# MC900438203[1]COVID-19 OPERATIONAL PLAN FOR

# SUMMERHILL STREET ELEMENTARY SCHOOL

***20 Summerhill Street***

***Oromocto, N.B.***

***E2V 1V1***

***Principal: Shannon Atherton***

***Vice – Principal: Christie Jordan***

**\*\*\*\*Please note: This document is subject to change based on direction from ASD-W and/or Public Health.**

**Communication Strategies:**

**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 the first day of work, a virtual meeting will be held with staff to go over the plan. The plan will be reviewed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

**Students:** The operational plan will be communicated to students by homeroom teachers. 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. All students and staff are required to bring 2 clean masks to school. Students will be strongly encouraged to wear their mask outside of the classroom. When masks are not being used, they can be stored in a cloth or paper bag with your child’s name on it. Prior to school starting (during the week of Aug. 31 – Sept. 4), teachers will also make a PowerPoint presentation to send to their families (this will replace Meet the Teacher Night). This presentation (sent electronically to parents) will outline key points in the operational plan as well as details about academics and classroom routines.

**Staggered entry dates for the first week of school**

**Tuesday, September 8 - 1/3 of all classes (Last name starting with A – F)**

**Wednesday, September 9 – 1/3 of all classes (Last name starting with G – N)**

**Thursday, September 10 – 1/3 of all classes (Last name starting with O – Z)**

**Friday, September 11 – ALL STUDENTS**

**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. (This includes substitute teachers who are coming into the building.) The operational plan will be uploaded to AESOP so substitute teachers are able to read this prior to coming to our building.

**Parent/caregiver and school community:**

Prior to school starting, parents will receive a copy of the operational plan once it is approved. This will be sent by email and the plan will also be posted to our website. Parents/guardians will be asked to send questions to the school via voice messages or using email. Parents/guardians who have additional concerns will be asked to call the school and speak to an administrator. A video and slideshow presentation will be made prior to school starting as a part of the school’s orientation. This video will replace a “Meet the Teacher” night and include details about operational plan and general information about the school.

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**BUILDING ACCESS**

**Prevention of Public from Freely Accessing the Operation School:**

* Prior to the first days of school for students on September 8th, parents/guardians will be asked not to enter the building without an appointment. On the first day of school for their child, the parents/guardians will drop their child off in the front (if not taking bus). There will be staff outside to answer any questions and walk students in the building to show students where their classroom is. Parents will only enter if they need to, but they will be asked to drop their child off at the front.
* Parents/caregivers will be notified that contact with school personnel will be through phone and/or virtual means. In-person meetings with parents/caregivers will be by appointment only.
* Parents/caregivers 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 parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line (357-4098) to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

Students who arrive at school late will be permitted into the building by the administrative assistant (they can ring the bell outside). The administrative assistant will record when the child arrived as well as the reason the child was late.

If parents need to drop a lunch or forgotten items to students, they will arrive at the front door and ring the bell to enter. They will communicate to the administrative assistant what they are dropping off and for who. They will leave the items in the basket by the door (inside the door). The student will be called down to the office to retrieve the item. This basket will be cleaned at the end of each day.

**Procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:**

Bus students will enter the school through the side of the building closest to the bus zone. Walking students or students getting dropped off will enter through the front door. Students will sanitize their hands as they enter the building.

Students coming in from the bus starting at 7:40 will be supervised by staff to ensure they are keeping a 6 foot (2 metre) distance. As they walk to their classroom they will be instructed to proceed to their classroom first. The supervising teacher in the hall will ask the students in the classrooms on one side (START WITH THE RIGHT SIDE) of the hallway to put their belongings away on their hooks. They will then ask the students from the other side to put their belongings away.

Parents/guardians will be asked to ensure that students who are walking or getting dropped off should arrive no earlier that 8:05. They will enter through the front door and proceed directly to their class.

At the end of the day, homeroom teachers will take turns allowing students in the hallway to get their belongings. Starting at 2:55, a staff member will come to each classroom and lead the students getting picked up or walking home through the front door to a pylon outside on sidewalk. Parents will be asked to wait by their car or in front of the sidewalk (not in the grassy area or near the front door). Once students are standing behind a class pylon, students will be walked across the crosswalk by a staff member. They will walk through the crosswalk with a few groups at a time (ensuring distance between the students in other classrooms). Students who are waiting for transportation home will wait by their class pylon until they see their parents/guardian.

As soon as walking students and students getting picked up leave the classroom, the homeroom teacher will walk students out the side door nearest to the bus zone. Homeroom teachers will ensure that they leave approx. 30 seconds after the next class to ensure distance between the groups. Teachers will walk to the bus zone and stop at each bus to allow their students to load. If all buses are not there at the end of the day, there will be a marked designated spot for students in each class to stand by while waiting for the bus.

