

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

|   |  |
|---|--|
| <b>School Name</b>                          | Champlain Heights School                     |
| <b>Principal (Signature)</b>                | Kathy Young                                  |
| <b>School District Official (Signature)</b> | Signed by Zoe Watson – On file in the office |
| <b>Plan Implementation Date</b>             | September 2020                               |

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally (*by the principal or JHSC*) to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

|                                 |                   |                                 |      |
|---------------------------------|-------------------|---------------------------------|------|
| Kathy Young                     | October 8, 2020   | Name ( <i>February Review</i> ) | Date |
| Name ( <i>October Review</i> )  | Date              | Name ( <i>March Review</i> )    | Date |
| Kathy Young                     | November 25, 2020 | Name ( <i>April Review</i> )    | Date |
| Name ( <i>November Review</i> ) | Date              | Name ( <i>May Review</i> )      | Date |
| Name ( <i>December Review</i> ) | Date              | Name ( <i>February Review</i> ) | Date |
| Name ( <i>January Review</i> )  | Date              | Name ( <i>March Review</i> )    | Date |

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Utilize this page to track your changes.

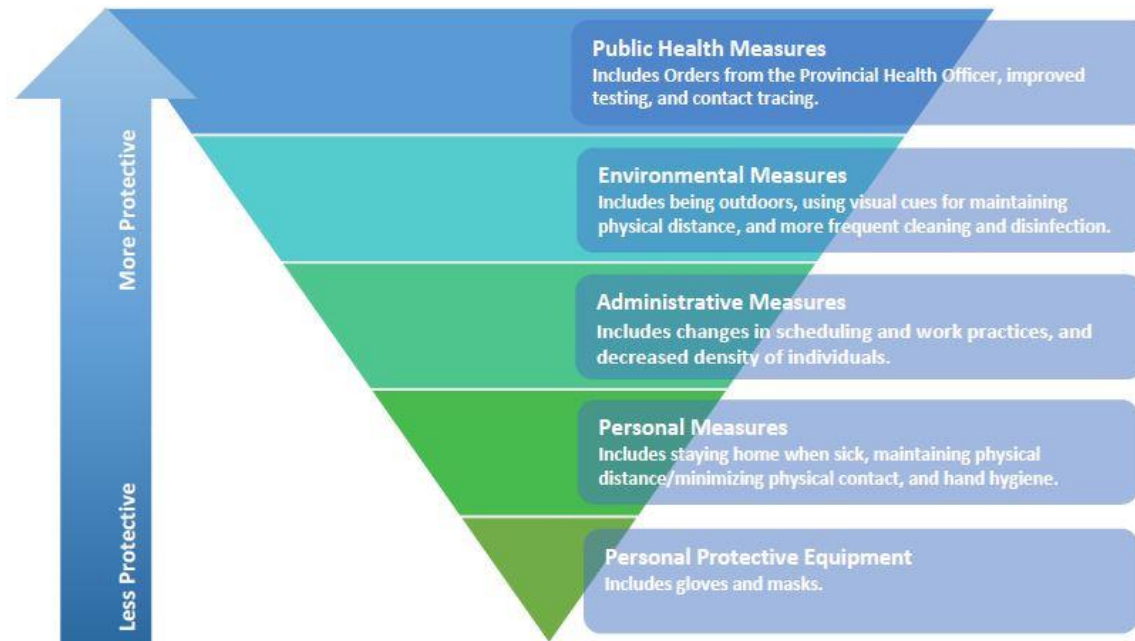
| Section(s) Updated - <i>(List the section numbers only)</i>   | Date Updated       |
|---|--------------------|
| Section 10 – Duty /Arrival times vary between <b>7:55-8:10am</b>  | September 10, 2020 |
| Section 6 – Changed enter/exit door see map page 14   | September 10, 2020 |
| Section 7 – Changed Classes to enter/exit arrival and dismissal   | September 10, 2020 |
| Section 8 – Breakfast cleaning protocols – page 22  | October 8, 2020    |
| Section 14 – Breakfast preparation/serving protocols – page 31  | October 8, 2020    |
| Orange Phase of recovery  | November 23, 2020  |
| <ul style="list-style-type: none"> <li>➤ Visitors to CHS – Section 4 &amp; 5, page 11</li> <li>➤ Mask Use, staff lunch rooms (NEW – sign in sheet in each lunch room), Itinerant staff – Section 14, pages 31-32</li> </ul> |                    |
| Red phase of recovery   | February 11, 2021  |
| <ul style="list-style-type: none"> <li>➤ Eating spaces available for staff – Section 14, pages 33-35</li> </ul>   |                    |
| Section 4 – page 10 – updated visitor clean/dirty pens and hand sanitizer poster  | February 11, 2021  |
| Section 10 – page 25 – PPE minimum requirements for staff working with students not tolerating mask yet.  | February 11, 2021  |
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective communication in the prevention and control of COVID-19.

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The K-12 “Return to School September 2020” document is the comprehensive and first reference point for this document.

**Instructions:** Go down the list one-by-one, review the resource materials as applicable. Describe in “Notes” box how you plan to implement the specific items at your school. To help you remember, under the “Status” column, you can select if the section is *done, in progress, not started, or not applicable*. The last column shows the “Date Implemented” so you can track when items are completed.

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>    | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 2 - COMMUNICATIONS</b>  |   |  |                  |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for <u>Staff</u> and Students <i>(Will be send out at a later date)</i> | <b>Done</b>  | <b>8/13/2020</b> |
| Communicate operational strategies, provided orientation to visitors.          | <a href="#">Refer to Visitor Guidelines</a>   | <b>Done</b>  | <b>9/10/2020</b> |
| Communicate operational strategies to parent/caregiver and school community.   | District Communications<br><br><a href="#">Refer to Guide for Parents and the Public</a>              | <b>Done</b>  | <b>9/3/2020</b>  |

**Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.*

**Staff** – 1. Once the draft plan is completed it will be shared through e-mail to all staff for feedback; 2. August 31<sup>st</sup> when teachers/ Admin. Assistant/ Custodians return the plan will be shared through an online TEAMS meeting that will be recorded; 3. When EA/SIW staff return they will watch the recorded meeting and then have an opportunity to meet with Principal/VP in the gym for questions.

**Students** – Students will return on a staggered schedule the week of September 8<sup>th</sup>. Each teacher will educate their own students on the details of the safety measures and the plan. Such as: when to wear their mask, appropriate social distancing greetings, effective hand washing, coughing and sneezing protocols, where their outside ZONE for lunch time play is. It will be the responsibility of all CHS staff to ensure that the safety measures outlined in the plan are being followed by all. Signage will be created and posted in each classroom, hallway, and/or hallway where appropriate.

