# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All schools, and district offices, must develop a written COVID-19 operational plan to provide the safe environment needed for students and staff.

The following is intended to provide a check list with spaces for site-specific points for each main topic area and resources to help the plan owner, the principal, outline each school’s Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. District Occupational Health and Safety Coordinator is expected to be primary support with staff and students in consideration. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

Refer to EECD’s *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below.

School Name: McAdam High School

Principal (Signature): Jeremy MacIver

School District Official (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Implementation Date: September 2020
Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

Name Date Name Date

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## 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.

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| **Communications** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Communications** |  |  |
| Communicate operational strategies, provide orientation to school personnel and students. | School personnel: The operational plan will be sent to school personnel via e-mail. Staff must read the plan prior to entering the building on their first day of work. On the first day of work, a meeting will be held with staff to review the plan. The plan will be reviewed with staff who do not return to work on August 31st on their first day of reporting to work. Students: The operational plan will be communicated to students by the principal. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following schedule.Grade 6/7 – September 8th (AM only) Grade 7/8 September 8th (PM only)Grade 9/10 – September 9th (AM only) Grade 11/12 September 9th (PM Only)The principal will also hold Social Media Live sessions for all students and families prior to the start of school to discuss the operational plan and to answer any questions. The sessions will be recorded and available for future viewing.  |  |
| Communicate operational strategies, provide orientation to visiting professionals | Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.) |  |
| Communicate operational strategies to parent/caregiver and school community. | **District Communications and provincial documents** The plan will be sent to each family through school messenger and email. The entire plan will be posted to the school website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail and will be answered by the school principal. Parents/caregivers who have additional concerns will be asked to call the school and speak to the administrator. |  |

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| **Building Access** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Building Access** |  |  |
| Controls are in place to prevent the public from freely accessing the operational school. | All doors, after the start of school, are locked during all times of the day. Families and visitors arriving at the school will access the building through the main doors. Prior to entering the family/visitor must ‘buzz’ in, the administrative assistant will ask for identification and reason for visit, the admin assistant will provide an overview as to the protocols to be followed. All family school related visits are to be made over the phone or through video conferencing software, if this is not available, the family will book an appointment in advance. Families who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the family arrives at the school the family will be asked to call the main school line to indicate that they have arrived. families without a phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. A visitor log will be maintained as per regular practice.  |  |
| Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times. | The school has three separate floors and each floor has been designated for a specific group/bubble. Middle school (approx.. 30 students) will be located on the main floor, high school (approx. 30 students) will be on the top floor. At the start, lunch and end of day, each group will use a designated and separate door. Bubble 6/7 (15 students) will use the bus doors and the appropriate stairway, bubble 7/8 (15 students) will use the Access center doors and appropriate stairway, bubble group 9-12 (30 students) will use the side doors and appropriate stairway. All stairways are separate and do not connect, this will limit the amount of people encountering each other. Teacher supervision will be important during these high traffic times and teachers will be designated to specific areas.  |  |
| Provide COVID controls for staff working outside of the classroom. | ***Return to School* document**Hand sanitizing stations will be provided in all work areas. **Resource Area** - Small group work will be limited to students who are in the same class. Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers. **Music Room** – All areas must be sanitized before and after use.  |  |

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| **Risk Assessment** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| **Risk Assessment** | [Risk Assessment Guideline Health Canada](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html) |  |
| Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure. | **OHS Coordinators****Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic** [**Risk Mitigation Tool**](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html)The risk assessment within the school is as follows:* Students will have interactions with 1 – 5 people while at school.
* Students will have interactions with others at a distance of less than 2 m.
* Students will have prolonged interactions with others (longer than 15 minutes).
* The setting in classes has a high density of people.
* The classroom setting is primarily indoors.
* Students have frequent contact with high-touch surfaces.
* Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group.

Mitigating factors to address the risks are as follows:* Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
* High touch surfaces will be sanitized as per district guidelines.
* Students and school personnel will have access to hand sanitizing stations.
* Supplies are available to school personnel for sanitizing items.
* Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).
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| Determine the physical isolation elements for people showing signs of illness in the operational plan for your school. | ***Return to School* document.**People showing signs of illness will go to the room located across from the office. The individual who is sick will be given a mask to wear (if they do not have a mask). All staff monitoring the student must wear a mask and gloves 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. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.  |  |

