will be directed not to touch the walls.
- Students will be taught and directed not to touch the walls.
- Staff and students will practice “stay to the right” when walking in the hallways.
- Staff and students will not stop to talk/congregate in the hallways.
- Teachers and other supervisors will be responsible for ensuring that hallway traffic/congestion is minimized.
- Physical distancing circles will be added to the floors outside of rooms with limited access.

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

- Teachers will have access to plexiglass desk shields and face shields.
- The Administrative Assistants will have plexiglass barriers for their workspace.
- Gym classes will be separated by a heavy curtain when necessary.

Establish protocols to ensure people do not congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)

- Occupancy limits are placed on common areas with corresponding signage.
- Large (generally, more than 10) staff meetings will be virtual.
- Teaching staff will arrive no earlier than 6:00 a.m. All other staff will arrive no earlier than 15 minutes prior to their designated start. All staff are required to use the entrance closest to their designated work area.
- Non-teaching staff (except for custodians) will exit the building no later than 15 minutes after their designated end of day.
- Teachers will leave the building no later than 5:30 p.m. on Monday, Wednesday, and Friday.
- Teachers can have access to the building until 8:00 p.m. on Tuesday and Thursday.

Staff Room:

- Doors will remain closed.
- Limit of nine (9) staff at lunch tables, couch/chair area.
- Staff will wear a mask if 2m distancing is not guaranteed.
- Visiting professionals will wear their mask, even if 2m distancing is possible.
- Staff will disinfect their sitting/eating space after use.
- Limit of two (2) people in kitchen area.
- Refrigerators and microwaves can be used.
- Dishwasher is not to be used.
- Staff must bring all utensils, dishes, etc. with them and take them home.
- Sink will be kept clear of dishes.

Office:

- Doors will remain closed.
- Limit of one (1) additional person in main office for a total of six (6).
- Administrative Assistance will have glass or plexiglass to protect them from others.
- Additional staff entering, will wear a community mask.
- Students are not permitted to enter the Main Office to use the equipment/phone.

Work Room:

- Doors will remain closed.
- Limit of four (4) staff.
- Staff must disinfect the computer screen, keyboard, mouse, table, and chair after use.
- Staff must wear a mask and practice 2m of social distancing.
- Students are not permitted to enter the Work Room.

Custodial Closets/Rooms and Recycle/Storage/Facility Rooms as well as Community School Coordinator Office:

- Maximum occupancy has been determined and appropriate signage in place.
- Doors to remained closed when not in use.
- Masks worn by staff not in the same bubble while respecting the maximum occupancy limits.

Evaluate options to reduce those required onsite: Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.):

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

TRANSITION

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

- Students remain in the homeroom bubbles for most of the day.
- All staff and students will wear masks while in the hallways/stairwells.
- Teachers will move students through the hallways/stairwells quickly, staying to the far right.
- Teachers will add hand washing/sanitizing, transition time/readiness to their instructional planning.
- Staff will adhere to the schedule for recess and noon hour student movement.

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.
- Students not outside, will play inside their classroom bubble under the supervision of a hallway/pod supervisor.

- 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.
- Playground areas will be identified by colour. Signage will be at each station.
- Each classroom bubble will be identified by a portable banner with their classroom teacher’s grade and name. The banner will be hung on the playground area designated for their use. See Playground Rotation Chart below.
- Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses.
- Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.
- Each class will be provided with a set of equipment that can be used by members of that class while on the playground.

<p>LIGHT BLUE</p> <p>BROWN</p> <p>BLACK</p> <p>DARK GREEN</p> <p>Large Soccer Field</p> <p>ORANGE</p> <p>LIGHT GREEN</p> <p>RED</p> <p>PURPLE</p>	<p>Small Soccer Field</p>
<p>PLAYGROUND BASKETBALL AND COURTYARD</p> <p>PINK</p>	<p>PLAYGROUND SWINGS</p>
<p>PLAYGROUND EQUIPMENT</p> <p>YELLOW</p>	<p>DARK BLUE</p>

Provide time for food preparation and mealtimes:

- Chartwell’s Food Service will manage the cafeteria food preparation according to their guidelines for the 2020-2021 school year.
- Students must have water bottles to access to water bottle filling stations. It is strongly suggested that students have their names on their water bottles
- Microwaves will not be available to students.
- Students bringing their lunch must have appropriate utensils and napkins. These will not be provided by Chartwell’s or the school.