**Visitors** – Will be by appointment wherever possible. See Visitor guidelines. Full operational plan will be made available on the CHS school website – [champlainheights@nbed.nb.ca](mailto:champlainheights@nbed.nb.ca) . Principal, Vice-principal, and/or Administrative Assistant will review the screening and the process with visitors upon arrival. Itinerant teachers and support services within ASD-S will be sent an e-mail informing them of CHS visitor protocols.

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**Parents/Guardians/caregiver** – CHS Operational Plan will be posted on the school website by End of day August 31<sup>st</sup>. Teachers will make direct contact (phone/e-mail) with families indicating what day their child will start, where to meet them on day one, and share that parents will not be permitted into the school without an appointment.

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 3 - RISK ASSESSMENT</b>   |  |  |                  |
| Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure. | <a href="#">Link to Risk Assessment Document</a>   | Done   | 8/25/2020        |

**Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*

See completed risk assessment below

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## Risk Mitigation Tool for schools operating during the COVID-19 Pandemic

**Objective:** This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

**Directions:**

Answer each question 1-by-1 by selecting the Risk Level of *low*, *medium*, *high*, or *N/A* (*before any controls are in place*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is *low-med-high*.

Utilize your schools Operational Plan to outline the controls put in place to manage the risks identified. Select Yes-No/N/A from column 2 to identify controls have been included in your plan.

Use column 3 to then select *low*, *medium*, *high*, or *N/A* to identify that the risk has been controlled, and therefore creating a lower level of risk.

| Risk Questions  | Column 1:<br>Risk Level <u>without</u><br>controls in place | Column 2:<br>Controls added to<br>Operational Plan?<br>Yes/No | Column 3:<br>Risk Level <u>with</u><br>controls in place | Comments                                     |
|---|---|---|--|--|
| <b>GENERAL</b>  |   |   |  |  |
| What is the risk if unable to physically distance;  |   |   |  |  |
| when outside of the building ( <i>exiting busses, recess</i> )  | High  | Yes   | Low  | Community Masks to be worn                   |
| when inside of the building ( <i>classrooms, lunchrooms, lockers</i> )  | Medium  | Yes   | Low  | See cleaning and sanitation                  |
| while in entrance/exit doorways   | High  | Yes   | Low  | separate entrance/exits                      |
| when using narrow hallways  | Medium  | Yes   | Low  |  |
| when using narrow stairways   | N/A   | N/A   | N/A  | No stairs                                    |
| when using furniture  | High  | Yes   | Low  | See cleaning and sanitation                  |
| when inside washrooms   | Medium  | Yes   | Low  | Community Masks to be worn                   |
| What is the risk if the public/visitors are able to freely access the building?   | High  | Yes   | Low  | Require an appointment                       |
| What is the risk if unable to track persons who have been in the school?  | High  | Yes   | Low  | visitor sign in and all staff/student out    |
| What is the risk if applicable persons do not learn the school specific physical distancing requirements? ( <i>students, staff, visitors, contractors, etc.</i> ) | High  | Yes   | Low  | Visuals posted                               |
| What is the risk if frequently touched surfaces are not being cleaned adequately? ( <i>counters, door knobs, phones, common area pen</i> )                        | High  | Yes   | Low  | See cleaning and sanitation                  |
| What is the risk if there are not enough washrooms in the building?   | High  | Yes   | Low  | EECD approved hand sanitizer                 |
| What is the risk if common areas are not being cleaned adequately? ( <i>washrooms, classrooms, science, art, library, cafeteria, etc.</i> )                       | High  | Yes   | Low  | See cleaning and sanitation                  |
| What is the risk if soap, water, and paper towels is not available?   | Medium  | Yes   | Low  | EECD approved hand sanitizer                 |
| What is the risk if hand sanitizer is not available?  | High  | Yes   | Low  | Hand washing is preferred, social distancing |
| What is the risk if adequate ventilation is not possible?   | High  | Yes   | Low  | Windows to be open                           |
| <b>SCREENING</b>  |   |   |  |  |

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| SCREENING   |      |     |     |               |
|---|------|-----|-----|---------------|
| What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?   | High | Yes | Low | Communication |
| What is the risk if persons are not aware of what to do if not feeling well while at the school?  | High | Yes | Low | Communication |
| What is the risk of not separating sick children from others? ( <i>isolation room, space, or area</i> )   | High | Yes | Low |               |
| VULNERABLE POPULATION   |      |     |     |               |
| What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? ( <i>Refer to Policy 704 for students</i> )            | High | Yes | Low |               |
| PERSONAL PREVENTATIVE PRACTICES   |      |     |     |               |
| What is the risk if people are unaware of proper handwashing/hand hygiene practices?  | High | Yes | Low | Communication |
| What is the risk if people are unaware of proper respiratory etiquette?   | High | Yes | Low | Communication |
| What is the risk if people are unaware of when and how to wear community mask?  | High | Yes | Low | Orientation   |
| What is the risk if staff are unaware of where to find personal protective equipment?   | High | Yes | Low | Orientation   |
| What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.  | High | Yes | Low | Orientation   |
| COMMUNICATION   |      |     |     |               |
| What is the risk if people do not receive reminders regarding health measures? ( <i>e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products</i> ) | High | Yes | Low | signs         |
| What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.   | High | Yes | Low |               |
| EMERGENCY PREPAREDNESS AND RESPONSE   |      |     |     |               |
| What is the risk if people are not prepared or aware of emergency procedures in the building ( <i>fire, lockdown, medical</i> )   | High | Yes | Low |               |
| What is the risk if people do not know how to react in an outbreak situation of Covid-19?   | High | Yes | Low |               |



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| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>                                  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 4 - BUILDING ACCESS</b>   |   |  |                  |
| Ensure controls are in place to prevent the public from freely accessing the operational school.   | Refer to Return to School 2020 Document Pg. 9<br><br><a href="#">Refer to Poster</a>  | <b>Done</b>  | <b>8/25/2020</b> |
| <p>Ensure controls are in place to track all people entering the school. 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.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p> | <p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p> | <b>Done</b>  | <b>8/28/2020</b> |
| Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.  | Refer to Return to School 2020 Document – Appendix F  |  |                  |
| <p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i><br/> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>   | Refer to Return to School 2020 Document Pg. 5   | <b>Done</b>  | <b>8/24/2020</b> |

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**Building Access Notes:** Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.

