

Perth-Andover Middle School
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Perth-Andover Middle School
Return to School Operational Plan
2020 – 2021
Sept. 3, 2020

INTRODUCTION

1. 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 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 August 28th, a meeting will be held with staff to go over the plan. The plan will be reviewed with support staff when they return to work on September 4th.

Students: The operational plan will be communicated to students by homeroom teachers. An introduction to the importance of the plan will be done virtually 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 table.

Date	Portion of Students	Grade level
September 8	1/3	6
September 9	1/3	7
September 10	1/3	8
September 11	All	6-8

Visiting professionals: Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. The operational plan will be attached to the AESOP posting and substitute teachers will be expected to have reviewed it prior to entering the building.

Parent/caregiver and school community: Once the plan is approved, a summary of the plan will be sent by email to each family. A notification will be sent through messenger directing parents to the school website to review the plan. Parents/caregivers will be asked to send questions to the school to the school email account (perth-andovermiddle@nbed.nb.ca). A question and answer sheet will be created and posted on the website. This will be updated regularly. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

Homeroom teachers will be contacting parents the week of August 31st to inform them of their class number and start date.

1. BUILDING ACCESS:

A. Parents / students / visiting professionals / teachers

Parent : Parents/caregivers will be asked not to enter the building without an appointment. When it is necessary to have a face to face meeting, parents will be required to sanitize upon entering the school and wear a mask. Meetings will take place in the conference room which will be sanitized at the end of the meeting by those attending. Names of all parties attending meetings will be recorded by the administrative assistant in the visitor log.

Student arrival: Bus students and parents driving students will arrive from 8-8:10am. Supervisors will be located on the sidewalk where buses unload, at the top of the stairs where students enter the building and by the crosswalk where students being dropped off cross the road. Students will enter by the main entrance. Custodians will lock the door at 8:15 when the instructional day begins.

Students arrival (tardy) - after 8:15 : Students who arrive to school once the instructional day has started will ring the bell and identifying themselves to the administrative assistant. She will direct the student to sanitize and proceed directly to homeroom. Ms. Lloyd (administrative assistant) will record when the child arrived as well as the reason the child was late. She will buzz the homeroom teacher to notify the teacher of the student's arrival.

Students leaving early: Parents/caregivers who are picking students up early for an appointment will be asked to call the office ahead of time or write a note and give it to the homeroom teacher. 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 parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 273-4760 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. Ms. Lloyd will confirm the appropriate person is picking the student up. She will walk the student to the main entrance, confirm and record the name of the person that is picking the student up and the time.

Visiting professionals including supply teachers and supply educational assistants: The Administrative assistant will keep a log of all visitors entering the building – name, time entered and exit. They will be required to wear a mask if physical distancing of 2m is not possible in a classroom. They will be required to wear a mask in all common areas.

Teachers: Teachers will arrive by the front door. Upon entering the building, they will sanitize or immediately proceed to the bathroom to wash their hands.

B. Reducing Congestion/ Physical Distancing Requirements During the School

Morning bus / parent drop off: Bus students and parents driving students will arrive from 8-8:10am. Supervisors will be located on the sidewalk where buses unload, at the top of the stairs where students enter the building and by the crosswalk where students being dropped off cross the road. The entrance to the building is considered a common area and will require a mask when they leave their vehicle or bus and proceed to the front door. Supervisors will monitor physical distancing of two meters between students whenever possible.

Students will enter the school by the front doors, two doors will be used as entrance and two as exit. Signage will be posted for clarity. Two supervisors will be at the entrance to ensure that students sanitize before proceeding down the hall. Staff will spray students' hands when they enter. After 8:10, students will spray themselves using the sanitizer provided when they enter.

Am Lockers: Wearing their masks, students will proceed directly to their lockers upon entering the building. Students will put their coats and bookbags away and get materials for the morning classes (until noon) as well as their snack. Students will return to class once they have their supplies. Homeroom teachers will monitor students to ensure that they do not travel outside their bubble area of lockers. The number of students at their lockers at one time will not exceed 8, other students will wait against the wall facing their locker where possible or in their homeroom class. Homeroom teachers will ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area.

Breaks: Morning break will take place in homeroom classes. Students who are in Physical Education, exploratory or Maliseet will be returned to their homeroom at the end of the class by the specialty teacher. The teacher will ensure that social distancing takes place in the event the group encounters another returning class. All students and staff will be wearing a community mask as they travel in the halls.

