

**SOUTHERN VICTORIA HIGH SCHOOL**  
**OPERATIONAL PLAN**  
**2020 – 2021**



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## 1.0 COMMUNICATIONS:

### **Communicate operational strategies, provide orientation to school personnel and students:**

School personnel: A virtual meeting was held with teaching staff on August 31, 2020, to go over the school operational plan for Southern Victoria High School. Upon district approval, the operational plan will be sent to all SV school personnel via e-mail. Staff will be asked to read and be familiar with the plan. Administration will meet in person with small groups of custodians and admin assistants to go over the operational plan. SV staff who did not return to work on August 31, will be provided orientation individually or in small groups on their first day of reporting to work.

Students: The operational plan will be communicated to students by homeroom teachers. 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 and teachers will go through the plan with students.

Date	Portion of Students	Grade level
September 8	1/2	Grade 9's
September 8	1/2	Grade 10's
September 9	1/2	Grade 9's
September 9	1/2	Grade 10's
September 10	1/2	Grade 11's
September 10	1/2	Grade 12's
September 11	1/2	Grade 11's
September 11	1/2	Grade 12's

### **Communicate operational strategies, provide orientation to visiting professionals:**

Visiting Professionals: Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. The complete plan will be e-mailed in advance of a visiting professional entering the building. This is available for substitute/casual employees on AESOP.

### **Communicate operational strategies to parent/caregiver and school community:**

On August 17, 2020, a message was sent to parents/caregivers informing them of how we will be communicating information for the Return to School. A second voicemail was sent August 18, 2020 asking for specific areas of concern that they would like to have addressed through the school website and through school messenger.

Once the plan is approved, the entire plan will be shared with our PSSC and on September 3, 2020, will be posted on our school website. A hard copy will be sent by mail to each family without internet access upon request. Parents/guardians who have additional concerns will be asked to call the school and speak to an administrator or use our CONNECT helpline on our school webpage.

## **2.0 BUILDING ACCESS:**

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

Parents/guardians will be asked not to enter the building without an appointment. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/guardians will be notified in the voicemail summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers, when necessary, will be by appointment only.

Parents/guardians who are picking students up will be asked to call the office when they arrive at the building (273-4762) to indicate that they have arrived. Parents/guardians without cell phones will call the office prior to leaving home with the approximate time of their arrival and then ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be called 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 following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record the name of the student, the time they arrived, and the reason the student was late.

Scheduled drop off and delivery by vendors of school products and services will be tracked through sign-in sheets that are completed by administrative assistants. When possible, dates and times of deliveries will be scheduled. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents and visiting professionals will enter and exit through the main entrance of the school.

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

Buses will unload in two areas this year. Grade 11 and 12 students will unload in the same area as previous years. For new students, this is the door next to the Integrated Service Delivery (ISD) Centre. Grades 11 – 12 students will enter the school through this door and go through the cafeteria, up the main stairs and will go directly to their homerooms in the upstairs hallway from rooms 254 to 248 with their belongings. Only grade 11 and 12 students will unload at the Child & Youth (ISD) Center door.

Buses will then pull around to the tunnel doors and grade 9 and 10 students will unload at this door. Nines will enter the tunnel door and go directly to their classes in that hallway. Tens will go up the stairs and go directly to their classes in that hallway. At this time, lockers will not be used; students will need to have a bookbag to store and carry their belongings. Students' personal belongings cannot be left in classrooms. Classroom teachers will be asked to ensure that students keep all belongings that they are not using in bookbags with nothing left on the floor to allow easy access around classrooms.

At the end of the day, students will wait in their period 5 class until they are instructed to leave the building. Bus students in the Music room hallway and in the Makerspace, hallway upstairs will exit through the tunnel doors. Bus students in the Shop hallway and the ART room hallway will exit through

the side door by the ISD center. Bus students in classrooms in the 248 to 253 hallways will exit through the side door by Mrs. DeMerchant's classroom. Students will need to put on their masks prior to leaving the classrooms to depart for busses. The teacher(s) on bus supervision will call the admin assistant to announce for each wing to depart for busses. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom. The teacher(s) in each classroom will indicate to students when their class can exit their room to proceed to the bus.