**\*\*In the case of inclement weather, bus students will stay in their classrooms and each bus will be called one at a time.**

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a

1 m distance between themselves and students. Teachers will also be provided a portable plexiglass partition to place on desk or table.

Students should use personal belongings. There should be little or no 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.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be).

When other teachers are teaching the class for **Intensive French, Music or Guidance** (Personal Wellness), students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed). Students will still visit the gym or go outside for Physical Education class.

**Library** – The library will be closed to students. The librarian will select books to take to classrooms for students to borrow (scheduled visits). The librarian will be keeping the books in a basket for each class and when returned, she will put books in a plastic bag for a few days before putting them back on the shelves.

**Makerspace** – The Makerspace may be used. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.

**Changing Rooms** – The changing rooms are not to be used during the 2020 – 2021 school year. These rooms will remain locked throughout the school year. Students who are in Phys. Ed. classes must go to their designated bathroom. Allowing students washroom breaks during Phys. Ed. is discouraged.

**Provide COVID controls for staff working outside of the classroom:**

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, the chairs, tables and any areas touched by the student(s) must be cleaned with disinfectant 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.

**Guidance Area** – Small group work will be limited to students who are in the same class. Between each meeting with students, the chairs, tables and any areas touched by the student(s) must be cleaned with disinfectant solution. Tissue boxes are to be covered with a hard cover that can be cleaned with disinfectant solution. Chairs/furniture in guidance area is to be kept to a minimum.

**SLP** – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, the chairs, tables and any areas touched by the student must be cleaned with disinfectant solution. This solution will be provided by the school and mixed new each time the SLP is in the school.

**District Personnel meeting with Summerhill Staff** – When a distance of 2 m 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. Virtual meetings with district personnel will be encouraged.

**RISK ASSESSMENT:**

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

**The risk assessment within the school is as follows:**

* Students will have interactions with 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).

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

People showing signs of illness will go to the room across from the Principal’s office (main office on the bottom floor). The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a table, shelves, filing cabinet, plastic chairs and a garbage can. 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.

**PHYSICAL DISTANCING:**

* **Consider staff, students, visiting professionals, parents/guardians, and community members**
* **Arrange furniture to promote the physical distancing requirements (include a reception area in lobby with plastic chairs)**
* **Provide visual cues on floor, indicate directional movement were appropriate, “no-stopping” areas in narrow hallways, etc. Visual cues outside the washrooms will be needed if washroom is occupied for students waiting (maximum 2 for each)**

**Hallways:**

* Arrows will be on hallway floors to indicate the direction for the side of the hallway to walk on and the direction to walk.
* Red lines and signage will be added to indicate areas at which movement is to stop.
* **Determine if installation of physical barriers, such as partitions, is feasible**
* **Establish protocols to ensure people don’t congregate in groups (staggered break/recess, lunch, staggered entry and dismissal, release time and locations, virtual meetings, limit access to common areas, etc.)**

**Staffroom:**

Upstairs staff room:

* Fabric chairs are not to be used.
* Tables to be set up so that physical distancing is respected. No more than 3 people at a time in the staffroom. Other staff members may walk into their area to access their food.

Downstairs staff room (Conference room) :

* Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. Other staff members may walk into their area to access their food.
* 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.
* Lockers will be placed in the upstairs staffroom for Educational Assistants to use.

Staff Meetings will be virtual except for small group/team meetings.

* Evaluate options to reduce those required onsite

Not applicable.

**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.

**Transition times:**

**Evaluate the risk of individuals/class bubbles coming closer than two metres (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).**

* Staggered break/recess, lunch and release times have been created. Please see table in **Transition** section.
* Physical Education classes going outside will exit through staff parking lot door and enter building through bus zone loading door.
* Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.
* Red lines and signage will be added to indicate areas at which movement is to stop. By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots (ie. outside the washrooms, by the water filling station)
* **Only one class will be traveling to the gym at a time and there will be a 5 minute interval between classes to ensure safe transition back to class and give the Physical Education teacher time to sanitize equipment (if needed).**

**Transition:**

The school schedule has been modified to address transition times, break/recess, lunch, etc. to promote the 2 metre physical distancing between each class, respect our class groupings and utilize separate locations to support these transition times as needed.

