



MINTO ELEMENTARY & MIDDLE SCHOOL

OPERATIONAL PLAN

2020-2021

Kynda Bryant, Principal

COVID-19 Operational Plan for the provision of a safe environment
for staff, students, parents/guardians, and visitors.

MINTO ELEMENTARY & MIDDLE SCHOOL COVID-19 OPERATIONAL PLAN

2020-2021

The following risk mitigation measures are consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. This written COVID-19 operational plan has been developed to provide the safe environment needed for students and staff.

School Name: **MINTO ELEMENTARY & MIDDLE SCHOOL**

Principal (Signature):

School District Official (Signature):

Plan Implementation Date: September 2020

The Operational Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines and will be reviewed monthly from October to May, and as increased hazard/risk conditions warrant:

_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date

RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective on-site communication regarding the prevention and control of COVID-19.

The K-12 *Return to School September 2020* document is the comprehensive and first reference point for this document.

Daily Routines and Physical Distancing at MEMS:

The following table describes the requirements for the use of community masks and the physical distancing of students each day while at school. If a student refuses to follow these requirements, disciplinary action may be taken.

Use of Community Masks and Physical Distancing for Students at MEMS:			
K-5	In class grouping	Community masks	Not required
		Physical distancing	Not required
	In common areas when class grouping is not protected	Community masks	Encouraged
		Physical distancing	Two meters*
Gr.6-8	In class grouping	Community masks	Not required
		Physical distancing	Not required
	In common areas	Community masks	Required
		Physical distancing	Two meters*

*two meters from people outside the student’s bubble

Students will be taught age-appropriate ways to reduce physical contact and promote hygiene etiquette.

Use of Community Masks and Physical Distancing for School Personnel:					
Grades	Location	Measure	Homeroom Teacher	Specialty Teachers	Itinerant &Supply T
K-8	In class grouping	Community mask	Not required	Yes if less than 1m	Yes if less than 2m
		Physical distancing	Not required	One meter	Two meters
	In common areas	Community mask	Required	Required	Required
		Physical distancing	Two meters*	Two meters	Two meters

*two meters from people outside the Teacher’s classroom bubble

Our K-2 class sizes have been reduced to meet Public Health requirements.

Our K-8 classes will be grouped together, that is, they will not have to practice physical distancing within their group, however, they will not be able to interact with other groups throughout the day. At noon, they will bubble in the cafeteria at tables configured to accommodate COVID-19 regulations. Students will also bubble on the playground at recess and noon. When in common areas, they will have to keep a physical distance of two meters from other groups. In keeping with policy, K-5 are encouraged to wear a mask, and grades 6-8 are required to wear a mask in common areas, such as hallways during transition times.

Our K-5 students will be contained within their classrooms, with the exception of Music and Phys. Ed. classes. Masks are encouraged during transition times. Teachers will ensure physical distancing of two meters from other groups is maintained.

Middle School students will rotate classrooms, cleaning their workspace at the end of each period before transitioning to the next room. Masks will be worn in the hallways.

Physically Distancing on the Bus:

For K-5 students, masks are encouraged. Our K-5 students will sit alone on the bus or with a member of the same household, at which time no mask is required. When our K-5 students get off the bus, they are encouraged to put on their mask when entering the school.

Our grade 6-8 students are required to wear a mask getting on and off the bus. They need to continue to wear a mask on the bus if they are sitting with another student who is not from the same household. When arriving at school on the bus, grades 6-8 students need to wear their mask off the bus, into the building and to their homeroom.

All students are encouraged to wear a mask into the school in the morning until they are in their homerooms. This is a request for K-5 and a requirement for students in grades 6-8.

Communications:

School Personnel~ the approved Operational Plan will be sent to all School Staff prior to school starting
~on August 31st, 2020, the first day of work for Staff, all Teachers and Custodians will meet in the cafeteria to review the plan with the Principal

~on Friday, September 4th, the first day of work for EA's and SIW's, CUPE 2745 will meet in the cafeteria to review the plan with the Principal

Visiting Professionals~ when calling the school to book an appointment, our Admin Assistant will direct visiting professionals to our Operational Plan posted on the school website which they should read prior to entry. There will also be a hardcopy of the plan in the office for visitors to review with the Principal or VP. A form will be signed.