Lunch: Students will be travelling in their classroom bubbles during lunch time and escorted to their designated location by a supervising teacher. The teacher will ensure the group is lined up and that social distancing of 2m is maintained between passing groups.

Students will eat their lunch in their homeroom classes (see transition times for details) will eat their lunch brought from home or a pre-ordered meal from the cafeteria. Students who order from the cafeteria will complete an order form and place it in a designated zip lock bag with their money during homeroom in the morning. The orders will be sent to the cafeteria each morning by 8:30. A menu will be sent home so that parents can make every effort to send the correct change to school. Students will receive their meal at the beginning of noon hour each day.

Lunch lockers: Wearing their masks, students will proceed directly to their lockers upon entering the building after lunch. Students will put their coats and bookbags away and get materials for the afternoon classes. Students will return to class once they have their supplies. Homeroom teachers and ESS staff will monitor

students to ensure that they do not travel outside their bubble area of lockers. The number of students at their lockers at one time will not exceed 8, other students will wait against the wall facing their locker where possible or in their homeroom class. Homeroom teachers will ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area.

End of day lockers: Students will be directed to put on their mask and sent to get their belongings from their lockers. They will maintain physical distancing between bubble classes. Non homeroom teachers and student services will supervise locker areas to ensure social distancing takes place between classroom bubbles. The number of students at their lockers at one time will not exceed 8, other students will wait against the wall facing their locker where possible or in their homeroom class. Homeroom teachers will ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area.

Dismissal: Once all buses have arrived and students have placed their masks, students will be dismissed by class beginning with the grade 8's who are closest to the exit. The classes will follow behind one another maintaining social distance. The teacher(s) will lead the students to through the exit door and to the bus loading area. Teachers will have designated duty spots in the bus loading zone at the end of the day to help ensure physical distancing practices of 2m while loading the bus.

Students who are walking or biking home will go to the cafeteria and remain there until buses have left. They will sit 2m from one another (marked spots). These students will be supervised by staff. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

C. COVID controls in classrooms and other rooms:

I. Classrooms -

Hand sanitizing stations will be provided in all classrooms. Bubble teachers are not required to social distance. Specialty teachers or teachers who travel between groups of students (PE, Maliseet, PIF, Health, Educational Assistants) must maintain a distance of 1m between themselves and students. If that is not possible, they must wear a community mask.

Classroom set up: Students will remain with their classroom bubble for all classes, lunch, break and any other school activity. Classroom will be set up in desks and tables. When possible, tables will be limited to 3 students and be separated from other desks and tables. The homeroom classroom teacher will teach students at least 5 courses including Math, LA, Science, Social studies and PDCP. Classroom teachers may also teach art and music. Exploratory classes (health, MakerSpace and technology), Maliseet and gym will require students to move classes. When this happens, students will wear their community mask as they travel through the halls. A teacher will escort the group to their next class to minimize contact between bubbles travelling in the same hallway. They may remove their mask once they have reached their new classroom. Whenever possible, classroom windows will be kept open to encourage air circulation.

Instruction: Within the classroom bubbles, teachers will limit the group work so students have sufficient personal space. Teachers are encouraged to take students outside to learn whenever possible. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Supplies: Students will receive their supplies from their homeroom teacher. Once received, there should be little sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.

Makerspace/ Science – The students will sanitize any equipment used by the class prior to putting the equipment away. Teachers will maintain 1m distance from students or wear a mask if this is not possible. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized at the end of each day.

Computer Lab – Teachers will book the computer lab. Students will wipe screens, keyboards, chairs, and tables prior to leaving. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized at the end of each day.

Gym – The gym will at times accommodate two classes. The curtain will separate each bubble class. Each class will have their own equipment that will be sanitized by students at the end of class. When the gym is shared, students will enter and exit by different doors. Only one class will change clothes and use changing room. The other class will change footwear only and do this in their side of the gym. The changing class will enter and exit by the main gym door. The class that does not change, will enter, and exit by the cafeteria door. The instruction on days where students do not change will be low intensity or outdoors when possible.

Changing Rooms – Students within the same bubble class will utilize the change rooms at the same time. They will be cleaned by custodians a minimum of 3 times per day – at least after period 2 / period 4 and at the end of the day. A schedule will be posted and monitored by administration throughout the day.

