# 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: Nackawic Elementary School

Principal (Signature): \_\_\_\_\_\_\_\_Larry Graham\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. | NES Operational Plan, Return to School Guide for Parents and the Public, Return to School Guide: Direction for School, Districts and Schools | Plan for 1st day of school |
| Communicate operational strategies, provide orientation to visiting professionals | NES Operational Guide, AESOP | Plan to inform as needed |
| Communicate operational strategies to parent/caregiver and school community. | District Communications, Return to School Guide for Parents and the Public, NES Operational Plan | Plan to share when approved |

**Communication Strategies:**

The operational plan will be sent to school personnel via email upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On return to work, we will hold a staff meeting to review the plan. The staff returning on Friday will have a meeting with the resource teacher to review the plan. The plan will be shared with students by homeroom teachers, so they understand clearly on their first day back. We plan to have a staggered start to make this communication easier. Once the plan is approved, it will be sent home to each family through email and will also be posted on the website and Facebook page. The plan will be posted on AESOP for supply staff and will be shared with visiting professionals on their arrival and through email. Copies will be available for supply staff at the office. Our plan is for an orientation for kindergarten students on Sept. 8 with half the school coming on Sept. 9 and the other half on Sept. 10 and everyone coming on Sept. 11.

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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. | Return to School Documents, NES Operational Plan | In Progress |
| Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times. | Signage, arrows, circles on floor, NES Operational Plan | In Progress |
| Provide COVID controls for staff working outside of the classroom. | *Return to School* document | In Progress |

**Building Access:**

During the first day of school we will organize an orientation for kindergarten students and students new to our building by appointment. Parents will be invited to attend with their child in small groups staggered throughout the day. Parents will be required to wear a mask. Grades 1-5 will stay home that day. For the remainder of the year we will require parents to make an appointment and wear a mask while physically distancing from the teacher they are meeting with. When a parent or visitor enters the building, they will use the front door and report to the office to date, list contact info and sign the visitor log. Phone or virtual meetings will be encouraged. If a child is to be picked up early, the parent/guardian must contact the school ahead of time so we can have the student ready and they will be escorted to the door by the admin assistant when the parent arrives. The parent will wait outside during this time. The admin assistant will record the name of the person who picked the child up and the time. If a child arrives late, the admin assistant will admit them and record their name on the log and the time.

K-2 students will be let off at the front doors of the school and will put on a mask and go directly to their circle spray painted on the pavement in front of the door with their class number on it. They will make a line in their bubble. They will be led into the school by the duty teacher one bubble at a time. 3-5 will be dropped off at the end door and follow the same procedure donning a mask and reporting to their circle to be dismissed into the building by class bubble. Students would leave masks on until they were safely in the classroom. Students will be required to put their masks back into their pencil case.

K-2 will load busses at 2:40 and one class at a time (closest to the door) will load busses while physically distancing 2m. Gr. 3-5 will be dismissed at 2:50 and one class at a time (closest to the door) will load busses while physically distancing 2m. Walkers in K-2 will be picked up by Resource and Guidance to deliver to the sidewalk at 1:50pm. 3-5 walkers will stay with their teacher and be dismissed to the paved pathway when the teacher walks by it during bus dismissal.

Hand sanitizing stations will be provided throughout the school at doorways and in classrooms.

District staff and other personnel will be required to sign the visitor log at the office and wear a mask in the hallways and common areas where they can not social distance. The literacy room can act as a space for district staff needing a place to work and will be disinfected between use. The resource room can house up to 4 people at a time 2m apart. The Guidance room can allow for one other person besides the guidance councillor to meet unless they are in the same class bubble. In both rooms, small group work will be limited to students who are in the same class. All areas touched by students must be disinfected before another cohort of students from a different class can enter. The SLP will work from the conference room and wear a face shield when working with a student. Each student will be provided their own set of materials that are to be kept separate. Any areas touched by the student must be disinfected before the next student is seen.