Students~ the Operational Plan will be sent home to each family via School Messenger. It will also be posted on the School Website and a link will be on our MEMS Facebook page.

Building Access:

Controls are in place to prevent the public from freely accessing the school. The front door remains locked. Visitors will be required to call the school at 327-7016 to schedule an appointment.

THE FIRST WEEK OF SCHOOL for Kindergarten Students and Parents:

Kindergarten Teachers will contact their students' parents/guardians to review the following entry procedure:

~at the beginning of the school year, Kindergarten students will attend school on a staggered entry.

Kindergarten students whose last names start with letters **A-G** will attend on Tuesday, September 8th, and Thursday, September 10th, while Kindergarten students whose last names start with the letters **H-Z** will attend on Wednesday, September 9th, and Friday, September 11th. All Kindergarten students will be in attendance beginning Monday, September 15th. Kindergarten parents/guardians who wear a mask and sanitize their hands once they enter the building will be permitted to bring their Kindergarten child to his/her classroom for the first week. They will enter the school's main entrance and will be directed to exit via the first floor door at the end of the Kindergarten hallway.

THE FIRST WEEK OF SCHOOL for students in grades 1-8:

Homeroom Teachers will contact the students in their homerooms on or before September 4th so students will know what classroom to go to when they arrive on Tuesday, September 8th, for their first day at MEMS. They are to go straight to class upon arrival, which can occur any time after 7:50am.

Students new to MEMS:

The Homeroom Teacher will offer to arrange a tour of the building for the new student(s) and parent/guardian the week prior to students attending classes, August 31st -September 4th. Masks will be mandatory for all.

After the first week of school, we ask no parents/guardians enter the building without making an appointment through the Admin Assistant, Joy, in the office. (327-7016) If at all possible, contact with the school is to be virtual at this time.

Early Pickup:

Parents/Guardians who are picking up students prior to the end of the school day will be asked to notify their student's Homeroom Teacher. If a student is leaving early, their Homeroom Teacher will provide this information to the office. When the Parent/Guardian arrives, they are to call the main office (327-7016) or ring the doorbell and let the Admin Assistant know who it is they are there to pick up. The parent/guardian is to wait outside while the child is paged to the office, signed out and watched leaving through the main entrance. Early pickup must happen prior to bus arrival.

There will be **NO BUS TRANSFERS** this year due to physical distancing requirements and COVID-19 protocols.

Students Arriving Late:

Students arriving late will buzz at the front door and the Admin Assistant will let the student in, record their arrival time and the reason they were late.

Creating Physical Distancing During School Start and Dismissal Times:

In the morning, the main front door will open at **7:50am**, in correspondence with the first bus arrival. Please do not drop your child off before 7:50am since there will be no one on duty to ensure physical distancing outside.

Upon arrival, K-5 students are encouraged to put on masks while grades 6-8 are required to put on masks prior to entering the building. They are to go straight to their homerooms where they will be supervised by someone on duty. There will be no socializing in the hallway. Once students enter the building, they are to bubble with their classmates only.

In the morning, K-8 students will head immediately to their homerooms. They will not stop at their hooks/lockers. The following schedule will be followed to hang up bookbags and place outdoor shoes in the hallway:

Immediately following 8:35am bell:

Ms. Keehn
Ms. Thompson Bailey
Mrs. LeBlanc
Mme Neadow

Mrs. Dasset
Mrs. Best
M. Laviolette

Mme Wilson
M. Oullette
Mrs. Clowater

8:45am (or as soon as their neighboring class has gone back in their room):

Ms. Weeks
Mme Andrews
Ms. McFadden

Mrs. West
Mme Roberts
M. Phillips

Mrs. Colwell
Mme Savoy
Mrs. Snowdon

Procedures to Reduce Congestion and Ensure Physical Distancing Requirements During Dismissal:

At the end of the day, K-2 students will begin loading their busses at 1:45pm. Students will remain in their classroom bubble, exiting one classroom at a time, as their Teachers lead them single file upstairs to their bus. Those students who are being picked up will wait at their cafeteria table, under supervision, while their Teacher walks the bus students to their respective busses. The K-2 classes will be dismissed as follows:

Ms. Weeks
Ms. Keehn
Ms. Thompson Bailey
Mme Andrews
Mrs. LeBlanc
Ms. McFadden
Mme Neadow

Following the scheduled 2pm bus departure, Homeroom Teachers will walk their students who are being picked up outside to the same spot daily, beside the bus lane. Parents/Guardians will identify themselves to the Homeroom Teacher at which time the student will be released to their parent/guardian.

