

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 for review by **August 28th, 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.

School Name	M. Gerald Memorial School
Principal (Signature)	Mark Crowley
School District Official (Signature)	<i>John MacDonald</i>
Plan Implementation Date	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.**

_____ Name (October Review)	_____ Date	_____ Name (February Review)	_____ Date
_____ Name (November Review)	_____ Date	_____ Name (March Review)	_____ Date
_____ Name (December Review)	_____ Date	_____ Name (April Review)	_____ Date
_____ Name (January Review)	_____ Date	_____ Name (May Review)	_____ Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated

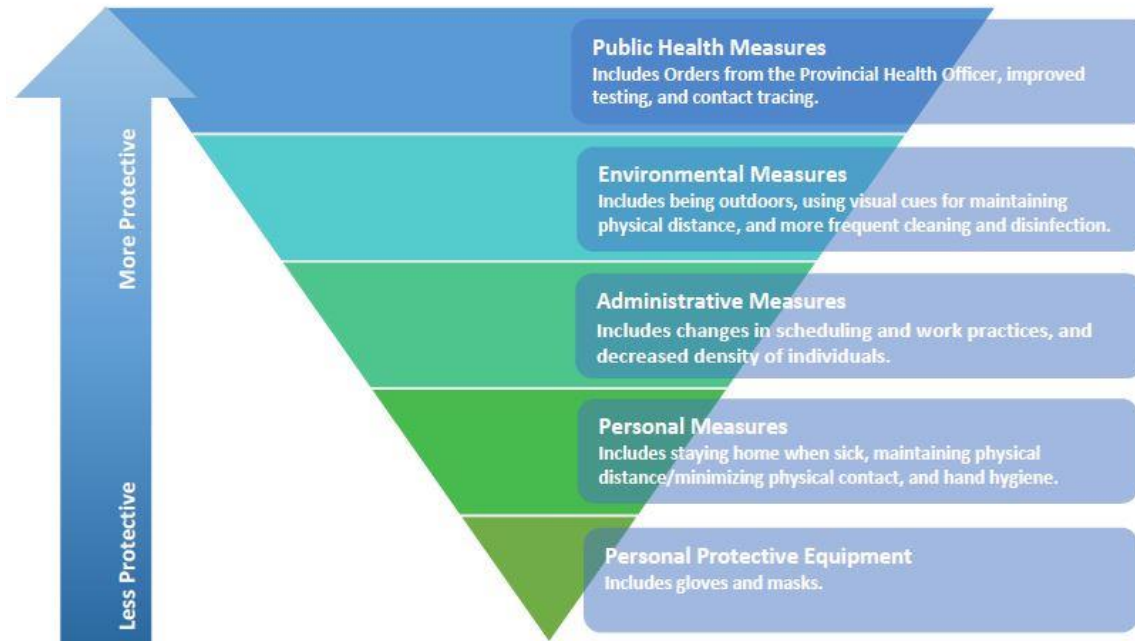
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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.

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

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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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 2 – COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students	In Progress	9/4/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	In Progress	9/4/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Letter Home to Parents	In Progress	9/2/2020

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

Our school will provide orientations to principal/vice principal, staff, and students. Link to attendance lists are attached (staggered entry schedule, daily school schedule, website school as well as school and classroom newsletters).

Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review. Sign in/out sheets in Lobby Area to track visitors.

Our school has frequent communication via email to parents/caregivers at least weekly. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website – <https://secure1.nbed.nb.ca/sites/district8/schools/mgt>

We will meet virtually with the PSSC and Home and School monthly, starting mid-October, keeping them informed and listening to their feedback.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 3 - 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.	Link to Risk Assessment Document	Done	8/20/2020

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

Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. [Link to schools completed Risk Assessment.](#) We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

The Risk assessment and Operational Plan will be reviewed and discussed with staff upon their return to school on August 31st. Adjustments will be made accordingly.