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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)  Students will be taught to follow hygiene practices, physical distancing, and self monitoring skills  High touch areas to be sanitized as per policy  Ventilation system has been cleaned. Windows will be opened when possible. | In Progress |
| Determine the physical isolation elements for people showing signs of illness in the operational plan for your school. | *Return to School* document.  A staff member feeling sick will report to the administrator and a supply will be found and they will go home immediately. A student going home will go to the sick room beside the guidance office and office staff will wear a mask and close the door until the child is picked up. It is an expectation that the parent would come immediately to pick them up. The room and bed will be disinfected after use. | Done |

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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 |  |
| * Consider staff, students, visiting professionals, parents/guardians, and community members. | In progress |
| * Arrange furniture to promote the physical distancing requirements. (Include a reception area). | Done |
| * Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc. | In progress |
| * Determine if installation of physical barriers, such as partitions, is feasible. | Done |
| 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 | In progress |
| Evaluate options to reduce those required onsite, | **Return to School Document** | In progress |
| 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. |  | In progress |

Arrows have been added to the right-hand side of hallways. The only exception is for the gym where students will enter from the K-2 side and exit through the cafeteria. Students will enter the library from the lower doorway and exit from the upper doorway. Guests will enter from the front door and exit either the upper K-2 or 3-5 side door. All students and staff will be required to wear a mask in the hallway and common areas. Students will carry masks in a pencil case, which will be provided. When going outside the student will pass the mask in the pencil case to the teacher who will put them in a sling bag for safe keeping. Students will retrieve their masks when the bell rings to return inside.

Fountains will not be in use except for the water bottle filling spout. Excess water cannot be dumped down fountains. Students must bring a bottle from home. Circles will be on the floor to indicate where to stand in the line to physical distance.

Washrooms in the upper hallway will have class names on stalls to protect bubbles. 2C will be included in this group. The center sinks will be turned off in these washrooms. Only two students will be permitted in the washroom at a time with a mask. If the washroom is full, a line will form outside of the washrooms on the circles indicated. If the circles are occupied the individual will have to check back later. In the lower hall in the girls’ washroom, 1Mi and 1Mo will share a stall and the others will have their own to use. In the boys’ washroom KC, KS and 1F will share a stall and 1Mi, 1Mo and 2T will share a stall. Only two students will be allowed in the washroom with a mask at a time. If the washroom is full, a line will form outside on the circles indicated. If the circles are occupied the student can check back later. Each class will have a boy and girl bathroom tag to hang outside the washroom to indicate when the bathroom is full. Students will take the tag back with them and sanitize their hands and tag on returning to the classroom. Teachers will monitor this.

The staffroom has been relocated to the cafeteria with partitions installed to section off the area. Maintain physical distance at tables and chairs. The Keurig will be available and the fridge and microwave. Disposable dishes will be available. Please bring what you need from home and take back home with you (coffee mugs, water bottles etc) Staff meetings can occur in the staffroom with a mask as the tables have been physically distanced. ESS can meet in the lab. PLCs can meet in classrooms but must disinfect afterwards.

When entering the office use the main entrance. There are circles on the floor to indicate where to stand. Other than office staff, only one extra person should be in the outer office and only one in the copier room. Please exit the office by the guidance area. Arrows have been added to indicate proper direction.

**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 | done |
| Provide time for food preparation and mealtimes. | *Return to School* document | done |

**Transition:**

Students will stay in their classrooms for the first break from 10:10-10:25 to maintain their bubble. Teachers will have a break and ESS will cover hallways for duty. We will have four staggered lunch/recess times to keep students distanced outside. Each block will be 25 minutes and while one group is eating, another will be outside and assigned to a designated area of the playground. There will be 3-4 groups out at a time and will be physically distanced and monitored by their teacher who will be with them at that time. ESS will cover hallways for lunch times so teachers can eat. Designated areas will be rotated on a weekly basis to give students a variety of places to play. See duty schedule below.