II. Working outside classrooms

All other people working outside of classrooms will be provided with sanitizing spray and paper towel to sanitize items/areas, as necessary. This includes all programming rooms.

Resource Area: Small group work will be limited to students who are in the same class. Between working with students all chairs, tables and any areas touched by the student(s) must be sanitized. 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.

Guidance Area: Small group work will be limited to students who are in the same bubble. Between each meeting with students all chairs, tables and any areas touched by the student(s) must be sanitized using a disinfectant solution. Chairs/furniture in guidance area is to be kept to a minimum.

Child and Youth Team Area: The team member will be required to wear a community mask when working with a student. Each student must have their own set of materials to work with. These are to be kept in

separate enclosed containers properly identified by student. Between student meetings, all chairs, tables, and any areas touched by the student must be sanitized. The solution will be provided by the school and mixed new each time the CYT member is in the school.

Work Room One / Two / Three : Staff working in this area will require masks and may use shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students all chairs, tables and any areas touched by the student must be sanitized.

Library : PAMS will have a mobile library, the library will be closed to students. The librarian will select books to take to classrooms for students to borrow based on input from teachers.

District Personnel meeting with PAMS Staff : When a distance of 2m 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 PAMS. Masks will be required when travelling in common areas.

2. RISK ASSESSMENT:

A. Risk factors and controls

Risks of COVID-19 exposure:	Controls necessary to mitigate the risk of COVID-19 exposure:
<ul style="list-style-type: none"> • Students will have interactions with many 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. 	<ul style="list-style-type: none"> • 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.

<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).
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B . Physical isolation protocol for people showing signs of illness

People showing signs of illness will go to the room 152. The individual who is sick will be given a mask to wear (if he/she does not have a mask). The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a desk, table, and plastic chairs. 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.

3. PHYSICAL DISTANCING:

Hallways / reception area / sunlobby

- All physical distancing protocol will be followed. All classes, offices etc. will be set up to promote physical distancing.
- Visual cues on floors will be provided where appropriate.
- Students will be taught to walk close to walls.
- Main hallway and sun lobby are free of chairs or other furniture to allow for distancing.
- Arrows will be added to indicate the direction for the side of the hallway.

Staff room

- Tables to be set up so that physical distancing is respected. Staff room can accommodate 3 people eating at tables only. Staff will be responsible for sanitizing tables and chairs once they are finished eating.

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- Staff room will not be used for breaks. Educational assistants will take breaks in cafeteria and be responsible for cleaning area after use.
- 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. Dishes brought from home are to be taken home to be washed.
- Staff will be encouraged to bring their own water bottle.
- Staff may use fridge and microwave. Staff must wipe down handles / keypads after use.
- Visiting professionals may use lockers in staff rooms.

Office

- Staff and students who with administration should report to Ms. Llyod at the plex-glass window.
- Permission **must** be given before entering the office area.
- Only 1 person may meet with Mme. Dionne or Mr. Tompkins at a time.
- Only 1 additional staff person in the main office area besides office personnel at a given time.
- Staff should not go behind the administration partition at any time or enter the supply room.

Staff Meetings

- Whole staff meetings will be held in the science room
- Small meetings (ESS / Paraprofessionals / parents / visiting professionals) will be held in the library
- Grade level meetings will be held in the following locations
 - Grade 6 – health classroom
 - Grade 7 – library
 - Grade 8 – science room

In all locations, staff will be required to clean desk / table and chair before leaving. In all locations, staff will be seated 2m apart. Staff will not be required to wear masks when 2m apart. Visiting professionals will always wear masks.

4. TRANSITION

Arrival / Lockers / Bus – see arrival under section #2 ***“building access”***.

Lunch: Lunch is divided into two 30-minute sessions. During the first half, all students will eat their lunch in their classrooms. During the second half of noon hour, all students will be outside in designated spaces or in the gym. In the event of inclement weather, bubbles will be in their classes (the gym will be used on a rotational basis to accommodate 2 bubble groups).

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Supervision for the first half of noon hour will be 1 supervisor to 2 adjacent classroom bubbles. Each classroom bubble will have 1 designated supervisor for the second half of lunch hour (outside / gym time). Supervision of a classroom bubble will be maintained between 2-3 teachers so the student grouping may become very familiar to the teacher.