|  |  |  |
| --- | --- | --- |
| **TIME** | **CLASSES** | **WHAT?** |
| 7:40 – 8:15 Bus students arrive at side door nearest bus zone | Students entering the school will sanitize hands and then go directly to their classroom. Supervising staff will instruct the RIGHT Side of the Hallway classes to be in the hall FIRST and then the LEFT side of the hallway can put their belongings away. | Put belongings away in classroom and hallway |
| 8:05 – 8:20 Walking students will be entering through the front | Supervising staff will ensure students enter the building and walk to classrooms at a staggered pace to ensure distancing. Students can put their belongings in the hallway while supervising staff ensure they have space. | Put belongings away in classroom and hallway |
| 9:55 – 10:10 | Grade 3 classes | Morning recess outside  Eat snacks in homeroom before or after going outside |
| 10:15 – 10:30 | Grade 4 classes | Morning recess outside  Eat snacks in homeroom before or after going outside |
| 10:35 – 10:50 | Grade 5 classes (one class will be in PE at the time) | Morning recess outside  Eat snacks in homeroom before or after going outside |
| 11:55 – 12:15 (EAT)  12:15 -12:35 (OUTSIDE) | Grade 4 Students (4J, 4D, 4W and ¾ C) will eat first, then go outside. | Eat lunch in classroom  Outside to their designated spot on playground |
| 11:50 – 12:10 (OUTSIDE)  12:10 -12:30 (EAT) | Grade 3 Students (3WEG, 3N, 3McW, 3RH) will go outside first, then eat) | Eat lunch in classroom  Outside to their designated spot on playground |
| 12:20 – 12:40 (EAT)  12:40 – 1:00 (OUTSIDE) | Grade 5 Students (5S, 5Morgan, 5 Morris, 5 D and 5L) will eat first, then go outside. | Eat lunch in classroom  Outside to their designated spot on playground |
| 2:55 – 3:05 | Grade 3, 4 and 5 walking students or students getting picked up will dismiss **FIRST** | An adult will come to each classroom and walk the students out the front door to get picked up or to walk home. Designated spots on sidewalk will be set up for classes to line up while waiting for transportation and while waiting to cross the road with adult supervisor. |
| 2:55 – 3:05 | Grade 3, 4 and 5 BUS STUDENTS | Homeroom teachers will bring their bus students to the bus zone to load bus |
| 3:05 | Bus departure |  |

**Supervision:**

Students will be supervised at a ratio of 1 teacher (with EA’s) per 4 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles. Students will also have colored bracelets to help supervising staff determine which class students are in and which quadrant of the playground they should be playing.

Each class will have a marked, designated area in which to line up prior to re-entering the building following both snack and lunch recess. (2 spots distanced from each other for each class). Supervising staff will indicate to each class where they are to line up following recess to ensure classroom bubbles are maintained. The two classes who are playing on the staff side of the building will line up on the pavement on that side. The classes who are playing on the Bus Zone side of the building will line up on that Bus zone side (2 spots distanced from each other for each class)

\*\*\*\* For each recess, 2 classes will line up on Staff parking lot side of the building and 2 classes will line up on the Bus Zone side of the building. There will be designated, marked spots for each class to line up behind.