COVID Controls for the Classroom:

Hand sanitizing stations will be set up in each classroom. Staff are encouraged to maintain a one-meter distance between themselves and students. MEMS K-5 classrooms have their own sinks in their classrooms.

Students should use their 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.

Teachers are encouraged to engage in outdoor learning. MEMS Kindergarten classrooms have a natural extension into their own outdoor play space. Several locations around the school, including the greenhouse classroom, are accessible for use. Teachers will notify the office when they are planning to leave their classroom and where they plan to be. Outdoor spaces will be booked for use.

Middle School Teachers will be rotating classrooms. Students will remain in their homerooms. During the limited transition times, all students must be masked in the hallway and in common areas. Students will use their own school supplies. Students will clean their desk and chair prior to leaving a classroom.

Library:

The library will be closed to students. The classroom teacher will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.

Computer Labs:

MEMS has two computer labs and one set of classroom iPads recently purchased by our Home & School Association. MS Teachers will have priority with the lab at the far end of their wing. The grade 3-5 Teachers will have priority with the lab closest to Elementary hallway. The iPads will be signed out by class. Computers will be booked through the Onsite. Classes can be in the lab for 40 minutes. All students, under the supervision of their Teacher, will be expected to sanitize screens, keyboards, chairs, and tables prior to leaving.

Gym Changing Rooms:

The changing rooms will not be used during the 2020-2021 school year. These rooms will remain locked. When in Phys. Ed., students must use their classroom's designated bathroom so bathroom breaks during Phys. Ed. is discouraged.

COVID Controls for Staff Working Outside the Classroom:

Hand sanitizing stations will be provided in all work areas. Masks will be worn in common areas.

Resource Rooms:

At MEMS, there are two Resource Rooms, one serving K-4 students and one serving grades 5-8. Small group work from students who are in the same class will be permitted. Workspaces will be cleaned between groups. Students will use their own materials. Student material can be labeled and kept in sealed containers for students who work in this space regularly.

Guidance Room:

Small group work will be limited to students who are in the same class. Workspaces will be cleaned between groups. Tissue boxes are to be covered with a hard cover that can be cleaned with bleach solution.

Speech Language Pathologist:

The SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials with which to work. These are to be kept in sealed containers and labeled with their name. After each session with a student, the chairs, tables, and any areas touched by the student must be cleaned. The disinfectant solution will be provided by the school and mixed new each time the SLP is in the school.

Atlantic Provinces Special Education Authority:

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 with which to work. These are to be kept in sealed containers and labeled with their name. After each session with a student, the chairs, tables, and any areas touched by the student must be cleaned. The disinfectant solution will be provided by the school and mixed new each time the SLP is in the school.

District Personnel Meeting with MEMS Staff:

When a distance of two meters cannot be maintained, masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless District Staff have been in another school prior to arriving at MEMS.

RISK ASSESSMENT:

The following is a list of risks identified within the school setting and the various controls necessary to mitigate the risk of COVID-19 exposure:

Risk:

- Students will have interactions with others at less than two meters
- Students will have prolonged interactions with others (longer than 15 minutes)
- Classrooms have a high density of people
- Students are primarily indoor
- 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 the vulnerable population

Mitigating factors to address the risks:

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

For People Showing Signs of Illness while at MEMS:

People showing signs of illness will go to the Health Room (found just inside the main office). If they do not already have one on, the individual who is sick will be given a mask to wear. The Admin Assistant will call the student's contact and the student will wait in the Health Room until they are picked up **within an hour**. The door to the Health Room will be kept shut while the person is inside but he/she will be monitored until his/her drive arrives. There will be only a chair and a garbage can in this room this year. After the student leaves, the Custodian, who will be wearing the appropriate PPE, will disinfect the room and adjacent bathroom. The door will be closed when cleaning is completed.