Lunch – first half

Classroom: All students will eat their lunch in their class, either lunch brought from home or ordered from the cafeteria.

Lunch – second half

The following 9 areas will each accommodate one bubble classroom during the second half of noon hour – outdoor play.

- Front field divided into two sections using field chalk - 2 bubble groups
- Front grass area near gazebo
- Front swing area
- Front grass area to the right of stairs
- Back of basketball area
- Back playset area
- Gym – 2 bubbles divided by the curtain

Students who will be in the front of the building will exit/enter by the front door. Students in the back of the building will exit / enter by the back doors. Each class will have a box of outdoor play equipment to take outside to use while outside on the playground. The homeroom teacher will be responsible to ensure the box is returned and the equipment is sanitized daily.

Lunch schedule will be rotated bi-weekly.

Morning arrival / break / Dismissal

8:00 – 8:15	Students arrive and go directly to class.	Teacher supervises students at a time at their locker
10 :00	In class break – students will bring snack to class with them in the morning. A snack basket will be available in the event a student forgot their snack.	Teacher supervises students

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2:30	Students return to homeroom. Teacher supervises students at their lockers. Students wait in class to dismiss.	
2:50	Classes dismiss beginning with grade 8's (closest to the main exit). Teachers lead students out the building maintaining physical distance.	
2:50	Walking students wait in cafeteria and sit at designated seats (maintaining social distance).	Walkers are supervised. Once buses have left, walking students may leave the building. They are asked to maintain 2m from one another on their walk home.
2:50	Students enter buses maintaining a 1m physical distance and wearing their masks.	Teachers are assigned a supervision spot (1 teacher by each bus) to ensure physical distancing and mask wearing while getting on the bus.

Breakfast program: Breakfast trays will be delivered to classes with non-perishable food items by 8am each day. These trays will be prepared each day by volunteers who have been screened for COVID 19. Students will be able to eat between morning arrival at 8:15am.

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

School layout guides will be developed as needed.

5. SCREENING:

Screening requirements (parents/caregivers)

- Parents/caregivers will be given the attached document on symptoms of COVID 19.
- Parents/caregivers will be asked to take their child's temperature prior to the child leaving for school.
- Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home.
- As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting two symptoms.
- Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.
- Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

Screening requirements (staff/visiting professionals)

- 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.
- As per provincial protocol, staff will need to be tested for COVID 19 when presenting with sufficient symptoms.
- Staff will be asked to contact 811 if they are unsure as to whether or not testing is required.

Protocol if an individual is suspected to have COVID-19 and may have been in the building.

- Employees will be informed 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 make contact with 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 needed to stay at home until they have received confirmation that they do not have COVID 19.
- Regional Public Health will notify the school about what is to be done.

Daily Self-monitoring requirements (students and staff)

- Students/staff members must self-monitor throughout the day.
- If students/staff members become ill, they are responsible to report this to their direct supervisor and/or administration immediately. Students will immediately move to the isolation room. The staff member will leave immediately.

Protocol if students are feeling ill

- People showing signs of illness will go to the isolation room.
- The individual who is sick will be given a mask to wear (if he/she does not have a mask).
- All staff who interact with the student will 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 (windows will allow for monitoring of the individual).
- Parent / guardian will be called to pick up student. They should arrive within 1 hour.

- Following the departure of the individual who is ill, the custodian, while wearing the proper PPE, will disinfect the room, closing the door when finished.

6. CLEANING AND DISINFECTING PROCEDURES

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

- Proper hand hygiene practice will be reviewed with staff.
- Homeroom teachers will have copies of this procedure in their classrooms.
- Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

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

- 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 from the labelled box on the stage prior to 8am daily.
- All staff will return spray bottles to the designated box before leaving daily. The PM custodian will refill disinfectant solution daily. Bottles will be prepared by 7:30am.
- Teachers who move classes will need to sanitize any chair, desk, or materials used before they leave the class.
- Peter Jensen, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.
- 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.

Washrooms:

- All washrooms will have liquid soap dispensers, paper towel dispensers and garbage containers.
- The use of air dryers will be discouraged.
- Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day. A cleaning log will be posted and completed by custodians.

