

The following document is Beaverbrook School's operational plan in response to Covid 19. This plan is fluid and may change with direction from Public Health, EECD, or as more efficient strategies present themselves to the staff of Beaverbrook school.

Screening

Passive screening is required for school personnel, students and others permitted in the school building prior to entry. Signage will be clearly visible at the entrances. Adults and students will not be required to have their temperature taken prior to entry but should instead check their temperature **prior** to leaving for school and practice self-monitoring.

Screening for Students

Parents are responsible for reviewing the screening questions with their children prior to leaving for school and only sending their child to school when they are well and have met the criteria outlined in the survey. See WorkSafe NB Website for Screening for COVID-19 Poster.

Those who have two or more symptoms of COVID-19 must stay home and contact 811 to determine whether COVID-19 testing is required. If COVID-19 testing is required, individuals must follow Public Health advice for returning to school. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional. If tested, Public Health will inform the individual or parent (when a student is involved) when isolation may be lifted. See the following website for information:

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Note: Students or school personnel who have been identified by their primary care provider as having asthma, seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Arrival time

All teaching staff will need to be present for 7:50 am. Staff will enter through the Mountain Rd. entrance and the Savoy St. entrance. This will work in two parts; teachers with homeroom classes will be present in their homeroom to welcome students. Teachers without homeroom duties will need to be performing outside duty to help the spacing of bubbled classes. During this time, breakfast club will have grab-n-go food ready as students enter. A degree of flexibility will be required to ensure students have had the opportunity to eat prior to beginning their academics. Individuals teachers/teams can work this out amongst themselves.

Breakfast Club

During this time, breakfast club will have grab-n-go food ready as students enter. Breakfast club grab-n-go will be delivered to each homeroom by a volunteer who will be wearing a community mask and will be practicing physical distancing. A degree of flexibility will be required to ensure students have had the

opportunity to eat prior to beginning their academics. Individuals teachers/teams can work this out amongst themselves.

Recess and Lunch Break

- Staggered breaks
 - Recess for students in K-3 will be from 10:00-10:15
 - Recess for students in 4-8 will be from 10:45-11:00
 - Lunch for students in K-3 will be 12:15-12:30
 - Lunch for students in 4-8 will be 13:30-12:50
 - Middle school students will be outside from 12:15-12:30 (students will exit out of the building from the main entrance only and will be dismissed in order – grade 5, followed by 7, followed by 6, 8 and then 4 – staggered to ensure bubbles do not cross – students will enter the building in reverse order)
 - K-3 students will be permitted to go outside (12:35-12:50) once all upper floor students are in the building. Students will exit the building through the playground doors – staggered and beginning with grade 2 out first, then 3, K/1, K, **1, then 1/2 and return into the building in reverse order

Playground usage

Playground sections (each group will be assigned to a daily zone) By weeks end, each class will have had the opportunity to play at each zone. Teachers are permitted to take their classes outside of this time – communication with other teachers is key to ensure bubbles are apart from each other.

Grades 4-8

Section	Class	Activity
1	grade	Tether Ball Area/seating area/ bench and rocks
2	grade	Multiple Basketball nets paved area with tether ball in back
3	grade	Inside fence/ off equipment/grassy area
4	grade	Pavement and basketball court A
5	grade	Pavement and basketball court B

Grades K-3

Section	Class	Activity
1	grade	Main Playground structure area/Jungle Gym
2	grade	Spider Web to fence with grassy area either side
3	grade	Spool-field- Tires
4	grade	Pavement and Basketball Court A
5	grade	Pavement and Basketball Court B

Duty

Duty will be divided equitably between all staff. This may mean additional duty for all staff until the Covid pandemic is over, or until revised guidelines has been sent by EECD or Public Health.

Bathrooms

- Dedicated washrooms (students in K-3 will only use washrooms downstairs and students in grades 4-8 will only use washrooms upstairs)
- Masks are required if students are unable to physically distance
- Students will sign out each time they use the washroom (homeroom teachers to store sheets). There will be no more than two students in the washroom at a time unless it is a whole class at the same time – such as a K class getting ready to go outside for recess – but there should not be students from another class present. A sign will be turned over when the washroom is in use.
- As younger students do not tend to change for PE classes, gym washrooms will be available for all student on the upper floor (primarily grades 6, 7 and 8).

Hand washing and Hand sanitizer

There will be a minimum of one hand sanitizing station per classroom and one station per common area. Younger students are to be supervised when using all sanitizers.