1. Doors will remain locked during instructional hours. The exception when students are outside at lunch for play.
2. Signs will be posted on the main entrance doors to call to book an appointment. Visitor log – visitors will sign in, passive screened, and sign out, See visitor log above. Staff and students leaving for the day will also be required to sign out. Sign posted to hand sanitize hands before using pen and a clean/dirty cup for pens.
3. Attendance is taken every day, students arriving late are required to sign in.
4. There are NO sports teams or other outside organizations.
5. All doors will have an enter and exit only signs, all movement of staff, students, visitors will remain to the right of all hallways. Masks will be mandatory while in the hallways.
6. At dismissal – all students will remain in their classes; busses will be called one at a time.
7. Walkers will be dismissed by teachers – walking students out the closest exit door to their respective classrooms. Masks must be worn during this time.
8. Arrival – Teachers/EA staff will be in classrooms, the Admin. Team will be on duty to ensure safety, masks will be worn when anyone is entering or exiting the building. Arrival times vary between 7:55-8:10am

| Action Items   | Resources<br>(Examples, Templates,<br>Guidance Documents, Posters,<br>Links, Reference Documents)       | Status<br>(Done, In<br>Progress, Not<br>Started, N/A) | Date<br>Implemented    |
|--|---|---|------------------------|
| <b>Section 5 - SCREENING</b>   |   |   |                        |
| <p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p> | <p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p> | <p><b>Done</b></p>                                    | <p><b>9/3/2020</b></p> |

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|   |   |                    |                         |
|---|---|--------------------|-------------------------|
| <p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p> | <p>Refer to Return to School 2020 Document – Appendix K</p> | <p><b>Done</b></p> | <p><b>8/24/2020</b></p> |
|---|---|--------------------|-------------------------|

**Screening Notes:** *Outline how screening requirements are being met.*

1. **Parents/guardians will screen children before bringing them to school using the Covid-19 screening questions – Refer to screening tool. 2 or more symptoms child stays home.**
2. **All staff will self-screen each day using the Covid-19 screening questions – Refer above to screening tool. 2 or more symptoms – stay home.**
3. **Visitors will screen themselves using the Covid-19 screening tool and Admin. Assistant will ask if complete. 2 or more symptoms, entrance will be denied. During the orange phase of recovery there will be no volunteers or non-essential visitors to the school. All meetings will continue to be held virtually.**
4. **Self-isolation room is a small room off the main office. Entrance only from the hallway. Medical mask will be given to the symptomatic individual. Parent phone call will be made. Entry/Exit signs posted on doors. When parent arrives, the person staying with the symptomatic individual will bring the child out to the parent will sign out the child using the sign in/sign out log on the lobby table.**

| Action Items                           | Resources<br>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents) | Status<br>(Done, In Progress, Not Started, N/A) | Date Implemented |
|--|---|---|------------------|
| <b>Section 6 - PHYSICAL DISTANCING</b> |   |   |                  |

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|  |  |                           |                                      |
|--|--|---------------------------|--------------------------------------|
| <p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul> | <p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p><a href="#">Refer to Chartwells Operational Plan</a></p> | <p><b>Done</b></p>        | <p><b>9/4/2020</b></p>               |
| <p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>   | <p>Refer to Return to School 2020 Document Pg. 4</p>   | <p><b>Not Started</b></p> | <p>Click or tap to enter a date.</p> |
| <p>Evaluate options to reduce the number of people required onsite.</p>  |  | <p><b>Done</b></p>        | <p><b>8/24/2020</b></p>              |
| <p>Evaluate the risk of individuals 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.</p>   | <p><a href="#">Refer to sample signage</a></p>   | <p><b>Done</b></p>        | <p><b>8/24/2020</b></p>              |
| <p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.<br/>*Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>  | <p><a href="#">NB Reg 97-150</a></p>   | <p><b>Not Started</b></p> | <p>Click or tap to enter a date.</p> |

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|   |                            |      |           |
|---|----------------------------|------|-----------|
| School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory. | District Facilities (Maps) | Done | 8/24/2020 |
|---|----------------------------|------|-----------|

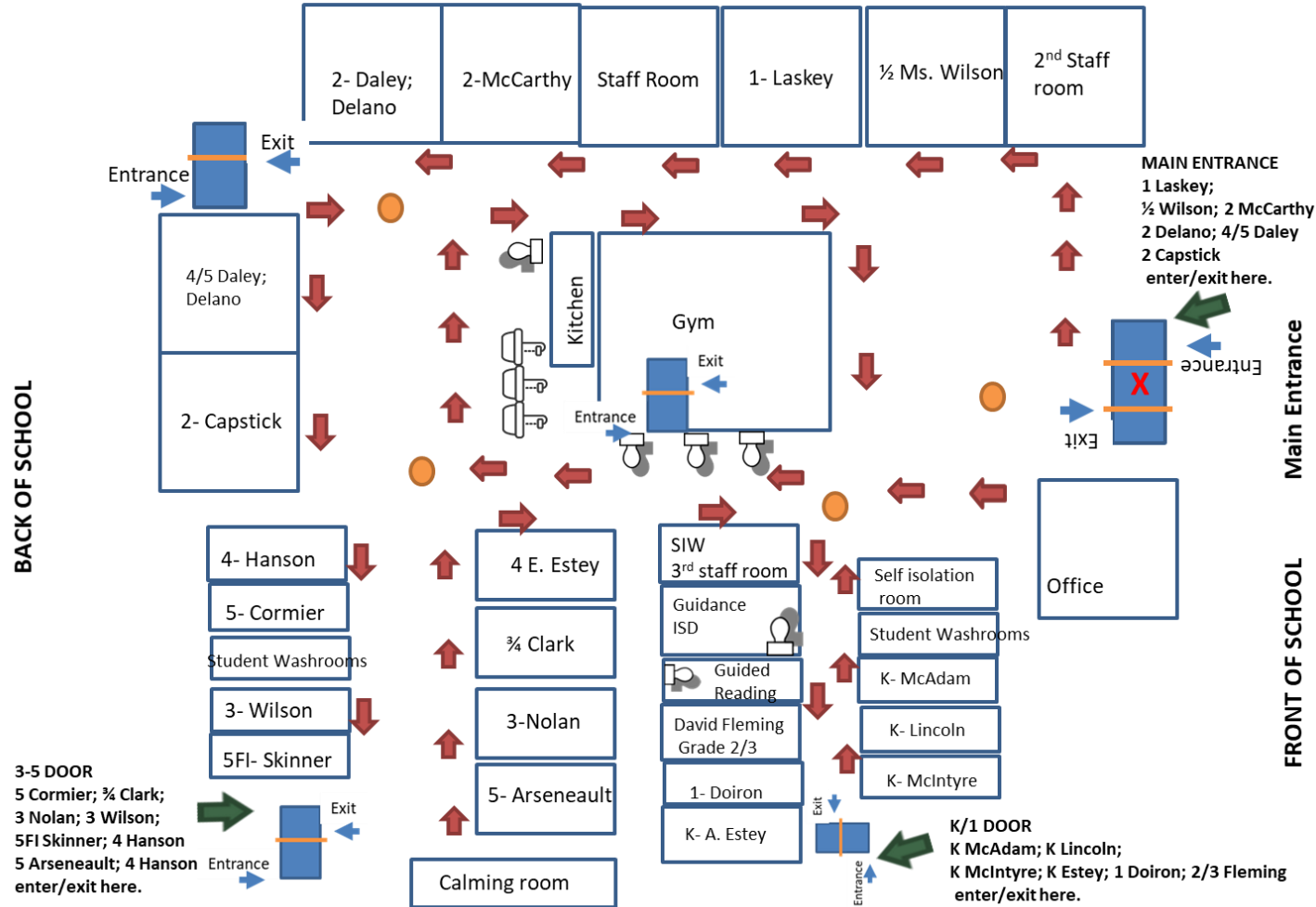
**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