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- Main washrooms will be used by grade 6 and 7 classes including the 7/8 split. The washrooms are limited to 2 students at a time. Grade 8 students will use the two individual gender-neutral washrooms located by the cafeteria.
- During instructional time, including morning break, teachers will excuse only one student at a time to use the washroom. Each class will have 2 “occupied” labels that are sanitized each morning by the homeroom teacher. The student will bring the occupied label to hang on the hook outside the bathroom, the student will sanitize the label when it is returned to the bubble classroom and place it in the basket. If both hooks are occupied when the student arrives at the washroom, the student will wait on the designated bear paws spaced on the floor. Student services team will be scheduled to monitor hallways and bathrooms when not teaching. When students return to their class, they will disinfect the label and return it to the hook.
- At noon, students must ask their supervising teacher for permission to use the washroom. The teacher will radio hallway supervisor to notify them. A washroom label hanging in the office will be given to the student. The student will return the label and the supervisor will disinfect it and hang it in the office. The following washrooms will be designated to noon hour sites.

Grade 8 and students in the cafeteria - gender neutral washrooms adjacent to the cafeteria.

Gym – changing room washrooms

Classroom (grade 6, grade 7 and 7/8 split) - main washroom

Outside – main washrooms

Handwashing

- Additional hand-washing posters will be printed, laminated, and posted.
- All bathrooms will have a handwashing poster posted beside every sink.
- Sinks that are not to be used will be marked for easy recognition.
- 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.
- 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.

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 from the stage and return it at the end of day. Custodians will follow sanitization protocols as previously outlined.
- This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.
- Each class/programing area and entrance will be equipped with a hand sanitizing station.
- Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

Ventilation

- 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.
- 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 II immediately. This will be considered an “emergency” issue.

7. PERSONAL HYGIENE ETIQUETTE

Masks

Students

The following table describes the requirements for the use of community masks and physical distancing for students. Parents, teachers and school personnel should model safe and healthy behaviors and teach and encourage them in students. If a student refuses to follow these requirements, disciplinary action may be taken.

Use of Community Masks and Physical Distancing for Students			
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 metres
6-8	In class grouping	Community masks	Not required
		Physical distancing	Not required*
	In common areas	Community masks	Required
		Physical distancing	Two metres
9-12	In the classroom	Community masks	If unable to physically distance one metre, community mask is required
		Physical distancing	One metre
	In common areas	Community masks	Required
		Physical distancing	Two metres

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

Masks – staff and visiting professionals

School Personnel

The following table describes the requirements for the use of community masks and physical distancing for school personnel.

Use of Community Masks and Physical Distancing for School Personnel					
Grades	Location	Measure	Class Grouping Teacher	High School and All Level Specialty and Teachers (Art, Phys. Ed., etc.)	Itinerant Teachers, Supply Teachers, Visiting Professionals
K-8	In class grouping	Community masks	Not required	If unable to physically distance one metre, community mask is required	If unable to physically distance two metres, community mask is required
		Physical distancing	Not required	One metre	Two metres
	In common areas	Community masks	Required	Required	Required
		Physical distancing	Two metres	Two metres	Two metres
9-12	In the classroom	Community masks	N/A	If unable to physically distance one metre, community mask is required	If unable to physically distance two metres, community mask is required
		Physical distancing	N/A	One metre	Two metres
	In common areas	Community masks	N/A	Required	Required
		Physical distancing	N/A	Two metres	Two metres

Masks on bus

- PAMS students will wear masks when getting on and off the bus and if they are sitting with another student who is not from the same household.
- If a student does not have a mask upon boarding the bus, one will be provided temporarily.
- Parents are to provide clean masks for student use. Incidents of non-compliance may be reported to the school principal for follow up.

Summary of personal hygiene etiquette included in this document

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- 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.
- 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.
- 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.

Protocol for increased frequency of cleaning of touched surfaces/objects

- Shared objects within a classroom are to be sanitized prior to being given to students and upon their return.
- Students will sanitize shared objects after they have used them including computers / science equipment / art supplies...)
- Students will sanitize workspaces and chairs after each use when attending classes outside their homeroom - Maliseet / Health / Technology / Makerspace. For homeroom classes, students will sanitize desks and chairs at the end of day.
- Teachers sharing work areas will sanitize their desk, shared materials, and seats after each use.
- Teachers will sanitize homeroom work area at the end of day.
- Sanitizing solution and paper towels 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 a minimum of three times daily by custodians. A cleaning schedule will be posted in bathroom.