We will provide a meal service by local restaurants. We are still working to determine which restaurants are interested. Orders will be made online and milk will be available as well. Meals will be delivered to the school at the beginning of each lunch time (for hot items) or at the beginning of the first lunch time for cold items. The admin assistant will allow the deliverer to enter while wearing a mask and set the meals down on the bench outside the office for the admin assistant to collect for distribution. Meals will be kept in the fridge and then delivered at each lunch time for cold items but will be delivered immediately for hot items which will be brought at the start of the designated lunch times. Meals will be delivered to classes on trays for collection. Teachers will be provided with bins for breakfast items that can be distributed between and 8:00 am and 8:30 am.

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| **TIME** | **AREA** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **8:15- 8:30** | **FRONT**  **3-5**  **HALL** | **LARRY**  **NICOLE**  **STEVE** | **LARRY**  **NICOLE**  **STEVE** | **LARRY**  **NICOLE**  **ADAM** | **LARRY**  **NICOLE**  **STEVE** | **LARRY**  **NICOLE**  **STEVE** |
| **10:10-10:25**  **INSIDE**  **BREAK** | **LWR HALL**  **1-2 HALL**  **3-5 HALL** | **ADAM**  **LARRY**  **NICOLE** | **ADAM**  **LARRY**  **NICOLE** | **ADAM**  **LARRY**  **NICOLE** | **ADAM**  **LARRY**  **NICOLE** | **ADAM**  **LARRY**  **NICOLE** |
| **11:15-11:40 LUNCH 1**  **EAT- KC, KS, 1F**  **OUT-1MI,1MO,2T,2C**  **11:35 WHISTLE TO REENTER** | **LWR HALL**  **LWR HALL** | **LARRY**  **NICOLE** | **LARRY**  **NICOLE** | **LARRY**  **NICOLE** | **LARRY**  **NICOLE** | **LARRY**  **NICOLE** |
| **11:40-12:05 LUNCH 2**  **EAT- 1MI, 1MO, 2T, 2C**  **OUT-KC,KS,IF**  **12:00 WHISTLE TO REENTER** | **1-2 HALL**  **1-2 HALL** | **LARRY**  **ADAM** | **LARRY**  **ADAM** | **LARRY**  **ADAM** | **LARRY**  **ADAM** | **LARRY**  **ADAM** |
| **12:05-12:30 LUNCH 3**  **EAT- 3R, 4A, 5J**  **OUT-3D,4G,5F**  **12:25 WHISTLE TO REENTER** | **3-5 HALL**  **3-5 HALL**  **OFFICE** | **ADAM**  **NICOLE**  **LARRY** | **ADAM**  **NICOLE**  **LARRY** | **ADAM**  **NICOLE**  **LARRY** | **ADAM**  **NICOLE**  **LARRY** | **ADAM**  **NICOLE**  **LARRY** |
| **12:30-12:55 LUNCH 4**  **EAT-3D,4G,5F**  **OUT- 3R, 4A, 5J**  **12:50 WHISTLE TO REENTER** | **3-5 HALL**  **3-5 HALL**  **OFFICE** | **ADAM**  **STEVE**  **NICOLE** | **ADAM**  **STEVE**  **NICOLE** | **ADAM**  **STEVE**  **NICOLE** | **ADAM**  **STEVE**  **NICOLE** | **ADAM**  **STEVE**  **NICOLE** |
| **1:50-2:00** | **WALKERS** | **Nicole will collect walkers and deliver to the sidewalk safely and keeping bubbles 1m apart** | | | | |
| **2:00-2:30** | **K-2 SDL** | **Teachers will supervise their own classroom bubble.** | | | | |
| **2:40-3:00** | **BUS** | **LARRY will support teachers during loading. K-2 begin loading at 2:40 and 3-5 begin loading at 2:50. 2 classes will load at a time with social distancing. One class start on school side of busses and one class start between busses. Classes closest to the door will go first and everyone must line up inside their classroom to wait** | | | | |