1. **One-way traffic in all hallways with arrows and signs posted. Enter/Exit only signs posted at all entrance/exits. (See Map below CHS Traffic Flow map). Red tape will be placed in the center of all floors, like a roadway, to help students and staff visualize to stay on the right.**
2. **3 separate staff eating areas created with a maximum of 10 each to allow 6 feet from each other. (Refer to CHS Traffic Flow map).**
3. **Staff washrooms are single stall. Students and all staff must wear a mask when in the hallway or going to the washroom.**
4. **Office area – signs will be posted 1 person in office at a time. Desk shield will be placed on the Admin assistant’s desk. Behind the admin. Assistants desk will be blocked off, CR cabinets will be moved to the front of the office space to avoid anyone behind as 2m could not be maintained otherwise.**
5. **Photocopier room/ mailbox room – sign posted 1 person at a time.**
6. **Guided reading room – signs posted – 1 person at a time.**
7. **All math manips and purposeful play items will be removed from those areas and placed in classrooms for use, to avoid the necessity to be in those areas.**
8. **Art supply room – 1 person at a time sign will be posted.**
9. **Guidance – 1 person at a time, a desk shield will be provided to the guidance counsellor, the office is large enough that physical distancing of 2m is possible, red tape will be placed on the office floor to show the 2m distance.**
10. **2<sup>nd</sup> photocopier – red tape and floor 2m sign will be placed on the floor to show the 2m distance.**
11. **Calming room (old media room) – limited to 2 people at a time 1 student +1EA. Tape will be placed on floors to indicate the 2 m distance.**
12. **Limited the number of people on site. Support professionals outside the building will be asked to book an appointment. Parents/guardians will be asked to make an appointment, unless their child is sick or in an emergency situation.**
13. **Red tape will be placed on the floor of all doorways (classrooms, staffrooms, office, etc.), with a sign to remind staff and students to stop and look before entering the hallway. Masks will be worn while in the hallway.**
14. **All school wide assemblies: Remembrance Day, Holiday Concert will be held virtually. Holiday concert will be a combination of readers theatre, poem based, and art – no singing. Open House – the week the teachers return there will be a drive through open house – teachers will have their contact information and Curriculum information for parents on a one sheet to hand out. With a reduced school supply list this year, students will be able to bring all supplies they need on day 1 with them in their backpack. Staff will wear a community mask.**
15. **Library will not be utilized this year by classes. Teachers will be asked to take library books to their classrooms and the rest packed up.**
16. **Maker space will not be used this year. Teachers will be asked to take maker space supplies to their classroom for use.**

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17. Fire drills and school evacuation practice will take place as normal. These drills will be timed to ensure the 15 minute timeframe happens.

Champlain Heights Map Covid-19 Operational plan  
Traffic Flow



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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>       | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 7 - TRANSITION TIMES</b>   |  |  |                  |
| Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.<br><br>Provide time for food preparation and mealtimes. | District OHS Coordinator <i>(Guidance)</i><br><br>Refer to Return to School 2020 Document Pg. 13, 14, 15 | <b>Done</b>  | <b>8/24/2020</b> |

**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

1. **Staggered entry – Students will arrive over 3 days, 1/3 each day. Teachers will communicate with homes to find out a). how child is getting to school b). If being dropped off at what time between 7:50-8:20. Teachers will also inform parents/guardians which day their child (ren) start).**
2. **Principal/Vice-Principal/SIW will all be on duty from 7:50- 8:20AM. Schedule for which door students are to use to enter and exit according to their classroom location beginning the 2<sup>nd</sup> week of school.**

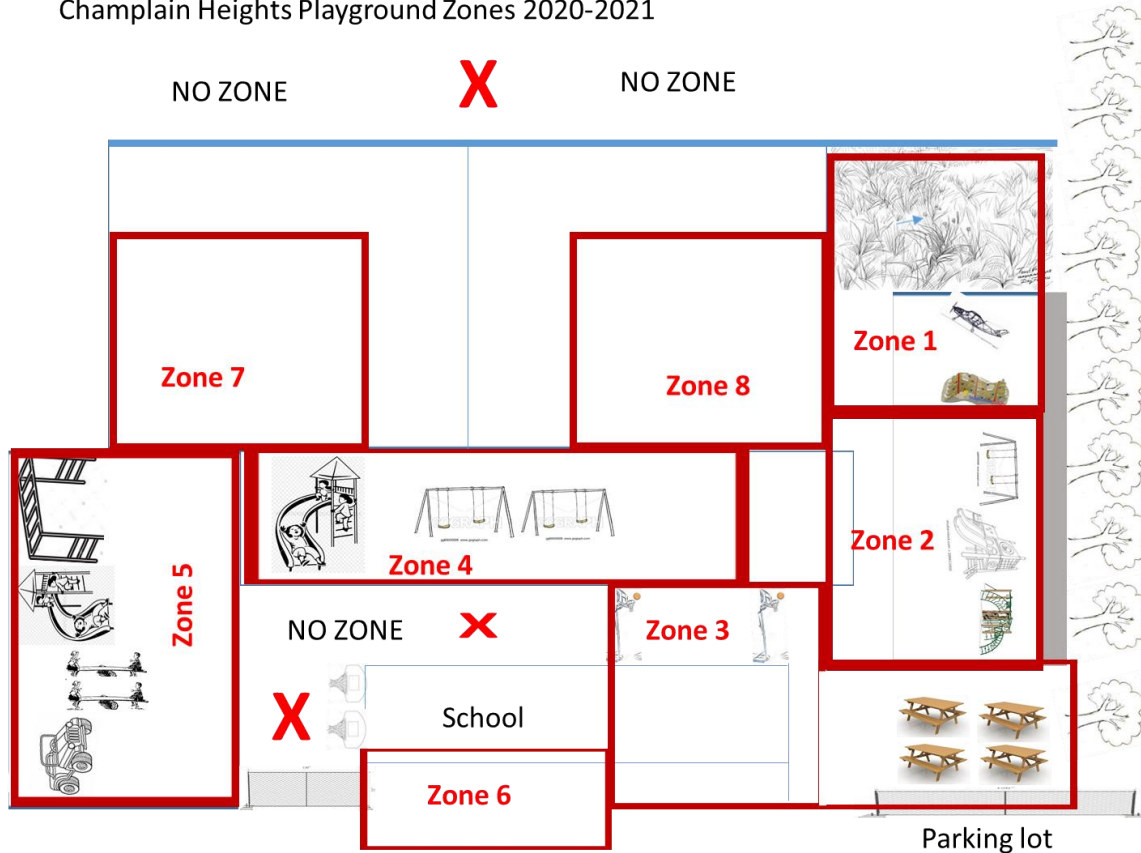
| Class  | Entrance/Exit            |
|--|--------------------------|
| <b>K McIntyre; K Lincoln; K McAdam; K A. Estey; 1 Doiron; 2/3 Fleming</b>                  | <b>K-1 entrance/exit</b> |
| <b>4/5 Daley; ½ Wilson; 1 Laskey; 2 McCarthy; 2 Capstick; 2 Delano</b>                     | <b>Main entrance</b>     |
| <b>¾ Clark; 3 Wilson; 3 Nolan; 5 Cormier; 5 Arseneault; 5FI Skinner4 Hanson;4 E. Estey</b> | <b>3-5 Entrance/Exit</b> |