Physical Distancing at MEMS:

Hallways:

Hallways have yellow dotted lines indicating the center of the hallway. Arrows have been added to indicate the direction for that side of the hallway. Red lines and signage have been added to indicate areas where movement is to stop. A community mask will be required in common areas. Students will be taught age-appropriate ways to reduce physical contact and promote hygiene etiquette.

The hallway directions are to be adhered to when a class is travelling single file to and from Phys. Ed. class or Music.

Staffroom:

Sofa and matching chairs are not to be used. At the tables, physical distancing will be respected. There are to be no more than six people in the staffroom at a time. Single serve use of the Keurig is permitted but not the coffee pot. School dishes will NOT be permitted; Staff will bring drinking containers, dishes and cutlery from home and take them home to wash. Dishwasher will not be available. The sink will be for handwashing only. Microwaves and fridges will be available for Staff use. Lockers can be provided to EA's upon request.

Students do NOT have access to microwaves.

Staff Meetings:

Staff meetings will be held virtually. Team meetings can continue in person when physical distancing is possible.

MEMS Main Office:

The Main Office door will remain closed. Use the main office window to communicate with our Admin Assistant who will unlock the door if permission is granted to enter the office area. There is to be only one additional staff person in the office, besides office personnel, at any given time. No one is to go behind the Admin Assistant's desk. A gate is in place as a reminder.

If a student needs to call home, a **phone pass** is to be obtained from their Homeroom Teacher and brought down to the office. The Admin Assistant will call home while the student waits outside the office. Phone calls home are discouraged at this time.

Breakfast Program~ Although it will run differently, our Breakfast Program will continue this year. Breakfast Baskets will be provided to classrooms with non-perishable food items and milk. Fruit may be provided on occasion. The baskets will be filled by our Breakfast Program Volunteers who will be screened for COVID-19.

Staggered Scheduling for Recess and Noon:

Our cafeteria tables have been configured to accommodate COVID-19 regulations.

Recess~ As per our usual routines, staggered recess and noon breaks occur between our grades K-2, 3-5 and 6-8 students. K-2 students will have recess from 10:05-10:20am and the grades 3-5 will have their recess from 10:30-10:45am. Supervising staff will see playground structures are sanitized after each use. Middle School students may have their recess from 10:20-10:35am at their assigned table in the cafeteria. MS students will be dismissed to the cafeteria single file, beginning with Room 253. At the end of the recess, rooms will leave the cafeteria beginning with Room 258. A custodian will wipe down the cafeteria tables and benches in preparation for the K-2 noon.

STUDENTS DO NOT HAVE ACCESS TO MICROWAVES this year. Please provide your student with a lunch that does not need to be heated or cooked. Please send their own utensils.

Our cafeteria food service is scheduled to begin mid September. More information will follow on this.

Students must have their own water bottles. Water bottle filling stations will be installed in the school and water fountains are not in use. Please label your student's water bottle.

Noon~ For **K-2**, lunch will begin in the cafeteria from 11:15-11:45am. As per our usual routines, our Kindergarten students eat lunch in their classroom. While adhering to physical distancing guidelines, Grades 1 and 2 will go to the cafeteria single file, beginning with Room 120 and ending with Room 107. Each classroom will be assigned a table at which they must stay seated with their classroom bubble, until they are dismissed as a class. In preparation to going outside from 11:45-12:10pm, Room 107 will be dismissed first, ending with Room 120. Homeroom Teachers will ensure their cafeteria tables are cleaned and sanitized for the next group.

For **grades 3-5**, lunch begins in the cafeteria from 11:55-12:15pm. While adhering to physical distancing guidelines, Grades 3, 4 and 5 will go to the cafeteria single file, beginning with Room 212 and ending with Room 202. Each classroom will be assigned a table at which they must stay seated with their classroom bubble until they are dismissed as a class. In preparation to going outside from 12:15-12:50pm, Room 202 will be dismissed first, ending with Room 212. Homeroom Teachers will ensure their cafeteria tables are cleaned and sanitized for the next group.

For **Middle School**, lunch begins in the cafeteria from 12:20pm-12:40pm. While adhering to physical distancing guidelines, Grades 6, 7 and 8 will go to the cafeteria single file, beginning with Room 253 and ending with Room 258. Each classroom will be assigned a table at which they must stay seated with their classroom bubble until they are dismissed as a class. For the remainder of their noon break, which ends at 1:15pm, students can choose to stay in the cafeteria at their table and in their bubble or they can put on their mask and go outside on the playground with their bubble, at which time their mask can be removed. Intramurals at noon for MS will not take place this year. While moving through activities at lunch, Middle School students must always adhere to the guidelines of wearing a community mask and keeping two metres away from others. Middle School students are to remain in their class groupings while outside in the designated areas.