Our Operational Plan is a “living document” that will be reviewed on a monthly basis by our Joint Health and Safety Committee based here at our school. Changes and amendments will be made accordingly.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 7 Refer to Poster	Done	8/7/2020
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. Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.	Use a visitor log - See sample visitor log. Refer to Return to School 2020 Document Pg. 8 Refer to Administrative Assistant 1-Pager	Done	8/7/2020
Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. <i>*Keep in mind children walking, parent drop off, buses, etc. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i>	Refer to Return to School 2020 Document Pg. 5	Done	8/7/2020

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

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in.

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination unless they are a “regular” and are familiar with the school’s protocols ex: Speech Language Pathologist. Each visitor must also sign out upon leaving the school. We will require C&

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Y Team members to contact the school prior to arriving for any scheduled appointments with family, members so the school is aware of such meetings.

Drop-in meetings with Administration and/or staff members will not be permitted under this Operational Plan. Meetings will need to be scheduled and screening questions will need to be completed prior to the meetings occurrence. Screening process will begin with the Front Door buzzer/intercom system, communicating with the school office.

We will take student and staff attendance daily, anytime a student or staff leaves for the day for any reason they must sign out at reception.

Bus students will enter in the front door, met by a staff member, put on their mask upon entering school. They will then be directed to go to their assigned washing stations (in classes downstairs/shared facilities upstairs) following the floor markings. After, they will go immediately into a “soft start” of their day in their classroom bubbles.

Student Drop Off area is located on the school yard side of the building. Students will exit cars and proceed to side door, they will be met by a staff member and proceed to their classroom area, change into their indoor shoes, and then proceed to wash hands prior to entering classroom. Children will be masked at these entry/dismissal times.

Bus Students will exit the school by the front door and go directly to the bus, embarking as per the plan put forth by the Transportation Department. Students will be checked off the Bus List and escorted to the bus by a staff member.

Walking students will be dismissed by the side door and transitioned to parents/care givers under the supervision of a staff member.

Students attending the YMCA/MCC will be walked through the gym to awaiting YMCA staff.

Students attending other after school programs (Boys & Girls Club-Transitions) will be escorted to these awaiting care givers by staff members as well.

All students exiting the building and staff members, as well as outside care giver groups will be wearing masks at the time of student transitions.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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Section 5 – SCREENING			
<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>Refer to Screening Tool</p> <p>Refer to Letter Home to Parents</p> <p>Refer to Return to School 2020 Document Pg. 8</p>	<p>Done</p>	<p>8/7/2020</p>
<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 ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 12</p>	<p>Done</p>	<p>8/7/2020</p>

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

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the orientation given. Staff must self-monitor throughout the day. They are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Screening questions will be posted on our school website as a resource to families.

Screening Questions:

1. Do you have at least two of the following symptoms: fever above 38 C, a new or worsening chronic cough, a sore throat, a runny nose, a headache?
2. Have you returned from travel outside of the Atlantic Bubble or outside of Canada within the last 14 days?
3. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
4. Have you had close contact within the last 14 days with a person being tested for COVID-19?

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Staff will be given an overview of the screening process during the review of our Operational Plan, copies of the poster will be posted in Staff room, Office and Lobby area as well.

Students will be instructed as to the importance of the screening process and informing their teacher, staff member should they feel ill throughout the day.

Families are also required to self-screen their students prior to entering the school and students should self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) *We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

Due to space restraints, our Isolation room will be in the back area of the Main School Office. The small area will be separated by a divider but has a sperate entrance door to the hallway. This area should be sufficient to keep the student isolated until a family member can pick them up. The student will be supervised by a member of the Admin Team or support personnel.

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

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible. 	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Refer to Itinerant professional plans</p> <p>Refer to Chartwells Operational Plan</p>	<p>Done</p>	<p>8/7/2020</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. 7</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>8/7/2020</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>Refer to sample signage</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *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 10-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>NB Reg 97-150</p>	<p>Done</p>	<p>8/7/2020</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	8/7/2020
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

Classrooms – have been equipped with enough furniture for 15 students (16 where needed) as per the ECCD class sizes for K-2. Excess furniture has been removed from the classrooms.