Parents/guardians will be asked to ensure that students arrive before 8:10 AM. Students dropped off by parents/guardians before 8:00 AM will wait in the cafeteria until 8:00 AM. At 8:00 AM students are to go directly to their homerooms. Students who are dropped off or who walk to school are asked to enter the building through the main entrance of the building. If they arrive before 8:00 AM, they will wait in the cafeteria until 8:00 AM.

At the end of the school day, students who walk or drive to school or who are picked up by parents, will remain in their period 5 classes until buses have been dismissed. Students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

#### **4.0 Provide COVID controls for the classroom:**

**4.1 Classrooms** - Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a **one-meter** distance between themselves and students. If one meter cannot be respected, masks will be used by students and staff. Staff will have a face shield upon request.

There should be little or no sharing of items between students. Students should use their own personal belongings such as pencils, pens, etc. (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 must notify the office that they are not in their classroom and where on the property they will be.)

Students in grades 9 and 10 will remain in homeroom classes (exceptions would be PE, Art and Wolastoquey language classes) and teachers will move from class to class.

Students in grades 11 and 12 will move from class to class and will be responsible for sanitizing their workstations before exiting the room. Teachers will provide time at the end of each class for students to complete this task. Additional sanitizer for cleaning stations will be in each classroom.

**4.2 Library** – During instructional times, the library will be closed to students. The teacher will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return. The library will be open for use during noon on days when the librarian is in the library and not in the downstairs office. Students must sit 2 meters apart; when outside of instructional time, students must maintain 2 meters of physical distance. If students are not seated (are browsing the stacks) and cannot

maintain 2m of distance, they need to be wearing a mask. Tables need to be sanitized by students when they are ready to leave the area.

**4.3 Makerspace** –The Makerspace is being used as a classroom and is limited to one class per period. Sanitizer will be used to sanitize all tools and stations used. The teacher who has used the Makerspace is required to ensure that students have properly sanitized all items used by the students prior to leaving the room.

**4.4 Art/Music Room** –The art/music teachers will ensure that students sanitize any tools/equipment used prior to putting the equipment away. Scheduled classes for these subjects will occur with related health and safety adjustments that have been communicated by learning specialists. Students will be responsible to ensure that their desk/table and chair are properly sanitized prior to leaving the classroom. Please note, where music is concerned, students are not permitted to sing nor are they permitted to use wind instruments at this time.

**4.5 Science Lab** – Science will be taught primarily in classrooms. When teachers wish to use the lab, teachers will need to book the science lab through the administrative assistant. The science teacher will ensure that students sanitize any equipment used prior to putting the equipment away. Students are responsible for sanitizing their desk/table and chair before leaving the classroom.

**4.6 Computer Lab** – Teachers will need to book the computer lab through the main office. Classes in the computer lab must allow time for cleaning. (Students will be expected to wipe screens, keyboards, chairs, and tables prior to leaving.) Computer keyboards & screens cannot be sprayed directly; paper towel should be sprayed with the cleaner then used to wipe/sanitize the keyboards.

**4.7 Changing Rooms** –Students in PE classes may use changing rooms but are limited to 5 persons at a time. Students must maintain 2 meters of physical distancing and wear a mask in changing rooms. Showering will not be permitted. Since there is only one door into the changerooms, two-way directional traffic is not possible. Therefore, students will be required to wear their masks while changing. Students will not be assigned lockers and must bring their possessions back into the gym to be placed in the designated spaces provided by teaching staff.

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

Hand sanitizing stations will be provided in all work areas.