3. **Recess times – students will have a 15-minute indoor snack break and teachers will take their own class out at some point in the morning for outdoor play in their zone of the day. Walks around the community, and outdoor learning will be encouraged.**
4. **Lunch time play – a schedule has been created to show which classes will be in each zone and at which time. 3 - ½ hour play under their classroom teacher’s direction every day will happen. (see below)**
5. **Eating time – students will all be eating in their own bubble classroom; an EA will be assigned to the classroom during this time and 2 support teachers will be on duty in each of our hallways during 2 eating times indoor eating times. (See specialist duty schedule)**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

6. Transition times – Student masks will be worn while in the hallway. Students eat lunch in their classroom in their own bubble. Music Specialist and EST-R support assigned to classrooms will go to the bubble class., wearing mask, 2m distanced or behind the portable desk shield.
7. See Physical Education plan for the gym and outdoor physical education classes. (At the end of the plan)
8. Breakfast – will not take place the 1<sup>st</sup> 2 weeks of school. Classes will be provided with baskets of fruit, appropriate granola snacks, cheese strings each Monday Morning starting the 3<sup>rd</sup> week back to school. All food items will be in accordance to policy 711.

Champlain Heights Playground Zones 2020-2021



| <u>Student Outside Play times</u> | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------------------|--------|---------|-----------|----------|--------|
|-----------------------------------|--------|---------|-----------|----------|--------|



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|                 |  |   |   |  |  |
|-----------------|--|---|---|--|--|
| 11:45-12:15 K-2 | K Lincoln; K. McAdam; K. McIntyre' K. A. Estey | K Lincoln; K. McAdam; K. McIntyre; K. A. Estey  | K Lincoln; K. McAdam; K. McIntyre' K. A. Estey  | K Lincoln; K. McAdam; K. McIntyre' K. A. Estey | K Lincoln; K. McAdam; K. McIntyre' K. A. Estey |
| 11:45-12:15 3-5 | 4 Hanson; 4 E. Estey.5FI Skinner; 5 Arseneault | 4 Hanson; 4 E. Estey ;5FI Skinner; 5 Arseneault | 4 Hanson; 4 E. Estey ;5FI Skinner; 5 Arseneault | 4 Hanson; 4 E. Estey;5FI Skinner; 5 Arseneault | 4 Hanson; 4 E. Estey; 5FI Skinner;5 Arseneault |
| 12:15-12:45 K-2 | 1 Laskey; 1 Doiron; ½ Wilson; 2Daley/Delano    | 1 Laskey; 1 Doiron; ½ Wilson; 2Daley/Delano     | 1 Laskey; 1 Doiron; ½ Wilson; 2Daley/Delano     | 1 Laskey; 1 Doiron; ½ Wilson; 2Daley/Delano    | 1 Laskey; 1 Doiron; ½ Wilson; 2Daley/Delano    |
| 12:15-12:45 3-5 | 4/5 Delano; 5 Cormier; 2 McCarthy; 2 Capstick  | 4/5 Delano; 5 Cormier; 2 McCarthy; 2 Capstick   | 4/5 Delano; 5 Cormier; 2 McCarthy; 2 Capstick   | 4/5 Delano; 5 Cormier; 2 McCarthy; 2 Capstick  | 4/5 Delano; 5 Cormier; 2 McCarthy; 2 Capstick  |
| 12:45-1:15 K-2  | 2/3 Fleming; ¾ Clark                           | 2/3 Fleming; ¾ Clark                            | 2/3 Fleming; ¾ Clark                            | 2/3 Fleming; ¾ Clark                           | 2/3 Fleming; ¾ Clark                           |
| 12:45-1:15 3-5  | 3 Nolan; 3 Wilson                              | 3 Nolan; 3 Wilson                               | 3 Nolan; 3 Wilson                               | 3 Nolan; 3 Wilson                              | 3 Nolan; 3 Wilson                              |

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>  |  |  |                  |
| Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc. | Refer to Return to School 2020 Document – Appendix G<br><br><a href="#">Refer to Table – Make specific for your school</a><br><br><a href="#">Refer to WHMIS Overview Document</a> | <b>Done</b>  | <b>8/25/2020</b> |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|  |   |                    |                         |
|--|---|--------------------|-------------------------|
| <p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>→ Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed.</li> <li>→ Foot-operated door openers may be practical in some locations.</li> <li>→ K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</li> </ul> | <p>Refer to Return to School 2020 Document Pg. 14</p>       | <p><b>Done</b></p> | <p><b>9/6/2020</b></p>  |
| <p>Implement Bus Cleaning Protocol</p>   | <p>Refer to Return to School 2020 Document – Appendix D</p> | <p><b>Done</b></p> | <p><b>8/25/2020</b></p> |
| <p>Implement Outbreak Cleaning &amp; Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>  | <p>Refer to Return to School 2020 Document – Appendix G</p> | <p><b>Done</b></p> | <p><b>8/28/2020</b></p> |
| <p>Abide by EECD Ventilation Guidelines</p>  | <p>Refer to Return to School 2020 Document Pg. 14</p>       | <p><b>Done</b></p> | <p><b>8/28/2020</b></p> |

**Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.*

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Please refer to Appendix G: Cleaning and Disinfection Standard (Return to School, p41-42). Regular cleaning and disinfection are essential to controlling the transmission from contaminated objects and surfaces. Cleaning removes visible soiling (ex. dust, soil, blood, and mucus). Cleaning removes, rather than kills, viruses, and bacteria. It is done with water, detergents, and steady friction from cleaning clothes. Sanitizing refers to lowering the number of germs to a safe level by either cleaning or disinfection. The process of disinfecting aims at killing viruses and bacteria through the application of a disinfectant.

| Space   | Frequency      | Protocols   | Person(s) Responsible             |
|---|----------------|---|-----------------------------------|
| <b>Common Areas</b>   |                |   |                                   |
| Door handles/knobs/push bars/light switches/fountain water bottle filler button | 2 times a day  | As per custodial guidelines   | Custodian                         |
| <b>Areas Frequented by Staff</b>  |                |   |                                   |
| Photocopy Area  | After each use | A spray bottle of 362 formula will be provided. Staff will <b>sanitize</b> areas they touched.  | User                              |
| Plexiglass Barrier on Administrative Assistant Desk                             | Twice Daily    | As per custodial guidelines (use a microfiber cloth)  | Custodian                         |
| Office Phone  | After each use | -A spray bottle of 362 formula will be provided and user must <b>sanitize</b> phone thoroughly after use.<br>-Limit student use of phone: have calls made by admin. assistant or administrator. If used by student, adult must ensure the phone is <b>sanitized</b> . | User and staff supporting student |
| Filing cabinets (CR's, forms)   | After use      | Use 362 spray to <b>sanitize</b> .<br>Limit the use of staff going into filing cabinet, cabinets moved to front of the office. One staff member at a time.  | User                              |
| Intercom  | After use      | Limit use of the intercom to the admin. assistant and administration whenever possible. Use 362 spray to <b>sanitize</b> . Items for morning announcements will be emailed to Principal the day before.   | User                              |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|   |   |  |   |
|---|---|--|---|
| Staff Washrooms   | 3 times a day   | As per custodial guidelines including ensuring soap and paper towel stay stocked.<br>Use spray 362 to <b>clean and disinfect</b> .   | Custodian   |
| Staffroom frequently touched surfaces                           | 2 times a day   | As per custodial guidelines  | Custodian   |
| Staffroom K-Cup Coffee Maker, Fridge and Microwave              | After each use  | -A spray bottle of 362 will be provided. Staff will <b>sanitize</b> areas they touched.<br>-Staff should space out items within the fridge so, they are not touching.  | User  |
| Staffroom tables  | After each use by staff and cleaned twice daily by custodians   | -After staff member has finished eating, all personal items should be stored (i.e. lunch bag) and any garbage should be thrown away.<br>-Custodial staff will follow protocols for cleaning using spray 362.                                 | User & Custodian  |
| Guidance, ISD, Calming room (media room)                        | After each use  | Bottle of 362 will be provided for staff to <b>sanitize</b> seat and table area that was used.   | Users   |
| Isolation Room  | After each visit  | As per custodial guidelines  | Custodians  |
| <b>Classroom Bubble **all classes are in bubbles from K-8**</b> |   |  |   |
| Student desk or tables/chairs                                   | Nightly   | As per custodial guidelines<br>Teachers/EA's/Students need to ensure student desk or table surfaces are clear. Custodians cannot ensure proper cleaning if surface is not clear of materials.  | Custodians  |
| Student Computer in Classroom Bubble                            | Daily   | -Prior to using computer, students <b>must</b> wash and/or sanitize hands following washing/sanitizing protocols.<br>-Computer must be wiped down at end of day with spray 362.  | Teacher and/or EA   |
| Manipulatives, Blocks/Lego, Games, Toys                         | Daily or as needed (items which are mouthed by students may be immediately placed in a "germ bucket") | Items must be <b>disinfected</b> with spray 362 and sit for 10 minutes. Items should be shaken around with the disinfectant in a container. After 10 minutes, the items must be wiped down or allow items to air dry (Do not use until dry). | Students will assist with cleaning wherever possible.<br>Teacher/ EA. |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|   |  |   |  |
|---|--|---|--|
| Playground toys (balls, trucks, buckets, etc).<br>NOTE* Class bubble outside play equipment will be provided to each class. | Daily or as needed   | Items must be <b>disinfected</b> with spray 362 and sit for 10 minutes. Items should be shaken around with the disinfectant in a container. After 10 minutes, the items must be wiped down or allow items to air dry (Do not use until dry).  | Students will assist with cleaning wherever possible.<br>Teacher/EA.     |
| Markers, Smartboard<br>Markers, scissors, rulers (communally shared resources)  | Daily or as needed (items that are being mouth by students may be placed in "germ bucket") | -Items must be <b>disinfected</b> with spray 362 and sit for 10 minutes. Items should be shaken around with the disinfectant in a container. After 10 minutes, the items must be wiped down or allow items to air dry (Do not use until dry).<br>-Teachers have been encouraged to limit the amount of these materials being shared and provide wherever possible provide individual student materials. | Students will assist with cleaning wherever possible.<br>Teacher and EA. |
| Equipment used by students with special needs   | Before and After each use.   | ESST-R teachers will establish protocols in PLP and ISBP plans, ensuring these school guidelines are followed in the process.   | Teacher/EA   |
| Teacher Desk/Table and Guided Reading Table   | Daily or as needed   | Teachers are responsible for clearing all items off the surface each day for the custodian to clean. If surface is not cleared, it is the responsibility of the teacher to <b>disinfect</b> the desk/table with 362 Spray.  | Teacher and Custodian  |
| Puzzle Mats, Vinyl seating, etc.  | Daily  | Rugs will not be permitted. Mats will be <b>disinfected</b> daily using 362 Spray. Mats or floor seating must be placed off the ground for custodians to properly clean classroom.  | Teacher/ EA  |
| <b>Shared Spaces</b>  |  |   |  |
| Student Washrooms   | 3x daily   | As per custodial guidelines including ensuring soap and paper towel stay stocked.   | Custodian  |
| Gymnasium   | Once Daily   | As per custodial guidelines   | Custodians   |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|  |  |   |                                   |
|--|--|---|-----------------------------------|
| Gym Equipment  | Once Daily   | Gym Equipment will be divided into labelled bins per each bubble classrooms or placed in a "dirty bin". These items will not be used by other classes until <b>disinfected</b> with Spray 362. Equipment should be thoroughly saturated in the Spray 362 and sit for 10mins. Following, it should be either wiped dry or left until completely aired dried. | Teacher, whenever possible, EA's. |
| Playground   | Wash hands before and after each use                 | Soap and water as per handwashing protocols whenever possible. Hand sanitizer is also available to each classroom. <b>**Soap and water is the first preference**</b>  | Teacher/EA/Students               |
| Kitchen (breakfast)  | Before and After Each Use                            | <b>Breakfast has now started as of Thursday October 8th</b>   | Staff                             |
| School Bus   | Twice Daily  | As per the bus driver's guidelines  | Bus Driver                        |
| External Organizations ESJBA   | Association provide and bring their own basketballs. | -All members wash hands before and after entrance to the school, parents and guardians will not be permitted into the school without a community mask.<br>-362 spray to sanitize basketballs, cleaning of doorknobs, handles, etc.  | User<br><br>Custodian             |
| <b>COVID-19 CONTAMINATED AREA - As directed by Public Health. Cleaned by Outbreak Trained Custodian.</b> |  |   |                                   |

- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.
- All teachers are asked to limit the number of items in their classroom including tables and chairs. Teacher could look at bringing centers/stations to students to help minimize chair and tables in room. We will re-examine this as the school year proceeds and adjust as needed.
- Teachers are encouraged to limit the amount of shared equipment and supplies. Items such as pencils, markers, erasers, scissors, glue sticks, crayons, white board, white board markers and playdough should be packaged for individual student use. Teachers are also encouraged to create individual containers of math manipulatives.
- This year, carpets/rugs will not be permitted as these soft items are not easily cleaned and time consuming. Puzzle mats and vinyl seating for students may be used if they can be easily cleaned.
- Remove all soft and cloth-based materials pillows, stuffed animals, and dress-up clothing wherever possible. These items will not be used this year.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents,<br/>Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>   |   |  |                  |
| <p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>  | <p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management<br/><a href="#">Handwashing Poster</a></p> | <b>Done</b>  | <b>9/10/2020</b> |
| <p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>   |   | <b>Done</b>  | <b>9/4/2020</b>  |
| <p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p> | <p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>  | <b>Done</b>  | <b>9/4/2020</b>  |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>   | <p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>   | <b>Done</b>  | <b>9/10/2020</b> |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|   |   |             |                  |
|---|---|-------------|------------------|
| K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. | Refer to Return to School 2020 Document – Appendix A<br><br><a href="#">Community Mask Poster</a> | <b>Done</b> | <b>9/10/2020</b> |
|---|---|-------------|------------------|

**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

1. **Staff – review of Table 1, Handwashing poster, Hand sanitizer poster, coughing and sneezing etiquette, and Community Mask Poster.**
2. **Staff will educate all students on the above in age appropriate ways. Resources purchased to assist in this are: 1. Books – Wearing a Mask is Easy for me, A Unique start from 6 feet apart, and masked Ninja. Online packaged ‘Pandemic Hygiene in the Classroom – Covid-19 by Bethany Gardner purchased TPT.**
3. **EECD approved hand sanitizer in all classrooms as well as in the front lobby.**
4. **Community Masks will be worn when entering the building, moving in the hallway, and exiting the building.**
5. **All posters will be posted, wherever appropriate.**

**Table 1**

| When Students Should Perform Hand Hygiene   | When Staff Should Perform Hand Hygiene  |
|---|---|
| <ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after taking medications;</li> <li>after playing or learning outside; and</li> <li>whenever hands are visibly dirty.</li> </ul> | <ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after giving/taking medications; and</li> <li>after playing or learning outside.</li> <li>before and after handling food;</li> <li>after helping a student use the toilet;</li> <li>after breaks;</li> <li>after contact with bodily fluids;</li> <li>after handling garbage;</li> <li>after removing gloves;</li> <li>before and after giving medications; and</li> <li>whenever hands are visibly dirty.</li> </ul> |



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|---|--|--|-------------------------------|
| <b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>   |  |  |                               |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.<br><br><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i> | Refer to Return to School 2020 Document – Appendix C, H<br><br>Itinerant professional information in Return to School 2020 Document pg. 18   | <b>Done</b>  | <b>9/10/2020</b>              |
| If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).   |  | <b>Done</b>  | <b>9/9/2020</b>               |
| <b>Provide personal protective equipment – only for those situations that require it:</b>   |  |  |                               |
| Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>  |  | <b>Done</b>  | <b>9/8/2020</b>               |
| Hand protection (gloves)  | <a href="#">OHS Guide-PPE</a>  | <b>Done</b>  | <b>9/8/2020</b>               |
| Eye protection (safety glasses, goggles)  | <a href="#">PPE Poster</a>   | <b>N/A</b>   | Click or tap to enter a date. |
| Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )  | District Student Support Services  | <b>Done</b>  | <b>9/4/2020</b>               |
| Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.   | <a href="#">Health Canada information on non-medical masks and face coverings</a><br><br>Refer to Return to School 2020 Document – Appendix A<br><br><a href="#">Community Mask poster</a> | <b>Done</b>  | <b>9/4/2020</b>               |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.*

1. When students are toileted both EA's will wear gloves, face shield and community mask. EST-R staff will ensure staff involved with toileting have read the PPE poster and these posters will be posted in all washrooms used for this.
2. Face shields will be provided to every staff member. When teachers and EA's are working in their 'bubble' class, the mask and shield are not necessary. Face shield do not replace the community mask.
3. EST-R teachers will incorporate safeguards into student PLP-I to ensure safety within their bubble classroom.
4. Medical Masks have been provided by District and will be available for anyone exhibiting symptoms while in the isolation room.
5. **Orange and Red Phase – students not yet tolerating a mask will be isolated with EA in ISD room. EA MUST wear mask and shield OR safety medical grade goggles.**

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>   |  |  |                  |
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.                            | <a href="#">OHS Guide-Three Rights</a><br><a href="#">Refer to Orientation</a>                     | Done   | 9/4/2020         |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | <a href="#">Refer to Orientation</a>   | Done   | 9/10/2020        |
| Provide staff the employee training on the work refusal process.   | <a href="#">Right to Refuse – Refer to Orientation</a>   | Done   | 9/4/2020         |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.   | <a href="#">Refer to Orientation</a>   | Done   | 8/25/2020        |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|  |   |                    |                               |
|--|---|--------------------|-------------------------------|
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | <a href="#">Refer to Orientation</a>        | <b>Done</b>        | <b>9/4/2020</b>               |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.                                 | <a href="#">OHS Guide-JHSC</a>              | <b>In Progress</b> | <b>8/31/2020</b>              |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.              | <a href="#">OHS Guide topic-Supervision</a> | <b>In Progress</b> | <b>8/31/2020</b>              |
| *School district Human Resources confirm process for addressing employee violations of policies and procedures.  | School District HR                          | <b>Not Started</b> | Click or tap to enter a date. |

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

1. **PPE – all staff will receive this training and information during the week of August 31<sup>st</sup>-Sept. 4<sup>th</sup>.**
2. **Orientation using the PP – ‘orientation’, and sharing of schools operational plan and procedures.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 12 - OUTBREAK MANAGEMENT</b>  |   |  |                  |
| <p>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 and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>   | <p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p> | <b>In Progress</b>                                     | <b>9/4/2020</b>  |
| <p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>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.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p> | <p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>   | <b>Done</b>  | <b>9/4/2020</b>  |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*

1. Will review appendix K week of August 31<sup>st</sup>-Sept. 4<sup>th</sup> with staff.
2. Will be included in the message to parents the expectation.
3. Public Health will advise in the event of an outbreak.