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| **Physical Distancing** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Implement physical distance protocol. | ***Return to School* document****Facilities staff****Itinerant professional plans**Arrows will be added to indicate the direction for the side of the hallway. Red lines and signage will be added to indicate areas at which movement is to stop.**Staffroom -** Tables to be set up so that physical distancing is respected. No more than 4 people at a time in the staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom. Use of Keurig will be permitted but **only single serve** coffee will be available.Use of the school dishes, glasses and cutlery will **not** be permitted, **please bring what you need from home**.Dishes brought from home are to be taken home to be washed. **Dishwashers will not be available**; sinks will be reserved for hand washing.Please bring your own water bottle.Microwaves and fridges will be available for use.**Office**: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk.Staff Meetings will be held in the top floor resource room where physical distancing can be maintained. |   |
| * Consider staff, students, visiting professionals, parents/guardians, and community members.
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| * Arrange furniture to promote the physical distancing requirements. (Include a reception area).
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| * Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.
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| * Determine if installation of physical barriers, such as partitions, is feasible.
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| Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release times and locations, virtual rather than in-person meetings, limit access to common areas, etc.). | ***Return to School* document**All common areas are always monitored while groups are in the school. McAdam High has minimal students present in the building at any one time. Students will follow a directed one-way traffic pattern to move between classes, there are only two groups on the main floor and they should have limited opportunities to interact. The high school group (on the top floor) has limited classes (at the most there are three classes happening at any one time) during the transition between classes, students will be monitored by teachers to ensure students are moving quickly between classes.  |  |
| Evaluate options to reduce those required onsite, | Not applicable |  |
| Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level.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. | McAdam High has a limited number of high school students (approx. 30). There is potential risk for students coming closer to one another, however, given the low numbers, the risk is low. Al students will enter the top floor using the high school stair case at the same time, thus eliminating the regular use of going u and down. Students will be reminded and supervised during all transition times, start/dismissal times about physical distancing.  |  |

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| **Transition Times** |  |  |
| 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.School layout guide maps to inform students, staff, visitors, and public are encouraged. | **District OHS Coordinator****Facilities Staff**School layout guides will be developed as needed. |  |
| Provide time for food preparation and mealtimes. | ***Return to School* document**Given the small community of McAdam, the majority of students leave the school property and return home for lunch, thus allowing students time for lunch, the lunch time does not change (1 hour for lunch). Those students remaining at the school for lunch will remain in bubble specific lunch rooms (6/7, 7/8 and 9-12) each room will have access to a microwave.  |  |

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| Screening | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Screening |  |  |
| Ensure that the staff understands and implements its screening process. Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school. | 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.Students and staff must self-monitor throughout the day. | **EECD Outbreak Management Plan*****Return to School* document**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. |   |
| 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. | **EECD Outbreak Management plan.** |  |

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| Cleaning and Disinfection Procedures | Resources (Examples, Templates, Guidance Documents) | Status (Done, In Progress, Not Started, N/A) |
|  | ***Return to School document and appendixes for* guidelines** |  |
| * Proper hand hygiene practiced before and after handling objects or touching surfaces.
 |  [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)Proper hand hygiene practice will be reviewed with staff. All classroom 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.All staff and students will be required to use the hand sanitizer station outside of each classroom before entering.  |   |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.Designate personnel responsible for monitoring supply levels and communicating with administrators. | Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the office. The custodian will keep an up-to-date supply of products in the office for common area use.All staff will return cloths and spray bottles to office before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse. The Custodian or admin assistant will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.Darlene Sullivan or Jen Frasier-Cole will monitor the supply levels daily and communicate to the administrator when required.  |  |
| 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.
* Foot-operated door openers may be practical in some locations.
 | **Schools Custodial and District Facilities Management**Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.Only 1 student per bathroom will be permitted, signs will be used outside of the bathroom to indicate use.  |   |
| * Hand-washing posters must be posted.
 | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) |   |
| * For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.
 | Only 1 student per bathroom will be permitted, signs will be used outside of the bathroom to indicate use. |  |
| **Since physical barriers are not always possible:** |   |   |
| * Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.
 | **Cleaning and Disinfection Guide for Schools**Hand sanitizer will be available outside of all classrooms.Cleaning products will be available to be used in all common areas and for shared items. These items will be kept in the office and monitored for the custodian and the admin assistant.  |   |
| Encourage proper hand hygiene before and after handling objects or touching surfaces. |  [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)Proper hand hygiene practice will be reviewed with staff. All classroom 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.All staff and students will be required to use the hand sanitizer station outside of each classroom before entering.  |  |
| Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.  | Cleaning and disinfecting guide |  |
| For ventilation, consult the *Return to School* document. | **Facilities staff**If a staff members notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian 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 |  |