**OUTDOOR RECESS AND LUNCH SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week 1 | Area | **RECESS #1**  **9:55 – 10:10**  **LUNCH #1**  **11:50 – 12:10** | **RECESS #2**  **10:15 – 10:30**  **LUNCH #2**  **12:15 – 12:35** | **RECESS #3**  **10:35 – 10:50**  **LUNCH #3**  **12:40 – 1:00** |
| Monday – Friday | **1 Playground Equipment (Staff side)** | Grade 3 WG | Grade 3/4 C | Grade 5 S |
| **2 Pavement (staff side)** | Grade 3 N | Grade 4 D | Grade 5 Morris/Morgan |
| **3 Playground (Bus Side)** | Grade 3 McW | Grade 4 J | Grade 5 D |
| **4 Pavement (Basketball Court-Bus Side)** | Grade 3 RH | Grade 4 W | Grade 5 L |
|  |  |  |  | **RECESS PE:**  **Grade 5 Morgan/Morris** |
|  |  |  |  | **LUNCH PE:**  **Grade 5 Morgan/Morris** |
| Week 2 | Area | **RECESS #1**  **9:55 – 10:10**  **LUNCH #1**  **11:50 – 12:10** | **RECESS #2**  **10:15 – 10:30**  **LUNCH #2**  **12:15 – 12:35** | **RECESS #3**  **10:35 – 10:50**  **LUNCH #3**  **12:40 – 1:00** |
| Monday – Friday | **1 Playground Equipment (Staff side)** | Grade 3 RH | Grade 4W | Grade 5L |
| **2 Pavement (staff side)** | Grade 3 WG | Grade ¾ C | Grade 5 S |
| **3 Playground (Bus Side)** | Grade 3 N | Grade 4D | Grade 5 Morris/Morgan |
| **4 Pavement (Basketball Court-Bus Side)** | Grade 3 McW | Grade 4J | Grade 5 D |
|  |  |  |  | **RECESS PE:**  **Grade 5 Morgan/Morris** |
|  |  |  |  | **LUNCH PE:**  **Grade 5 Morgan/Morris** |
| Week 3 | Area | **RECESS #1**  **9:55 – 10:10**  **LUNCH #1**  **11:50 – 12:10** | **RECESS #2**  **10:15 – 10:30**  **LUNCH #2**  **12:15 – 12:35** | **RECESS #3**  **10:35 – 10:50**  **LUNCH #3**  **12:40 – 1:00** |
| Monday – Friday | **1 Playground Equipment (Staff side)** | Grade 3 McW | Grade 4 J | Grade 5 D |
| **2 Pavement (staff side)** | Grade 3 RH | Grade 4 W | Grade 5 L |
| **3 Playground (Bus Side)** | Grade 3 WG | Grade ¾ C | Grade 5 S |
| **4 Pavement (Basketball Court-Bus Side)** | Grade 3 N | Grade 4D | Grade 5 Morgan/Morris |
|  |  |  |  | **RECESS PE:**  **Grade 5 Morgan/Morris** |
|  |  |  |  | **LUNCH PE:**  **Grade 5 Morgan/Morris** |
| WEEK 4 | Area | **RECESS #1**  **9:55 – 10:10**  **LUNCH #1**  **11:50 – 12:10** | **RECESS #2**  **10:15 – 10:30**  **LUNCH #2**  **12:15 – 12:35** | **RECESS #3**  **10:35 – 10:50**  **LUNCH #3**  **12:40 – 1:00** |
| Monday – Friday | **1 Playground Equipment (Staff side)** | Grade 3 N | Grade 4D | Grade 5 Morris/Morgan |
| **2 Pavement (staff side)** | Grade 3 McW | Grade 4J | Grade 5 D |
| **3 Playground (Bus Side)** | Grade 3 RH | Grade 4W | Grade 5 L |
| **4 Pavement (Basketball Court-Bus Side)** | Grade 3 WG | Grade ¾ C | Grade 5 S |
|  |  |  |  | **RECESS PE:**  **Grade 5 Morgan/Morris** |
|  |  |  |  | **LUNCH PE:**  **Grade 5 Morgan/Morris** |

**Provide time for food preparation and mealtimes.**

Students will eat in their classrooms with their teacher. Classes will eat according to the schedule below.

|  |  |  |
| --- | --- | --- |
| **TIME TO EAT** | **CLASSES** | **WHAT?** |
| 11:55 | **GRADE 4 CLASSES**  **(Jordan, Davidson, Wood, Clerk)** | Start Lunch  (Access washrooms – teachers take turns in washrooms)  Eat lunch in homeroom |
| 12:15 | **GRADE 3 CLASSES**  **(Walsh-Graham, McWilliams, Niles, Rowan – Howe)** | Start Lunch  (Access washrooms – teachers take turns in washrooms)  Eat lunch in homeroom |
| 12:20 | **GRADE 5 CLASSES**  **(Drillen, Lavoie, Small, Morris, Morgan)** | Start Lunch  (Access washrooms – teachers take turns in washrooms)  Eat lunch in homeroom |

Hot Lunch program will not start until October and will be delivered by a volunteer who will drop off the food outside of the classrooms. We will be ordering the food items from outside agencies. Milk will not be available to students. Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Microwaves will not be available to students. Students will need to bring lunches from home (if not ordering Hot Lunch) as well as any utensils needed to eat their lunch.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 – 3 times per week by volunteers who have been screened for COVID 19.

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

School layout guides will be developed as needed.

**Recess:**

See table above.

**SCREENING:**

**Outline how passive screening requirements are being met and communicated.**

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

**Ensure that the staff understands and implements its screening process.**

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

**If there are symptoms of COVID, they should not be at school.**

See above.

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

* If a member of the school’s personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will 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 required to stay at home until they have received confirmation that they do not have COVID 19.

**Students and staff must self-monitor throughout the day.**

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

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

* People showing signs of illness will go to the room across from the Principal’s office (main office on bottom floor). The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a table, shelves, filing cabinet, plastic chairs and a garbage can. 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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**CLEANING AND DISINFECTION 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/wipes with a designated cleaning solution daily. All staff will return spray bottles to staff room before leaving daily. Cloths will be washed in an appropriate disinfectant solution and dried for reuse. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate disinfectant solution.