8. PROTECTIVE MEASURES

Barriers where physical distancing is difficult to maintain

- Moveable barriers will be placed in resource room to distance students from different bubbles working in the same room.
- Moveable barrier will be placed in the office to distance the administration area from photocopy area.
- A barrier will be installed between the urinals in the main bathroom.

Provide personal protective equipment

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- Use non-medical “community” face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19 and all individuals interacting with these individuals. (see isolation protocol)
- PPE will be used as determined necessary through the risk assessment
- Masks, gloves, shields, and any other PPE will be provided as required for staff.
- When required, the following will be used.
 - Hand protection (nitrile, rubber or latex gloves)
 - Eye protection (safety glasses, goggles or face shield)

Visitor Log

- A visitor log will be maintained by the administrative assistant, Mrs. Lloyd. Staff attendance and any substitutes that are in the building will also be tracked by Mrs. Lloyd.
- Teachers will 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 will track when students are not in their rooms and with whom the student(s) is/are working.
- 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.

Considerations for school licensed under Food Premises Regulations

The cafeteria will open on September 21st. Food services will follow all prescribed food regulations for food preparation and serving.

9. OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS

Training will ensure employees are aware of the three fundamental rights under the *Occupational Health and Safety Act*

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.

All staff will take part in orientation, it will cover the following topics (OHS – guidelines, new employees)

- The name and contact information of the new employee's supervisor.
- The contact information of the JHSC or the health and safety representative.
- The employee's [rights, liabilities and duties](https://ohsguide.worksafenb.ca/topic/orientation.html) under this Act and the regulations, including reporting requirements and right to refuse. <https://ohsguide.worksafenb.ca/topic/orientation.html>

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- The right to refuse <https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>
- The health and safety procedures and codes of practice related to the new employee's job tasks.
- The location of first aid facilities and how to obtain first aid.
- The procedures on how to report illnesses and injuries that occur at work.
- The procedures about what to do in an emergency.
- The use of personal protective equipment, if applicable.

All employees will be expected to review the following Worksafe documents:

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

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

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

All employees will be expected to visit the NB public health site for current information on Covid 19 guidelines and processes.

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>

All employees will be expected to review information about procedures in the operation at Perth-Andover Middle School.

- Covid 19 screening <https://www.worksafenb.ca/media/61042/notice-screening-for-covid-19.pdf>
- Handwashing / <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>
- Hand sanitizing procedures <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf>
- Covid-19 prevention and risks
- OHS guide – PPE <https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal+Protective+Equipment+Poster.pdf?MOD=AJPERES&CVID=mu8SU02>
- How to properly wear a mask - <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf>
- Health Canada Information – non medical masks <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
- Staff will complete the online form indicating that the information has been reviewed. This is required by September 8th, the first day of classes.
- When new policies and processes are established in relation to COVID 19, administration and members of the JHSC will be provided with this information. It will be communicated with whole staff through email (with confirmations of read) or a staff meeting in science lab.

Student orientation, information and training on the processes implemented regarding COVID-19 will be provided

- Staff will provide students with the information in this document at an age/grade appropriate level.

PAMS Administration and supervising staff

- Will be knowledgeable on the guidelines and processes established by Public Health.
- Will ensure all staff receive instruction and training on PPE at PAMS.
- Will oversee the **visitor tracking and employee attendance logs**.
- Will **keep a record of training and orientation times, dates and attendance**.
- Will ensure that all members of the school community are complying with policies, procedures and processes established.
- Administration will follow guidelines set by district HR for staff violating policies and procedures.
- 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.

10. OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

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

- 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.
- If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.

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- 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.

11. Mental Health Support

Access to mental health support (public and EPA)

- Employees will be made aware of contact information for EAP and Teacher Counselling. the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with teachers on a weekly basis; the Vice-Principal will make contact with custodians, administrative assistant, library assistant and any other staff members on a weekly basis.
- The ESST will read and review on discuss the document: Employees will Guideline 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>
- SEL (Social Emotional Learning) will continue to be a focus at Perth-Andover Middle School for the 2020-21 school year. Students will work on positive mental health and SEL weekly in PDCP class, topics covered include growth mindset, resiliency, and empathy.
- Additional support will be provided to students by Mrs. Baker, Guidance counsellor.
- 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.

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**