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| **Personal Hygiene Etiquette** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Use masks according to the *Return to School* document protocols. | *Return to School* document. All staff members and students must always carry a community mask while in the school. All staff members and students must wear a community mask while in common areas (outside of the classroom). All staff and students must wear a community mask in the classroom if physical distancing is unavailable.Extras will be available for staff and students.Masks will also be required for any visitor entering the school. |   |
| Promote appropriate hand and respiratory hygiene. | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf)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.(It should be noted the hot water in the staff bathrooms does not get hot, this has been an ongoing issue and has been inspected by facilities) |    |
| * Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.
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| * Provide minimum 60% alcohol-based hand sanitizer.
 | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff. |   |
| * Communicate frequently about good respiratory hygiene/cough etiquette.
 | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html)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.
 | **Cleaning and Disinfection Guide for Schools** Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document. All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.All physical education equipment will be cleaned after use.All computers/laptops in common areas and computer labs will be wiped down before and after each use.  |  |

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| **Protective Measures** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| 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. | ***Return to School* document****District Student Support Services****Guidelines for itinerant (visiting) professionals** |   |
| **Provide personal protective equipment – only for those situations that require it:** | [**OHS Guide-PPE**](https://ohsguide.worksafenb.ca/topic/ppe.html)[**PPE Poster**](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal%2BProtective%2BEquipment%2BPoster.pdf?MOD=AJPERES&CVID=mu8SU02)**District Student Support Services**Will be made available if required.  |   |
| * Hand protection (nitrile, rubber or latex gloves)
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| * Eye protection (safety glasses, goggles or face shield)
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| * Other PPE as determined necessary through the risk assessment
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| 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. | *Return to School* documentA visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working |  |
| **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. | [Health Canada information onnon-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html) |   |
| Considerations for schools licensed under Food Premises Regulations | ***Return to School* document**School does not have a cafeteria at this time.  |  |

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| **Occupational Health and Safety** | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| ***Occupational Health and Safety Act* and Regulation Requirements** |  |  |
| Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations. | [**OHS Guide-Three Rights**](https://ohsguide.worksafenb.ca/topic/rights.html)Staff will be given the following information as well as the website to do further reading about this information.The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:1. [The right to know](https://ohsguide.worksafenb.ca/topic/rights.html#know) about health and safety matters.
2. [The right to participate](https://ohsguide.worksafenb.ca/topic/rights.html#participate) in decisions that could affect their health and safety.
3. [The right to refuse](https://ohsguide.worksafenb.ca/topic/rights.html#refuse) work that could affect their health and safety and that of others.

Website: <https://ohsguide.worksafenb.ca/topic/rights.html> |   |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | [OHS Guide-New Employee Orientation](https://ohsguide.worksafenb.ca/topic/orientation.html)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. |   |
| Provide staff the employee training on the COVID-related work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/)School District HR Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/> |   |
| Keep records/log of visitor and employee presence, as well as orientation, training and inspections. |  Records of orientation, training and inspections will be kept by the principal. |   |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.  |  All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health. |   |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. |  All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year |   |
| Make available appropriate personal protective equipment for the school setting.  |  District Student Support Services 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. |   |   |
| 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. | [OHS Guide-JHSC](https://ohsguide.worksafenb.ca/topic/fixed.html)When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)Staff are advised to read information on the following website:<https://ohsguide.worksafenb.ca/topic/fixed.html> |   |
| Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide Topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html)Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures and processes established. |   |
| Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school. Schools must engage the district from the beginning.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. | EECD and school outbreak management plan*Return to School* documentIf 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 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 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.  |   |

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| **Additional Considerations:** e.g., Mental Health Support | **Resources** (Examples, Templates, Guidance Documents) | **Status** (Done, In Progress, Not Started, N/A) |
| Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available. | [GNB Mental Health Resource](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/mental-health-and-coping-during-covid-19.html)School District support staffSchool District Human Resources StaffStaff will be made aware of contact information for EAP and Teacher Counselling. The Principal will make contact with all staff on a weekly basis; the EST-G will make contact with students on a weekly basis.As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health. |   |
| Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact [NACTATR Guide to School Re-Entry](https://nactatr.com/news/files/01GuideRe-Entry.pdf)  | School District Support ServicesThe ESST will read and review this document on September 1, 2020. |  |

**Additional Considerations:**

Describe how any additional considerations are being met.