**Designate personnel responsible for monitoring supply levels and communicating with administrators.**

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

**Washrooms**

* **Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.**
* Only one student will be allowed in the washroom at one time for all 4 of our student washrooms (unless classrooms are visiting the washrooms together). A hook will be placed outside the bathroom to indicate when it is in use as only one student is to be in the washroom at a time.
* **Designated Staff Washrooms:**

Upstairs x 2

1 Stall in student washroom downstairs

One washroom by bus zone doors

* All washrooms will have liquid soap dispensers and paper towel dispensers. 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.

**Foot-operated door openers may be practical in some locations.**

N/A

**Hand-washing posters must be posted.**

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

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

* All washrooms will be limited to one person at a time. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Each student will sign out as part of the classroom procedure. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.
* Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time. Laminated “cards” will be provided for each class to assist in ensuring that only one student per class has access to the washroom. Students will put their card on a hook outside the door and ensure they bring the hook back to the classroom when they leave.

**Since physical barriers are not always possible:**

**Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.**

* Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles/wipes with a designated cleaning solution daily and cloths from the staff room.
* This cleaning solution/wipes is to be used to sanitize shared items each time the item is returned to the teacher.
* All staff will return cloth and spray bottles to staff room before leaving daily. Cloths will be washed in an appropriate disinfectant solution and dried for reuse.
* The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate disinfectant solution and will be ready for staff to pick up in the morning.
* Each class/programing area and entrance will be equipped with a hand sanitizing station. We will be using hand Sanitizer that is approved by Health Canada.

**Encourage proper hand hygiene before and after handling objects or touching surfaces.**

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

**For ventilation, consult the *Return to School* document.**

* If a staff members notice that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an “emergency” issue.
* The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.
* Classrooms will not have portable fans.

**PERSONAL HYGIENE ETIQUETTE**

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

* All students and school staff must have a clean mask (s) for use during the school day. Students do not have to wear a mask inside their grouping. Students in K – 5 should be encouraged to wear a mask in comm areas outside of class groupings. It would be helpful to have a cloth bag or paper bag keep the mask in when they are not being used. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extend periods of time.

**Promote appropriate hand and respiratory hygiene.**

* Staff will teach students about appropriate hand and respiratory hygiene during their first days at school. Lessons and/or review of this will be done daily to weekly as needed.

**Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.**

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

**Provide minimum 70% alcohol-based hand sanitizer approved by Health Canada.**

* All classrooms and work areas will be provided with hand sanitizer approved by Health Canada that contains a minimum of 70% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer approved by Health Canada can be obtained through custodial staff.

**Communicate frequently about good respiratory hygiene/cough etiquette.**

* Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.

**Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.**

* 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.

**PROTECTIVE MEASURES:**

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

* Movable physical barriers will be in place for all teachers and for the SLP who is working with students.

**Provide personal protective equipment – only for those situations that require it:**

* Hand protection (nitrile, rubber or latex gloves)
* Eye protection (safety glasses, goggles or face shield)
* Other PPE as determined necessary through the risk assessment

Please see section on working outside of classroom settings. This type of PPE is only required in one area.

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

* A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.
* 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.**

See isolation procedures above.

**Considerations for school licensed under Food Premises Regulations**

Hot Lunch program will continue with outside agencies only (meals will not be available from our kitchen)

Breakfast items (non-perishable items only) will be delivered to classrooms.

**OCCUPATIONAL HEALTH AND SAFETY**

**Occupational Health and Safety Act and Regulation Requirements**

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

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

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

1. [The right to know](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.**

* 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.**

* 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.**

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

**\*School District Human Resources confirm process for addressing employee violations of policies and procedures.**

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

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

* When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the conference room (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.**

* 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.**

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

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

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

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

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

**ADDITIONAL CONSIDERATIONS e.g. Mental Health Support**

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

* Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with Grade 4 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 and Grade 5 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.
* As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. 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: 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).

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

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:

**Do you have any of following symptoms:**

**If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.**

**If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.**

* A fever of above 38°C
* A new cough or a worsening chronic cough
* Sore throat
* Runny nose
* Headache
* A new onset of fatigue
* A new onset of muscle pain
* Diarrhea
* Loss of sense of taste or sense of smell
* In children, purple markings on fingers or toes

**If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.**

**If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.**

* Have you had close contact within the last 14 days with a confirmed case of COVID-19?
* Have you had close contact within the last 14 days with a person being tested for COVID-19?
* You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
* Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
* You have been told by public health that you may have been exposed to COVID-19.

**Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.**

**If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.**

For the latest information visit: **www.gnb.ca/coronavirus**