- **Foods Lab** – Staff and students working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed), and will be required to wash hands frequently and use hand sanitizer.
- **Resource Area** - Small group work will be limited to students to permit 2 meters of physical distancing. Students will be required to wear a mask. Between working with students, chairs, tables, and any areas touched by the student(s) must be sanitized. Students must have their own materials to work with.
- **Guidance Area** – Small group work will be limited to students to permit 2 meters of physical distancing. Between each meeting with students, chairs, tables, and any areas touched by the student(s) must be sanitized. Chairs/furniture in guidance area is to be kept to a minimum.

- **District Personnel meeting with SVHS 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 at SVHS.

## **5.0 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 3 – 5 classroom teachers each day at school and with other school staff as per their personal plans.
- Students will have interactions with other students in the classroom at a distance of less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- 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.
- Students may interact with an undetermined number of peers during non-instructional times.
- Students will be permitted to leave school grounds during their noon hour.
- Students will have interactions with others at less than 2 m once seated inside the classroom.

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 needed 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, etc.).

**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 one of the small offices in the cafeteria alcove. The individual who is sick will be given a mask to wear if he/she does not have a mask. All staff in the main office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (the large window in the isolation room will allow for monitoring of the individual. The furniture in each room will contain a couch or chair with vinyl upholstery and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the furniture/room, closing the door when finished.

## **6.0 PHYSICAL DISTANCING:**

**Consider staff, students, visiting professionals, parents/guardians, and community members  
Arrange furniture to promote the physical distancing requirements (include a reception area)**

**Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.**

### **6.1 Hallways:**

Hallways will have directional arrows placed on the floor. Students will keep to the right down each hallway and stairwell and will proceed during transitional times in single file. During noon time, students travelling in halls must respect single file travel. Masks will be worn in hallways, stairwells, and all common areas in the school.

**Determine if installation of physical barriers, such as partitions, is feasible**

**Establish protocols to ensure people do not congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

**6.2 Staffroom:** Couch and large table have been removed. Tables are set up so that physical distancing is respected. No more than 7 people at a time in the staffroom with only 1 person in the kitchenette at a time. Staff members are to stay no longer than ½ the lunch time to allow another group to eat the second half. Other staff members may walk into the main area to access their food in the refrigerator and/or to the microwave.

Use of Keurig will be permitted but **must be sanitized after each use.**

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. Sinks will be reserved for handwashing. Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Lockers are located in the staffroom for Educational Assistants to use. One EA may access his/her locker area at a time.

**6.3 Office:** When entering either the downstairs or upstairs inner office, please stop at the door and gain 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 is to access the administrative assistant’s desk/chair. The downstairs office will have to be sanitized every day due to the sharing of this space between admin assistants.

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

**Evaluate options to reduce those required onsite**

Not applicable.



**Evaluate the risk of individuals/class bubbles coming closer than one meter (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.**

All hallways will have directional arrows that illustrate bidirectional travel. Students will be taught to walk closely to the wall. Upon entering the school from the bus loading zones, students will proceed directly to their homeroom/period 1 classes.

Red circles and signage will be added to indicate areas at which movement is to stop. (By office – stop zone for visiting professionals; markings to indicate appropriate standing spots.)

Congregating in hallways will not be permitted nor will students be able to congregate in locker areas. Common areas and halls are wide enough to support bidirectional travel.

### **7.0 TRANSITIONS AND PROCEDURES:**

**School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.**

There are 4 transition times aside from arrival at the school in the AM, noon, and departure at the end of the school day. These transitions occur after each period with the longest being the 10-minute nutrition break. After period 1, students have 10 minutes to use the washroom and pick-up breakfast items from the breakfast program carts (in their grade level wing) or the cafeteria. Students will need to take their food with them to their period 2 classes and consume it in their period 2 classrooms as there is not enough time for consumption to occur in the cafeteria or hallways due to needing to wear a mask and the time required to get to their next period class. At the end of periods 2 and 4, students will proceed directly to their next classes and place their belongings in their workstations. They will then proceed to the washroom if needed. At the end of period 3, students will proceed to lunch; eating locations are in the cafeteria and in homerooms.