Supervision:

Students will be supervised at a ratio of one teacher to three classes when outside and Staff will ensure students do not move outside of their classroom bubble. Staff will be given a copy of the defined playground areas as well as class lists to assist them when supervising students.

Students and Staff will be required to wear masks while in common areas such as hallways. Staff will be required to wear a mask while on supervision.

Each Homeroom Teacher will create a set of equipment for their homeroom to take out on the playground. It will be sanitized after each use.

K-2 Playground (configuration of subject to change):

DAY (recess and noon)	AREA	CLASS
1	½ soccer field, swing and monkey bars	KK
	½ soccer field and swing closest to parking lot	KW
	Playground structure and monkey bars	1
	Furthest two sets of swings and hill	1 FI
	Closest set of swings and hill	1/2
	Woods	2
	Pavement	2 FI
2	½ soccer field, swing and monkey bars	2 FI
	½ soccer field and swing closest to parking lot	KK
	Playground structure and monkey bars	KW
	Furthest two sets of swings and hill	1
	Closest set of swings and hill	1 FI
	Woods	1/2
	Pavement	2
3	½ soccer field, swing and monkey bars	2
	½ soccer field and swing closest to parking lot	2 FI
	Playground structure and monkey bars	KK
	Furthest two sets of swings and hill	KW
	Closest set of swings and hill	1
	Woods	1 FI
	Pavement	1/2
4	½ soccer field, swing and monkey bars	1/2
	½ soccer field and swing closest to parking lot	2
	Playground structure and monkey bars	2 FI
	Furthest two sets of swings and hill	KK
	Closest set of swings and hill	KW
	Woods	1
	Pavement	1 FI
5	½ soccer field, swing and monkey bars	1 FI
	½ soccer field and swing closest to parking lot	1/2
	Playground structure and monkey bars	2
	Furthest two sets of swings and hill	2 FI
	Closest set of swings and hill	KK
	Woods	KW
	Pavement	1
6	½ soccer field, swing and monkey bars	1
	½ soccer field and swing closest to parking lot	1 FI
	Playground structure and monkey bars	1/2
	Furthest two sets of swings and hill	2
	Closest set of swings and hill	2 FI
	Woods	KK
	Pavement	KW

7	½ soccer field, swing and monkey bars	KW
	½ soccer field and swing closest to parking lot	1
	Playground structure and monkey bars	1 FI
	Furthest two sets of swings and hill	1/2
	Closest set of swings and hill	2
	Woods	2 FI
	Pavement	KK

Grade 3-5 Playground (configuration subject to change):

DAY (recess and noon)	AREA	CLASS
1	½ soccer field, swing and monkey bars	3
	½ soccer field and swing closest to parking lot	3 FI
	Playground structure and monkey bars	4
	Furthest two sets of swings and hill	4 FI
	Closest set of swings and hill	5B
	Woods and pavement	5R
2	½ soccer field, swing and monkey bars	5R
	½ soccer field and swing closest to parking lot	3
	Playground structure and monkey bars	3 FI
	Furthest two sets of swings and hill	4
	Closest set of swings and hill	4 FI
	Woods and pavement	5B
3	½ soccer field, swing and monkey bars	5B
	½ soccer field and swing closest to parking lot	5R
	Playground structure and monkey bars	3
	Furthest two sets of swings and hill	3 FI
	Closest set of swings and hill	4
	Woods and pavement	4 FI
4	½ soccer field, swing and monkey bars	4 FI
	½ soccer field and swing closest to parking lot	5B
	Playground structure and monkey bars	5R
	Furthest two sets of swings and hill	3
	Closest set of swings and hill	3 FI
	Woods and pavement	4
5	½ soccer field, swing and monkey bars	4
	½ soccer field and swing closest to parking lot	4 FI
	Playground structure and monkey bars	5B
	Furthest two sets of swings and hill	5R
	Closest set of swings and hill	3
	Woods and pavement	3 FI
6	½ soccer field, swing and monkey bars	3 FI
	½ soccer field and swing closest to parking lot	4
	Playground structure and monkey bars	4 FI
	Furthest two sets of swings and hill	5B
	Closest set of swings and hill	5R
	Woods and pavement	3

K-5 students will line up in their designated area on the playground and will be walked into the school by their Homeroom Teacher to ensure proper physical distancing is maintained.