**Note: Each teacher will be responsible for walking their students to the busses at dismissal and giving the red card to Larry. If he is not there then please tack your red card to the bulletin strip inside the door. For this year 3-5 walkers will stay with their classes and be dismissed by the homeroom teacher to the path when the teacher walks by it.**

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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 are asked to screen themselves before leaving residences. If there are symptoms of COVID, they should not report to school. | Return to School Document | In progress |
| 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 | In progress |
| 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. | In progress |

**Screening:**

All school personnel and students (and their guardians) will be given the COVID 19 screening document with the symptoms and restrictions listed on it (included in the handbook). These signs will be posted at all doorways as well. All of those entering the school are asked to passively screen themselves before entering the school and stay home if two or more symptoms are evident. As per provincial protocol, guardians will need to have their child tested for Covid-19 when presenting with sufficient symptoms to require testing. Parents must contact 811 first and then take direction from Public Health.. Any visitors entering the building will be asked the screening questions when entering the building by office staff. If a staff member or guardian becomes aware that an individual is suspected of having Covid-19, they will notify the school office. Admin will contact the individual to verify the information if the tip does not come from the guardian. The person in question will be required to stay home and call 811. Staff feeling ill should report to admin immediately so a replacement can be found. A mask should be worn if possible. A sick student will go to the sick room behind the office and the guardian will be contacted immediately. The guardian will be asked to collect the child within an hour. The student will wear a mask if possible. Those in the office supporting the student will also wear a mask. After the student is picked up the custodian will sanitize the room. The bed will have a plastic cover to disinfect easily. The school will inform public health and the superintendent if a case is confirmed. Together the school community will be notified, and public health will advise the school in what steps need to be taken.

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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) | School start up |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff….each teacher will have a spray bottle for cleaning desks/tables as well as sanitizer. They will have these refilled as needed by speaking with the custodians.  Designate personnel responsible for monitoring supply levels and communicating with administrators….Custodian II, Phyllis Connors will notify the office when supplies are low. |  | In progress |
| 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 | In progress |
| * 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) | In progress |
| * For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements. Each class will have a designated stall to use. Only two students with masks will use a washroom at once. Wait spots will be designated outside the door. Middle sinks in washrooms will be turned off to help with physical distancing. |  | In progress |
| **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 | In progress |
| Encourage proper hand hygiene before and after handling objects or touching surfaces. |  | School start up |
| Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards. | Cleaning and disinfecting guide | In progress |
| For ventilation, consult the *Return to School* document. | Facilities staff | Done |

**Cleaning and Disinfection:**

Each homeroom teacher will receive a handwashing procedure poster and a hand sanitizer poster to use in their classroom and will communicate the procedures with their students. Frequent handwashing or sanitizing will be required between using classroom items as well as at tables or desks, at lunch and recess. Students must sanitize before using the playground equipment and gym materials will also be sanitized between classes. Each classroom will be equipped with a bottle of sanitizer and a spray bottle to wash tables. When these get low they will get them refilled by a custodian. The custodian II will monitor supply levels and communicate with the office when supplies are getting low and need to be ordered.

Only two students will be allowed in the washroom at a time and must wear their mask. If there are two students in the washroom they must wait on the circle outside the door until one person leaves. The washroom tags outside the door will indicate the number of students currently in the washroom. Each classroom will have a designated stall to use. 2C will use the 3-5 washrooms on the upper hallway. The middle sinks will be turned off to allow for physical distancing. Students will be allowed to use the washroom as needed throughout the day following these guidelines. Breaks and lunch time will be the encouraged time.

Any time that students leave the room, they should sanitize their hands on their return. Any staff visiting a class must sanitize before entering and sign the class log.