Shared Classroom with YMCA/MCC- area has been cleared of excess furniture. Teacher will be required to remove all teaching materials, manips, student materials, etc will be placed in two locking closets each day when school is dismissed. This is being done, as the room is used by the YMCA for after school programs by students from 4-6pm. The room will then be cleaned and sanitized for teacher/student use the following day by the evening custodian.

Lunchroom – There will be a sign posted on the main lunchroom door to indicate the maximum capacity at any time (8). An alternative space will be set up in the back part of the Multi-purpose room in the Community Centre for staff to use when the staff room is full. This additional space will also have a maximum capacity posted (TBD).

Guidance/ELL/ISD Rooms – Two meeting rooms have been constructed in the top floor lobby, one to be used as our dedicated ELL Resource room. The other room to be used by SLP, ISD and other outside professionals. This room will be required to be cleaned after each use.

Washrooms – Marked waiting spacing on the floors of shared washrooms upstairs. Students must wear masks and wash their hands. One student from each class will be allowed out at a time for washroom usage to limit the number of students congregating in the area. For classroom washrooms, one student will occupy the stall at a time, and must wash their hands following usage. Bubbles will not be sharing classroom bathrooms. Teachers will have a sign in/out sheet for washroom use with times to track usage.

Stairways –

During morning arrival time, both sets of stairs (front and back) will be UP only (where possible). Students will walk UP on the right, wearing their masks and social distancing when outside of their bubble (e.g. sent directly to soft start 1-by-1). Signage and arrows will be posted. We will take care so that students and staff do not need to travel downstairs unnecessarily during this arrival time; however, when the occasion arises that they must go down during morning arrival, masks and social distancing is required. They will keep to the left on the staircases.

During afternoon dismissal time, both sets of stairs (front and back) will be DOWN only (where possible). Students walk DOWN on the right, wearing their masks and social distancing when outside of their bubble. Again, we will take care that students and staff do not

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need to travel upstairs unnecessarily during this dismissal time (e.g. make sure they have all their belongings so as to not have to go back up to retrieve them from the classroom); however, when the occasion arises that they must go UP during afternoon dismissal, masks and social distancing is required. The students/staff will need to wait until the traffic flow has ended prior to retrieving their items.

Hallway – Directional arrows are in place in hallways.

Meeting Room – Limited to 3 people. Signage posted, rooms will have to be reserved as well and list of individuals with contact information housed in the school office.

Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.

Assemblies/Large Group activities – will be held in outside if required. Assemblies will be held to a minimum during the COVID crisis.

Evacuation Drills –We will continue our evacuation practices as before, but classroom bubbles will remain apart when going to their meeting points outside.

Lock Down Drills – the same procedures will be in place; students will remain in their bubbles during these exercises/drills

School Map – See link to sample map that shows assigned entrances, and direction flow of the school.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings. Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 6	Done	8/7/2020

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

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Modifications have been made to the schedule to reduce to the amount of transition times during the day, to try and eliminate unnecessary contact. Students will have staggered recess times (4 classes at a time), the school yard has been divided into four areas and classes will be assigned to an area.

OUR SCHEDULE

7:45 a.m. – 8:10 a.m.	Soft Entry/Start
8:10 a.m. – 9:40 a.m.	Instructional Time
9:40 a.m. – 9:55 a.m.	Morning Snack (In Classroom)
9:55 a.m. – 10:10 a.m.	Morning Recess (Indoor)
10:10 a.m. – 11:40 a.m.	Instructional Time*
11:40 p.m. – 12:10 p.m.	Lunch (In Classroom)
12:10 p.m. – 1:40 p.m.	Instructional Time*
1:40 p.m. – 2:00 p.m.	Soft Close and Preparation for Dismissal
2:00 p.m.	Dismissal

*There will be staggered outdoor recess for classes assigned during this time

The School Yard will have specific line up points for classes following their outdoor recess times. These line up points will be painted onto the asphalt to assist with the identification of the spot. Spots will be 2 meters apart.