- Food will be pre-ordered (on-line by parents or by students telling the teacher in the morning) and delivered to classroom or assigned cafeteria table (with napkin, utensils, and condiments) by Chartwell's staff.
- Students will be able to eat in the cafeteria at their designated tables.
- Students will sit with their classroom bubble in the cafeteria at their table which will be 3m apart from the next classroom bubble.
- Students may enter the kitchen area for miscellaneous items by permission from a supervisor who will monitor the line-up.
- Floor stickers for the kitchen line-up will indicate appropriate social distancing spacing.

Breakfast Program:

- The Breakfast Program is under the direction of JoAnn Boone, Community Schools Coordinator.
- The Breakfast Program will begin at 7:45 a.m. and end at 8:25 a.m.
- Students will be assigned seating according to their classroom bubble.
- Hallway supervisors and Homeroom Teachers will monitor the movement of students to and from the Breakfast Program.
- Students will pick up their breakfast by lining up on the social distancing floor stickers.
- Staff and volunteers, who have been screened for COVID 19, run the Breakfast Program.

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

- School layout guides will be developed as needed.

SCREENING

Outline how passive screening requirements are being met and communicated:

- Staff will be self-screening each day as per the MCS Staff Handbook expectations and will not report to work if symptomatic.
- Parents/caregivers will be given the attached document on symptoms of COVID 19.
- Parents/caregivers will be asked to take their child's temperature prior to the child leaving for school.
- Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home.
- Parents will have a plan to pick up their child if the child falls ill while at school.

- As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing.
- Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.
- Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

Ensure that the staff understands and implements its screening process:

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

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

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

Students and staff must self-monitor throughout the day:

- Students and staff members are to self-monitor throughout the day.
- If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately.
- Students will immediately move to isolation.
- Staff members will leave immediately.
- Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given:

- People showing signs of illness will go to the medical room next to the Main Office.
- The medical room will be separated from the work room by a barrier.
- 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 and work room will be required to wear masks until the person has been picked up and the room has been sanitized.
- The individual will be monitored.
- The furniture in the room will contain a chair and a garbage can.
- Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room.

CLEANING AND DISINFECTING PROCEDURES

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

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

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

- All work areas (pods, offices, classrooms, gyms, labs, etc.) will be equipped with spray bottles filled with sanitizing solution and a cleaning cloth.
- Cloths will be washed daily in an appropriate bleach solution and dried for reuse.
- The custodian for each area will have the responsibility to ensure that cloths and spray bottles are filled and cleaned daily.
- Hand soap and sanitizer and paper towels for classrooms and work areas will be refilled daily by the custodian assigned that area.

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

- The Custodian II will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms:

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

- All washrooms will be gender neutral.
- Students need to use the washroom in their wing/pod if possible.
- Only one student may be in a washroom at a time.
- A bubble classroom can use the washroom together.
- Students will use a verbal check to ask if the washroom is occupied.
- Stop and wait floor stickers will be outside each washroom.
- Staff are to monitor students leaving the class for the washroom.
- Frequent washroom breaks are strongly discouraged unless medically necessary. (Students will need to provide a medical note)
- All washrooms will have liquid soap dispensers and hand dryers.
- Soap, and toilet paper will be checked as per district protocols throughout the day.
- Washrooms will be cleaned three times per day.

Foot-operated door openers may be practical in some locations:

- Not applicable

Hand-washing posters must be posted:

- Additional hand-washing posters will be printed, laminated, and posted.
- All bathrooms will have a handwashing poster posted beside every sink.

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

- All washrooms will be limited to one person at a time.
- Staff will ensure that only one student is excused to use the washroom at a time during class time.
- Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.
- Staff members on supervision (outside or inside) will need to ensure that they only permit one student to go to the washroom at a time.

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

- All work areas (pods, offices, classrooms, gyms, labs, etc.) will be equipped with spray bottles filled with sanitizing solution and a cleaning cloth.
- Cloths will be washed daily in an appropriate bleach solution and dried for reuse.
- The custodian for each area will have the responsibility to ensure that cloths and spray bottles are filled and cleaned daily.
- Hand soap and sanitizer and paper towels for classrooms and work areas will be refilled daily by the custodian assigned that area.

Since physical barriers are not always possible, encourage proper hand hygiene before and after handling objects or touching surfaces:

- Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.
- Signage to encourage proper hand washing/sanitizing will be in every workspace.

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

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

Since physical barriers are not always possible, for ventilation, consult the *Return to School* document.