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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. |  |
| 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) | In progress |
| * Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate. |
| * Provide minimum 60% alcohol-based hand sanitizer. | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf) | In progress |
| * 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) | school start up |
| * 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 | In progress |

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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 | In progress |
| **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+Protective+Equipment+Poster.pdf?MOD=AJPERES&CVID=mu8SU02)  District Student Support Services | In progress |
| * Hand protection (nitrile, rubber or latex gloves) | In progress |
| * Eye protection (safety glasses, goggles or face shield) | In progress |
| * Other PPE as determined necessary through the risk assessment |  | In progress |
| 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* document | In progress |
| **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 on non-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) | In pr0gress |
| Considerations for schools licensed under Food Premises Regulations | *Return to School* document |  |

**Personal Hygiene:**

All school staff and students as well as any visitors will be required to wear a mask when in hallways. Our hallways are narrow and there will be times during the day we can not physically distance. Students will need to have their mask on when entering the building. Masks are not required in the classroom unless a visiting teacher can not physically distance 2m from the students or 1 m with a mask. Teachers will teach students proper mask etiquette including how to take a mask off and store it in their pencil case. Teachers will also teach how to wash hands and sanitize and will monitor this frequently throughout the day. All classrooms will have hand sanitizer provided. This will be monitored by the teacher and refilled by the custodian as required. Custodians will make sure sanitizer is ordered as needed and will make sure washrooms have warm running water, soap, working air dryer and paper towel. Where possible students will use their own classroom materials. If items are to be shared within a bubble, students will handwash/sanitize before and after use.

Protective barriers will be placed in the office and library.

A visitor log will be maintained by the administrative assistant and each homeroom. The office will also keep a log of staff attendance and any supply teachers or visitors in the building. Admin, Resource and Guidance will also need to keep a log of who they are seeing on what days and times. Their work areas must be sanitized between visits.

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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** | **Act is located in the main office.** | **Done** |
| 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) | School start up |
| 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) | School start up |
| 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 | School start up |
| Keep records/log of visitor and employee presence, as well as orientation, training and inspections. |  | In progress |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. |  | In progress |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. |  | School start up |
| Make available appropriate personal protective equipment for the school setting. | District Student Support Services | In progress |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. |  | Done |
| 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) | School start up |
| 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) | School start up |
| 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* document | Not started |

**Elements of the OH&S Act and Regulations – School-based COVID Response:**

Staff will be made aware of responsibilities and rights at the first staff meeting of the year including the right to know about health and safety matters, the right to participate in decisions that could affect their health and safety and the right to refuse work that could affect their health and safety and that of others. Staff will be made aware of PPE at first staff meeting and will be provided to staff as required. Staff not following policies and procedures will be referred to human resources.

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

Staff will share information regarding the policies and processes implemented regarding Covid 19 with their students in an age appropriate way. Staff will be made aware of the work refusal process at the first staff meeting and will also be given this link for further examination: <https://www.worksafenb.ca/safety-topics/covid-19-and-the-right-to-refuse/>

Records of visitor logs will be kept in the office and each homeroom. The operational plan will be available to supply staff on AESOP and will be made available at the office.

The operational plan was created in connection with the JHSC in June, ESST in August and will be reviewed by staff in September.

**Outbreak Management Plan – COVID Response:**

If the school becomes aware of a confirmed case of Covid-19, the principal will advise the superintendent and Public Health by contacting the Regional Health Authority Public Health Nurse or the after hours emergency number. The school will follow the direction of Public Health, who will be involved in identifying contacts and managing the outbreak. The Health Department will advise the school on communication with the school community. Contingency plans for continued learning will be in place in case of a student, class or school assigned to home. A suspected case identified at school should be sent to the office and wear a mask immediately as well as all office staff. The individual should be assigned to home and contact 811 to be tested and wait for negative test results before returning to school.

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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 staff  School District Human Resources Staff | Not started |
| 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 Services | In progress |

**Additional Considerations:**

Staff will be made aware of mental health supports through the Employee Assistance Program and Teacher Counselling. Staff feeling stressed will be encouraged to seek support. Social and Emotional Learning will be part of the curriculum in all classes and supported by home room teachers. Guidance will also be available for students needing extra support and can be referred directly from a teacher or guardian.