Students will be eating their lunch within their classrooms (bubbles) as we do not have a lunchroom/cafeteria.

Students travelling to and from gym will walk on the edge of the hallway in the breezeway leading to the gym. Students going to the gym will walk on the right hand side, while those leaving will walk on the left hand side.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			

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<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. Suggest putting them on doors and walls.</p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 8, 10</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Washrooms:</p> <ul style="list-style-type: none"> → Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → 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. 	<p>Refer to Return to School 2020 Document Pg. 10</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Bus Cleaning Protocol</p> <p>Refer to Return to School 2020 Document Pg. 6</p>	<p>Done</p>	<p>8/7/2020</p>
<p>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.</p>	<p>Refer to Standard Cleaning & Disinfection Document</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Outbreak Cleaning and Disinfection Protocol</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 10 1 – Pager</p>	<p>Done</p>	<p>8/7/2020</p>

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

Hand cleaning posters have been posted in all washrooms. Staff will give an overview/refresher in the proper hand washing methods to students.

Main floor classrooms have washrooms and sinks within the rooms, so usage will be monitored by staff.

Top floor classrooms have a central bank of washrooms. Students will have a sign in/out sheet in their classrooms with time that they have used the washrooms. Students will wear a mask when leaving the classroom. Students will be instructed not to have more than 4 students in the washroom per time.

Students on the MCC/YMCA side will share the use of the main washrooms on the Community Centre side. Students will have a sign/out sheet and will wear a mask upon leaving their classroom. They will be supervised by an EA. This washroom is also used by the YMCA childcare groups during the day.

Custodian will check to ensure washrooms are adequately stocked up with soap, paper towels, etc. This is done as a part of their usual morning and afternoon routines. We will ask that this be increased and a log kept of these washroom checks.

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.

In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.

Classroom windows will be opened as much as possible, weather permitting to assist our ventilation system. Filters and ventilation system performance will be monitored by our Facilities department and onsite custodians.

Classrooms (lunchrooms) will need to be cleaned after our lunch hour, table tops cleaned and garbage emptied.

Shared classroom in MCC will need to be cleaned each evening by night time custodian, so that the area is ready for students in the morning.

Classroom Manips will need to be cleaned daily. Schedule will be created for Kindergarten, Grade 1 and Grade 2 classes to wash items in the dishwasher to disinfect items. Dishwasher safe containers/bags will need to be purchased for classes.

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Classes will be supplied with hand sanitizer and extra paper towels to accommodate the extra need/usage.

Common areas (School -MCC Entrance, Lobby, Stair wells, Handrails, main doors, School Office, Sick/Isolation room) will need to be cleaned/disinfected daily basis with mid-day checkups. A log of the cleaning times will be kept for records.

Usage of Sick/Isolation Room will be monitored, log kept with student's name, date, pick up time, by whom and the cleaning time of the room following usage.

GYM -shared space with MCC/YMCA. School has use of this area from 7:00am to 4:00pm, following this time it is used by the YMCA for their programs and rentals (their rentals fall outside of ASD-South Rental programming). Concern that this area if used after school hours, will not be adequately cleaned for students use the following day. Are is not cleaned by nighttime custodian but given a quick cleaning in the morning (weather dependent) by C2.

Shared classroom will be cleaned and sanitized by custodian between 2:00-2:30pm after the students have been dismissed and prior to the YMCA using the room. Room will once again be cleaned and sanitized by nighttime custodian after 6:00pm, when YMCA has finished using the room. Room will be cleaned and ready for staff and students next morning.