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

PERSONAL HYGIENE ETIQUETTE

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

- Students and staff will always be required to have a community mask with them.
- Students and staff are required to wear a mask to enter the building, in all common areas and hallways.

- Students in grades 6 – 8 will be required to wear masks when on a bus.
- Staff and students are not required to wear a mask while in their classroom bubble.
- Masks should be stored in a paper bag, NOT in a plastic bag.
- It is encouraged that staff and students pin their mask to their person in some manner.
- The school will have extra disposable masks on hand.

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.
- Until the water is fixed, hand sanitizer will be used.

Provide minimum 70% alcohol-based hand sanitizer:

- Alcohol-based hand sanitizers with a minimum 70% alcohol that have been approved by Health Canada may be used if there is no access to soap and water, and if their hands are not visibly soiled. Non-alcohol-based hand sanitizer is being provided for use in schools and complies with Public Health standards. Younger students are to be supervised when using all sanitizers.
- All classrooms and work areas, (without a sink for handwashing) will be provided with hand sanitizer that contains a minimum of 70% alcohol.
- Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area.
- Additional hand sanitizer can be obtained through custodial staff.
- The custodian for each area will replenish supplies each evening.

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.):

- Teachers will ensure that classroom materials are sanitized as is appropriate.
- Sanitizing solution and cloths will be available to staff to ensure this is done.
- Specific rooms will be cleaned as indicated earlier in this document.
- All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

PROTECTIVE MEASURES

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

- Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students.
- Therapy rooms and work areas will be equipped with PPE (face shield, masks, hand protection, eye protection, etc.) and desk shields as needed.

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school:

- A visitor log will be maintained by the administrative assistant.
- The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.
- Staff working with students will maintain a washroom log.

Additional Protection

Use non-medical “community” face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols:

- See isolation procedures above.

Considerations for school licensed under Food Premises Regulations:

- Principal will collaborate with Chartwell’s supervisor on the implementation of this plan.

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Act and Regulation Requirements:

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

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

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

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

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

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

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

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

- Staff will be asked to confirm that they have read the information at the site below.
<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

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

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

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

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

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

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

Make available appropriate personal protective equipment for the school setting:

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

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

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

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

- When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)
- Staff are advised to read information on the following website:
<https://ohsguide.worksafenb.ca/topic/fixe.html>

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

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

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

- This will be added to the MCS Staff Handbook and reviewed on the first day of work.

Schools must engage the district from the beginning:

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

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

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

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

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

ADDITIONAL CONSIDERATIONS

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

- Staff will be made aware of contact information for EAP and Teacher Counselling.
- The Vice-Principals will connect with grades K – 2 and grades 6-8 teachers on a weekly basis
- The EST-R will connect Educational Assistants and Woodstock First Nation Academic Support Staff on a weekly basis.
- The EST-G will connect with School Intervention Worker on a weekly basis.
- The Principal will connect Grade 3 – 5 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.
- Students will be provided individual and/or group support by EST-G.
- Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional, or physical health.

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

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

Safety

During the time of safety drills or real occurrences (fire evacuation, lock down, etc.,) the protocols in this document will become secondary or invalid to ensure immediate physical safety for staff and students.

If the need for Non-violent Crisis Intervention arises, the protocols in this document will become secondary or invalid to ensure immediate physical safety for staff and students.

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

Physical Distancing				Mask use
Who	From other Adults	From children in your class	From children outside your class	
Teacher 	From other Adults 2 meters always! 	From children in your class K-8...no physical distancing required 9-12 – 1 meter required 	From children outside your class 1 meter 	<ul style="list-style-type: none"> Teachers must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room. <ul style="list-style-type: none"> Teachers are expected to wear their community mask in the staff room if 2m cannot be guaranteed. K-12: Teachers must wear a community mask if working directly with a child from outside their class (K-8) and cannot ensure 1m PD. <ul style="list-style-type: none"> Use of a physical barrier when working within 1m would remove the <i>requirement</i> of wearing a mask
Educational Assistant 	2 meters always! 	K-8 - No Physical Distancing required with a student you spend the majority of time with. Any other student you work with will be considered outside your 'class'. 9-12 – 1 meter from all students 	1 meter 	