Middle School students are NOT permitted on the back parking lot (behind the school) as this has been designated Minlak space. Grade 6-8 students may sign out gym equipment through their Homeroom Teacher who will ensure it is returned and sanitized at the end of the noon break. Students are NOT permitted in the woods or behind the backstop of the baseball diamond. Students will return to class at 1:15pm. A bell will ring at that time and the teacher(s) on outdoor duty will reinforce physical distancing. Students must have their masks on when re-entering the building.

Middle School Playground:

DAY (at noon only)	AREA	CLASS
1	Outside gym side entrance	6
	Swings and corner of pavement	6 FI
	Center of soccer field	6/7
	Back right corner including baseball diamond	7 FI
	Right side of soccer field including benches	7/8
	Lawn between soccer field and pavement	8
2	Outside gym side entrance	8
	Swings and corner of pavement	6
	Center of soccer field	6 FI
	Back right corner including baseball diamond	6/7
	Right side of soccer field including benches	7 FI
	Lawn between soccer field and pavement	7/8
3	Outside gym side entrance	7/8
	Swings and corner of pavement	8
	Center of soccer field	6
	Back right corner including baseball diamond	6 FI
	Right side of soccer field including benches	6/7
	Lawn between soccer field and pavement	7 FI
4	Outside gym side entrance	7 FI
	Swings and corner of pavement	7/8
	Center of soccer field	8
	Back right corner including baseball diamond	6
	Right side of soccer field including benches	6 FI
	Lawn between soccer field and pavement	6/7
5	Outside gym side entrance	6/7
	Swings and corner of pavement	7 FI
	Center of soccer field	7/8
	Back right corner including baseball diamond	8
	Right side of soccer field including benches	6
	Lawn between soccer field and pavement	6 FI
6	Outside gym side entrance	6 FI
	Swings and corner of pavement	6/7
	Center of soccer field	7 FI
	Back right corner including baseball diamond	7/8
	Right side of soccer field including benches	8
	Lawn between soccer field and pavement	6

Screening:

For **screening of students**, parents/guardians will be given the attached document on symptoms of COVID-19. Parents/Guardians will be asked to take their child's temperature prior to the child leaving for school **each day**. If their child is not feeling well, parents/guardians will be required to keep their child home. As per provincial protocol, parents/guardians will need to have their child tested for COVID-19 when presenting with sufficient symptoms. Parents/guardians 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.

Staff 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 must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

When an Individual is a Suspected COVID-19 Case and May Have Been in the Building:

Employees have been made aware 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/guardians 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 be isolated in the Health Room off the main office. Staff members will leave immediately. Students must be picked up within an hour of a call for pickup. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

A Self-isolation Space for Persons Showing Signs of COVID-19:

People showing signs of illness will go to the Health Room just inside the main office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside. The furniture in the room will contain only a chair and a garbage can. There is a private bathroom accessible only from this room. Following the departure of the individual who is ill, the Custodian, while wearing the appropriate PPE, will disinfect the Health Room, closing the door when finished.

Cleaning and Disinfecting Procedures:

Proper hand hygiene practice will be reviewed with Staff. Hands must be sanitized after handling objects or touching surfaces. 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. These practices will be reviewed regularly.

Sanitizing Stations:

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated disinfectant solution daily and cloths from the Health Room. All staff will return cloths and spray bottles to Health Room before leaving daily. Cloths will be washed in a disinfectant solution and dried for reuse. The Custodian 2 or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the disinfectant solution.

Monitoring Supply Levels:

Our Custodian 2 will monitor supply levels and communicate with Administrators when supply levels are such that additional supplies need to be ordered.

Washrooms:

All washrooms will be equipped with liquid soap, paper towel, toilet paper, garbage containers and hot & cold running water under pressure. The use of air dryers will be discouraged. Supplies will be checked per District protocols throughout the day. Washrooms will be cleaned at least three times a day.