The cafeteria will be closed until October 5, 2020. Students will need to bring their lunch (including utensils) or go off school grounds for lunch. Note: local eateries have occupancy limitations and students may find it very difficult to access food at these places during the time permitted for noon break. We are encouraging students to bring bagged lunches.

The cafeteria, following the social distancing protocols, has a maximum capacity for 18 students to eat lunch at one time. The supervisor in this area will monitor the number of students eating at one time to ensure the allowable number. Students may also eat in their homerooms. The maximum capacity for each homeroom is 15 students. Please note, grade 9 students **are allowed** off campus this year; however, if problems arise then we will consider a closed campus.

Students must have water bottles to access the water bottle filling stations. Fountain spouts have been disabled and are not available. It is strongly suggested that students have their names on their water bottles. Microwaves will be available to students, and buttons and handles will have to be sanitized by the student after use.

At the end of period 5, bus students will be dismissed on a rotational basis. Students driving, walking, or being picked up by parents, will leave their period 5 classes after buses have departed.

#### **8.0 SUPERVISION:**

Students will be supervised following the established supervision schedule. Students will not be permitted to congregate in vehicles. When outside, students will need to respect social distancing of 2 meters. Masks are not necessary outside if 2m is maintained. Public displays of affection are not permitted. All students must follow the social distance guidelines both inside and outside the school.

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

School layout guides will be developed as needed.

#### **9.0 SCREENING:**

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

Parents/guardians will be provided 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 must screen themselves before leaving their residences. 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 contact the individual to verify the information. School personnel and parents/guardians are to report to administration if they or their child is suspected of having COVID 19. School personnel and students will be required to stay at home until they have received confirmation that they do **NOT** have COVID 19.

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

Students and staff members are to self-monitor throughout the day. If students/staff become ill, they are to report to the administrative assistant in the downstairs office. Students will be taken to the isolation room in the cafeteria alcove. Staff members will have the admin assistant notify an administrator that they are ill and will leave immediately. A supply teacher will be called to replace the teacher (if required). 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.**

Students showing signs of illness will go to the downstairs office where they will be taken to one of the two isolation rooms in the cafeteria alcove. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the downstairs 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 (a window will allow for monitoring of the individual). The furniture in the room will contain a couch or chair with vinyl upholstery 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.

**10.0 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 and cloths from the “health” room. All staff will return cloths and spray bottles to “health” room table before leaving daily. Cloths will be washed in an appropriate cleaning 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 sanitizing solution.

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

Bev Johnston, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

**Washrooms**

**Equipment with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.**

**Washrooms:** All classrooms will be assigned specific washrooms for transitions and instructional times. The single washroom by the admin office will remain a gender-neutral washroom. Only one student at a time may be in the washrooms located in the hallway by computer lab 222 and the washroom by the shop area is a one-person washroom. All other student washrooms will be 2 person at-a-time access washrooms. Washrooms will be assigned to classrooms in the following manner:

- All classes in the hallway from Jen Bear’s room to the Foods Lab will use the two washrooms in that hallway.
- All students in rooms 230-239 will use the washrooms by room 239.
- All students in room 248 to 254 (both sides of the hall will use the washrooms by the upstairs lobby.
- All students in rooms 181 to 185 (downstairs) will use the washrooms by rooms 181 & 182.
- All students in room 169 to 171 (both sides of the hall) will use the washrooms by the downstairs lobby.
- All students in the shop classrooms will use the washroom by the mechanics shop.

**Staff Washrooms** – will remain the same.

Washrooms will be equipped with liquid soap dispensers and paper towel dispensers or hand dryers. Washrooms with paper towel dispensers will have garbage cans. Soap, toilet paper, and paper towels 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 taped off and marked for easy recognition.