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 13 - MENTAL HEALTH</b>  |   |  |                  |
| Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available. | Phone: 1-800-663-1142<br>Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a><br><a href="#">NACTATR Guide to School Re-Entry</a> | <b>Done</b>  | <b>9/4/2020</b>  |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

1. Share and review with all staff.
2. Ongoing support for mental health for staff, students, and families.

| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents,<br/>Posters, Links, Reference Documents)</i>          | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|---|---|--|-------------------------------|
| <b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>   |   |  |                               |
| Ensure schools that provide food abide by applicable regulations.   | Return to School document Pg. 13, 14, 15<br><a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a> | <b>In Progress</b>                                     | Click or tap to enter a date. |
| External Organizations operating within school<br><i>(Obtain a copy of their Operational Plan)</i>                |   | <b>Not Started</b>                                     | Click or tap to enter a date. |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | <a href="#">Insert Water Bottle Signs</a>   | <b>N/A</b>   | Click or tap to enter a date. |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|   |   |                    |                         |
|---|---|--------------------|-------------------------|
| <p>1. Cooking breakfast protocols</p>         | <ol style="list-style-type: none"> <li>1. Staff will wear a community mask when entering the kitchen and will wear for the duration of cooking, serving, cleaning up.</li> <li>2. The breakfast cart will be wheeled to student classrooms, students are to remain 6 feet away/2m. Employee will serve students using latex free gloves.</li> </ol>   | <p><b>Done</b></p> | <p><b>10/08/20</b></p>  |
| <p>2. Physical Education plan – see below</p> |   | <p><b>Done</b></p> | <p><b>9/10/2020</b></p> |
| <p>3. Orange Phase of recovery</p>            | <ol style="list-style-type: none"> <li>1. <i>During the Orange phase of recovery staff and students will wear a mask always unless: eating, in PE, 2M distanced with a desk barrier while completing quiet independent work, staff in an office or room by themselves.</i></li> <li>2. <i>Lunchrooms are open for eating. Maximum number of people posted must be adhered to. Sign in sheets in all 3 lunchrooms</i></li> </ol> | <p><b>Done</b></p> | <p><b>11/23/20</b></p>  |

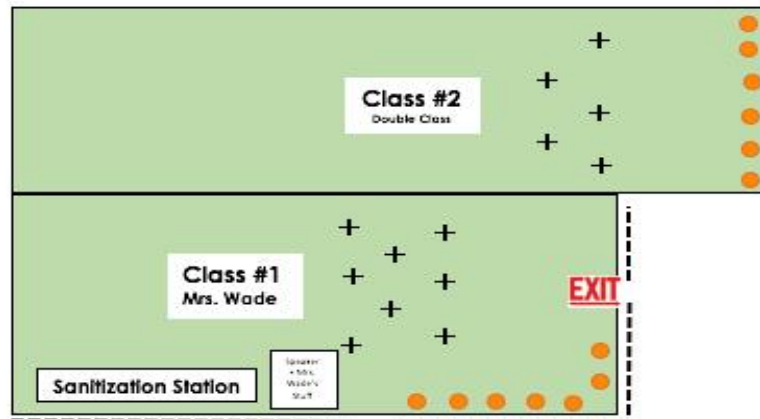
## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|                                    |  |  |  |
|------------------------------------|--|--|--|
| <p>4. Orange phase of recovery</p> | <p><b>3. Itinerant staff visiting the building are required to distance 2m, wear a mask always, use the desk barrier when working with students. If possible complete work virtually. (APSEA, SLP, EAL tutor)</b></p>  |  |  |
| <p>5. Red phase of recovery</p>    | <p><b>4. Eating in lunchrooms is limited to 2 spaces in each. The media room and art room behind the closed door. Microwaves are still permitted. Gym holds 6 spaced out spots between 11:45-12:45. All normal disinfecting guidelines are to be followed.</b></p> |  |  |

**Additional Consideration / Other Notes:** Describe how any additional considerations are being met.



# COVID-19 OPERATIONAL PLAN FOR SCHOOLS



Champlain Heights School  
Floor Plan 2020-2021

## Outdoor Classes Instructions

All classes going outside for Phys Ed will exit the school at the grades 3-5 door.

Students will wait outside the field until the class before them has completely exited before the enter (enter at the gate by the buddy bench).

As students enter the field (maintaining good spacing), they will go to their numbered dot (along the fence). The dots will all be appropriately spaced out (1m) There will be a spray painted circle on the ground and a coordinating laminated number sign zip tied to the fence above the dot. Students will put their water bottle down (and their mask, if wearing one clipped to fence). If the student has any other items, such as a sweatshirt, they are to be placed on their dot. If the student is injured or cannot play/participate, they are to return to their assigned dot. Students will remain on their dot until otherwise directed by the teacher.

The teacher will give each student (on their dot) hand sanitizer.

Students will then move to the X's on the field (spaced at least 2m apart).

Warm-up exercises or dances will be completed on the X's.

Instruction for games will also be given when students are on the X's.

Should Equipment be used, it would be placed in the "Clean Me" bins along the fence (sanitization station). It would be cleaned between classes.

When class is completed, students will return to their numbered dots (along the fence). Each student will be given hand sanitizer by the teacher).

Students will collect all their belongings and enter through the gate by the grades 3-5 playground and enter the school at the grade 2 door. Homeroom teachers are asked to please meet their class at the grade 2 door.

## Indoor Classes

The indoor classes would function very similarly to the outdoor classes. There would be one designated "Enter" door and one designated "Exit" door to the gym.

When students enter the gym, they will be directed to put their items on the benches (labelled with an X) against the wall with the large projection screen (and there will be numbers on the wall and benches to show students where to put their things). Students will be assigned a number for the year and will put their things in the same place each time they come to class. Again, any other items, such as sweatshirts, will be placed on the student's X. If a student is injured or unable to play/participate, they will return to their X on the bench. Students will remain on these Xs until directed by the teacher.

The teacher will give each student hand sanitizer.

Students will move to the dots on the floor

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Students will participate in exercises and dances while on the dots.

Students will move to our squares. Instructions for game play will be given and learning targets discussed.

At the end of class, students will return to their X on the bench.

All students will again receive hand sanitizer.

Students will move to the green stars (1 m apart) to line up to leave the gym.

A sanitation station will be set up along one gym wall to clean shared equipment.