				<ul style="list-style-type: none"> • 9-12: EAs working in highschools are expected to wear a community mask with all students they work with if 1m PD cannot be maintained. <ul style="list-style-type: none"> ○ Use of a physical barrier when working within 1m would remove the <i>requirement</i> of wearing a mask
<p>School Administration</p> 	<p>2 meters Always!</p> 	<p>(In schools where principals teach)</p> <p>K-8 - no Physical Distancing required</p>  <p>9-12 – 1 meter</p>	<p>2 meters</p> 	<ul style="list-style-type: none"> • School principals and office staff must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include private office space or staff rooms. <ul style="list-style-type: none"> ○ Office staff are expected to wear their community mask at their desk unless a physical barrier is in place or in a staff room if 2m cannot be guaranteed • Principals meeting with students must wear a community mask if working directly with a child and cannot ensure 1m PD. <ul style="list-style-type: none"> ○ Use of a physical barrier when working within 1m would remove the <i>requirement</i> of wearing a mask when meeting with a student <ul style="list-style-type: none"> ▪ Or when meeting within 2m of a parent or staff member.
<p>Specialty Teacher within School</p> 	<p>2m Always!</p> 	<p>K-8 no PD required (if they have their own class)</p> <p>9-12 – 1 meter</p> 	<p>1 meter</p> 	<ul style="list-style-type: none"> • Specialty teachers such as music, art or gym that interact with different classes but remain in one school must wear a community mask at all times in common areas. Even when PD can be maintained. Common areas do not include your classroom or staff room.

				<ul style="list-style-type: none"> ○ Specialty teachers are expected to wear their community mask in the staff room if 2m cannot be guaranteed. ● K-12: Specialty teachers must wear a community mask if working directly with a child from outside their class (K-8) and cannot ensure 1m PD. <ul style="list-style-type: none"> ○ Use of a physical barrier when working within 1m would remove the requirement of wearing a mask
Custodian 	2 meters Always! 	2 meters from all children 		<ul style="list-style-type: none"> ● Custodians must wear a community mask in common areas during regular work hours if PD cannot be guaranteed. Common areas do not include your staff room. <ul style="list-style-type: none"> ○ Custodians are expected to wear their community mask in the staff room if 2m cannot be guaranteed.
Cafeteria worker/volunteer 	2 meters Always! 	2 meters from all children 		<ul style="list-style-type: none"> ● Cafeteria workers & Volunteers must wear a community mask in the kitchen unless PD can be guaranteed, in common areas of the school (to and from cafeteria), and when serving food or collecting money. ● Use of a physical barriers may be employed depending on location.
Visiting professional 	2 meters Always! 	2 meters from all children 		<ul style="list-style-type: none"> ● Visiting professional must wear a community mask at all times in common areas. Even when PD can be maintained. THIS INCLUDES STAFF ROOM. ● Upon arrival in meeting room, community mask can be removed ONLY IF: <ul style="list-style-type: none"> ○ PD of 2m can be guaranteed

	<p>Supply Teacher</p> 	<p>2 meters Always!</p> 	<ul style="list-style-type: none"> ○ A physical barrier is employed between visiting professional and student.
<p>Supply Teacher</p> 	<p>2 meters Always!</p> 	<p>2 meters from all children</p> 	<ul style="list-style-type: none"> • Supply teachers must wear a community mask at all times in common areas. Even when PD can be maintained. THIS INCLUDES STAFF ROOM. • Upon arrival to class, community mask can be removed ONLY IF: <ul style="list-style-type: none"> ○ PD of 2m can be guaranteed ○ A physical barrier is employed between substitute teacher and students.
<p>Casual EA/SIW</p> 	<p>2 meters always!</p> 	<p>2 meters from all children</p> 	<ul style="list-style-type: none"> • Casual EAs and SIWs must wear a community mask at all times in common areas. Even when PD can be maintained. THIS INCLUDES STAFF ROOM. • Upon arrival to class, community mask can be removed ONLY IF: <ul style="list-style-type: none"> ○ PD of 2m can be guaranteed ○ A physical barrier is employed between casual EA/SIW and student.
<p>Class Bubbles K-8</p> 	<p>No PD required within class bubble (incl. main teacher) 1m from other specialty teachers 2m from other class bubbles 2m from all other adults</p> 		<ul style="list-style-type: none"> • K-5: Strongly recommended that they wear a community mask <u>outside</u> their classroom except when playing outside at break. • 6-8: Mandatory that they wear a community mask when outside classroom including on the bus. Except when outside with 'bubble' on break.

High School
Students 9-12



1m from everyone - Within classroom
2m from everyone - Outside classroom



- **6-12:** Mandatory that they wear a community mask when outside classroom including on the bus.

Exception for 6-8 only when outside with 'bubble' on break.

RAFT