At MEMS, K-2 classrooms have their own washrooms and sinks. Our grades 3-8 washrooms will have stalls and sinks designated and labeled for specific grades. There will be only one student permitted in the washroom at a time. Students must use a hall pass to go to the washroom. When they enter the bathroom, they will hang the hall pass on the hook which has been placed on the door. This will indicate the washroom is in use. When they leave, they take the hall pass back to their Teacher.

Designated Staff Washrooms~ washrooms in Staffroom and washroom off Room 113.

Hand-washing Posters:

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

Cleaning Practices in Shared Areas:

Since physical barriers are not always possible, we will implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. Homeroom Teachers and all Staff who work with students in areas outside of classrooms will pick up spray bottles with a designated disinfectant solution daily and cloths from the Health Room. This disinfectant solution is to be used to sanitize shared items each time the item is returned to the Teacher. All staff will return cloth and spray bottles to the Health Room before leaving daily. Cloths will be washed in a disinfectant solution and dried for reuse. The Custodian 2 or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with a disinfectant solution and will be ready for staff to pickup in the morning. Each class/programming area and entrance will be equipped with a hand sanitizing station.

Encouraging Proper Hand Hygiene:

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

School Ventilation:

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 Admin Assistant 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:

Masks will be used according to the *Return to School* document protocols. While students are not required to wear a mask while in their classrooms, it is recommended that students have a cloth mask with them. Students in grades 6-8 will be required to wear masks when on a bus. When physical distancing of two meters is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time.

Promoting Appropriate 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.

Handwashing Stations:

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

Hand Sanitizer:

All classrooms and work areas will be provided with nonalcohol-based 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.

Frequent Review of 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.

Monitoring Shared Objects and Common Areas:

Shared objects within a classroom are to be sanitized prior to being given to students and upon the return of the object. Disinfectant 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 washrooms, push bars, handrails, etc., will be cleaned prior to and following morning recess, following noon recess and at the end of the day.

Protective Measures:

Movable physical barriers have been installed in the main office. They are also available for the SLP and APSEA Worker working with students. Personal Protective Equipment is available for hand protection (nitrile, rubber or latex gloves), eye protection (safety glasses, goggles or face shield) and other PPE as determined necessary through the risk assessment.

Attendance Log:

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, the Admin Assistant will maintain an accurate visitor, 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. The Admin Assistant will also keep a log of staff attendance and any substitutes that are in the building. Teachers or their designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, Teachers or their designate will be asked to note when a student is not in their room and with whom the student is working.

Additional Protection:

Non-medical “community” face coverings will be used for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. The *Return to School* document protocols will be followed. See isolation procedures above.

Considerations for School Licensed Under Food Premises Regulations:

The cafeteria will open mid September.

OCCUPATIONAL HEALTH AND SAFETY: Occupational Health and Safety Act and Regulation Requirements Administration will 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>

Administration will 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 a summary of 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.

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.

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

Administration will 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.

Administration will 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.

Administration will 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.

Administration will make available appropriate personal protective equipment for the school setting.

Gloves, shields and any other PPE will be provided as required for Staff. Staff will be expected to provide their own community masks.

***School District Human Resources will 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.

Administration will review any new policies and processes established in relation to COVID-19.

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>

Administration will 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.

Administration will 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.

Administration will engage the District from the beginning.

This plan will be evaluated by the District. The plan will be reviewed monthly at the school level. This review will be submitted to the District, as well as any updates to the Operational Plan.

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

Once the District is advised of a positive case, they must then report it to WorkSafe NB.

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

In the event 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 they can send home with younger students or be ready to teach online, 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. They will use resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. **Pickup of symptomatic student 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) meter and wear a mask.

The symptomatic individual must wear a mask unless the mask cannot be tolerated.

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

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

ADDITIONAL CONSIDERATIONS:

Mental health support is provided to all, including access to an Employee Assistance Program (EAP) and information on public health supports, if available.

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with K – 2 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 -8 Teachers, Custodians, Admin Assistants, Library Assistant and any other Staff members on a weekly basis.

As per Department guidelines, a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required, students will be provided individual and/or group support by our school EST-G.

Parents/Guardians will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns they might have about their child's social, emotional and/or physical health.

Other, site-specific considerations:

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.

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**