Washrooms will be cleaned three times per day. A cleaning log of times will be kept in the Custodians office area.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			

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<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>		Done	8/7/2020
<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 *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	Done	8/7/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/7/2020
<p>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.</p>	<p>Refer to Return to School 2020 Document Pg. 10, 12, Insert poster</p>	Done	8/7/2020

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

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels.

Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher.

All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.

Table 1

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document Pg. 4, 10</p> <p>Refer to guidelines for itinerant (visiting) professionals</p> <p>Refer to Process for Providing in-School Support to Students with Complex Needs During COVID-19 EECD Document</p> <p>Refer to Risk Assessment Document – Support Services</p>	Done	8/7/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	8/7/2020
Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		Done	8/7/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/7/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	8/7/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	8/7/2020

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<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p>Health Canada information on non-medical masks and face coverings</p> <p>Refer to Return to School 2020 Document Pg. 10, 12</p> <p>Insert poster</p>	<p>Done</p>	<p>8/7/2020</p>
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Personal Protective Equipment Notes: *Describe how requirements for personal protective equipment are being met and communicated.*

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room.

Safety Glasses and Goggles are available to staff who request them.

All teachers will have a face shield to wear when physical distancing cannot be maintained. Note* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.

Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.

A personal plan will be developed for students who can not wear a mask due to health conditions or other exceptionalities.

We will have a supply of masks available for students or staff who forget them.

School has purchased a supply of Face Shields and masks for staff . Also have purchased extra face masks for students to have in case they do not have theirs. Limited supply, but will keep and emergency supply in case they are needed.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	Done	8/7/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/7/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/7/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/7/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	Done	8/7/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/7/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/7/2020

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>Done</p>	<p>8/7/2020</p>
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

We have reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.

Plan will be posted in Staff room as well as copies given to staff, posted on our shared staff site. Monthly reviews will be updated on the Shared site as well.

Plan will be shared with all Staff, including Bus drivers, supply teachers and student interns.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<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>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 11, 12</p>	Done	8/7/2020
<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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document Pg. 11</p> <p>Refer to ASDS Outbreak Management Plan</p>	Done	8/7/2020

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

We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

Operational Plan will be posted on School website for families to reference and be aware of steps to protect their children and school community. Importance that families are aware, as they play a crucial role in keeping the school community safe.

Open communication between School and MCC/YMCA as we share the building. Being done in a proactive measure to be certain that both organizations are aware of plans and develop a common plan for the building. Operational Plans are seen as an extension of our shared Emergency Measures Plans here at MGT & MCC.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			

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<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca</p> <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user <p><i>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</i></p>	<p>Done</p>	<p>8/7/2020</p>
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Mental Health Notes: *Describe how mental health resources will be communicated to staff.*

We have shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			

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Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 11 Refer to GNB Website or GOC Website	Done	8/7/2020
External Organizations operating within school (Obtain a copy of their Operational Plan)		Done	8/7/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/7/2020
Site Specific Considerations	1-Pagers will also be available for – music, sports, community use of schools, laptop assistance, international students.	Done	8/7/2020

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

When we hold our provided lunches, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.

Our school is unique in that we share our building with the MCC/YMCA. We have a very good working relationship with the YMCA, monthly meetings are held to keep the lines of communication open and concerns addressed. An annual meeting is held with YMCA, District, City and School personnel to revisit usage of building, cleaning and maintenance schedules and other areas of concerns.

Due to an increase in student population and a need for space, we will be sharing a classroom with the YMCA on the Community Centre side of the building. This will be a K/1 classroom and has been equipped with a Smart Board, FM system and necessary furniture. The teacher and students will be required to place all of their personal items, teaching materials in two closets which will be

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locked each day after the instructional day has finished, as the room is used by the YMCA for afterschool programming from 3:30-6:00pm. The room will then be cleaned and ready for the students for the following morning by the nighttime custodian.

We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed. We have requested in the student school supply list to have a plastic personal water bottle to be used at school.

SAMPLE