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

All classrooms will be assigned specific washrooms to minimize congestion in the halls. The single washroom by the admin office will remain a gender-neutral washroom. Only one student may be in the washrooms in the hallway by computer lab 222 at a time. The washroom by the shop area is a one-person washroom. All other student washrooms will be 2 person at-a-time access washrooms. Classroom teachers will ensure that only one student is excused to use the washroom from their class at a time. Students will need to respect the capacity limits on all bathrooms.

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

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

All staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution and cloths from the “health” room at the beginning of each day. This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.

All staff will return cloths and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate cleaning 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 sanitizing solution and will be ready for staff to pick up in the morning.

Entrances and classrooms/programming areas will be equipped with hand sanitizing stations.

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

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

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

If a staff member notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II (Bev Johnston) or designate immediately. This will be considered an “emergency” issue.

The Custodian II (Bev Johnston) or designate will contact the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

**11.0 PERSONAL HYGIENE ETIQUETTE**

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

Students are not required to wear masks in classrooms if 1-meter social distancing can occur. Students will have to wear a mask in all hallways, stairwells, and other common areas. As per the requirements in the *Return to School Document*, students must wear a facemask when getting on and off the bus, as well as keep it on during travel if not seated alone or sitting with a family member. Facemasks are mandatory in all hallways, stairwells, and common areas at the school and may be required for brief periods of time in classrooms when social distancing cannot be respected. Outside of the classroom a distance of 2 meters is required by all persons in the building and 1 meter within the classroom during instructional time. Student capacity in classrooms will be limited to 15 persons per room where and when possible.

**Promote appropriate hand and respiratory hygiene.**

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done 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 or hand dryers. 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 supply will be considered an “emergency” issue.

**Provide hand sanitizer.**

All classrooms and work areas will be provided with hand sanitizer and paper towels

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 the 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 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 a minimum of three times per day.

**12.0 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.**

A physical barrier is in place at the office window in the downstairs office.

**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 when working with identified students in specific identified areas. It is noted that any staff can request a face-shield and may choose to wear non-latex gloves.

**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.**

The administrative assistant in the downstairs office will maintain an accurate visitor log of (including, but not limited to) substitute teachers; casual EA's and custodians; and IT and maintenance personnel that are in the building.

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**

Unfortunately, cafeteria services will not resume until October 5, 2020. Until then, all grade 9 students will require a bagged lunch from home as well as any grade 10-12 students not leaving school property at noon. We recognize this is an inconvenience. We recommend students in grades 9 and 10 and those who do not have their own transportation to bring bagged lunches.

Based on the New Brunswick Motor Vehicle Act, student drivers in high school are driving on a Graduated Driver’s Licence (GDL) and are classified as level 1 or level 2. Those who are eligible to drive without an unrestricted supervisor, have a level 2 Graduated Driver’s Licence and are limited to transporting **3 persons or less** regardless of the number of seats in the vehicle. Students transporting themselves on and off school property with their personal vehicles must respect the law and complete the school Student Driver form. Students who transport themselves using scooters are further restricted based on their licence and size of the scooter engine and are not permitted to transport any person other than themselves on their scooters. Students who violate the law and/or who do not follow safe driving practices on school grounds will lose the privilege of bringing personal vehicles on school property. Only licenced vehicles are permitted on school property.

## **13.0 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 (below) to do further reading about this information.

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

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

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

**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.

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 administrative assistants and school administration.

**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. Facemasks are the responsibility of the employee and/or students and families. The school has purchased a few extra masks for emergency situations but cannot and will not be responsible for daily or weekly need.

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

Staff not following policies and procedures will be referred to ASD-W 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 virtually.

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixe.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.**

#### **14.0 OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

- If 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.
- 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.

## **15.0 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. Administration will provide check-in with teachers on a weekly basis. EST-R will contact Educational Assistants on a weekly basis. The Principal will contact custodians, administrative assistants, library assistant and any other staff members on a weekly basis.

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

The ESST will read and review this document on August 31, 2020.

## 16.0 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](http://www.gnb.ca/coronavirus)