To wash your hands properly with hand sanitizers, follow these steps:

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
- Rub until dry.

School personnel and students must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:

- 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; and
- after playing or learning outside.

In addition, school personnel are required to wash their hands:

- before and after handling food.
- after helping a student use the toilet.
- after breaks; and
- before and after giving medications.

Other Personal Hygiene Etiquette

- Avoid touching the face, eyes, nose, and mouth.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.
- Ensure signage on personal hygiene etiquette such as handwashing, sneezing and coughing etiquette is posted throughout the building. This includes common areas, food preparation area and washrooms.

Specialties

All students will attend specialty class. Students moving toward their specialty classes will be required to wear a mask and have a place to store their mask in class. In the case of PE, classes may take place in the gym or outside. Students attending art and music class will go to the art/music room. Students will be active participants in cleaning their tables and chairs after their usage. A degree of flexibility will be necessary if classes start late due to the required cleaning requirements.

Building Flow

- Directional arrows, lines on the floor to indicate to stay on a specific side of the hall
- Back stairs located near rooms 112-113 and 206 and 207 will only be for movement going down
- library stairs will be used to help move upper floor students into their homerooms during the morning only. During classes, stairs can be used in either direction but only by one class who would be using the computer lab

Arrival and Dismissal Times

Arrival and Departure Information For **students in K-3**, teachers will be using their side doors located within their classroom until December 01 unless otherwise informed. Parent/Guardian will use the side door for both the drop-off and pick-up of their child at the appointed time indicated below.

Grade (Teacher)	Entrance & Exit Door Sept 8 to Dec 1	Arrival	Departure	After December 01-until Spring 2021 Entrance & Exit doors
K (Laagland)	Side door in classroom	7:55	1:30	Gym doors
K/1 (Emeno)	Side door in classroom	8:10	1:25	Gym doors
1/2 (Fahey)	Side door in classroom	7:55	1:30	Main Entrance doors
2 (Lowe)	Side door in classroom	8:10	1:30	Playground doors
3 (Ames)	Side door in classroom	7:55	2:25	Playground doors

Arrival and Departure Information: For **students in grades 4-8**, please refer to the chart below for arrival and departure times as well as which door for your child to use when entering and exiting the school.

Grade (Teacher)	Entrance Door (September – June)	Exit Door (September – June)	Arrival	Departure
4 (Cormier)	Main Entrance	Playground door	7:55	2:30
5 (Lewis)	Main entrance	Main entrance	8:00	2:25
6 (Vincent)	Gym Door (library stairs, classroom)	Gym Door (library stairs)	8:00	2:30
7 (Fournier)	Main entrance	Main entrance	8:05	2:30
8 (Jewett)	Gym doors (library stairs, classroom)	Playground door (back stairs)	8:05	2:35

For any student that arrives late, they will need to enter through the main entrance. Should there be a line of late students, they will be asked to stay 2m apart and to wear their community mask. Students will need to sign in at the table outside of the main entrance and then enter the school and proceed directly to their homeroom. They need to continue to maintain their distance from students outside of their bubble until they enter their homeroom. The sidewalk outside the main entrance will be marked with pylons to help students maintain their physical distancing.

Late student work/lunches

A table will be placed outside the main entrance to Beaverbrook school. Parents/guardians bringing in late work or lunches will be asked to contact the office and then leave their item on the table to staff personnel to collect. It will be encouraged that parents do not enter the building.

Use of Community Masks (Appendix A)

Public Health has identified the use of community masks as an effective tool to help control the transmission of COVID19. The following directives may be adjusted as new evidence becomes available.

Directives

- All students and school personnel are expected to bring a clean community mask to school with them every day.
- Community mask requirements will not apply to students or school personnel who have been advised by a medical professional to not wear one due to an underlying medical condition, such as asthma, etc. Appropriate documentation will be required and submitted to the principal.
- In some instances, face shields may also be worn as an additional measure. Please note, face shields are not the same as a community mask and do not offer the same protection. As such, if a shield is worn, a community mask must also be worn. School personnel will be provided with face shields, and it is a personal choice to wear one.
- Students or school personnel who become symptomatic throughout the school day will be required to wear a community mask until they leave the school building. Measures are in place to guide schools regarding individuals who become ill during the school day.
- The use of a community mask does not replace the requirement for physical distancing. It is a measure used in conjunction with other practices to mitigate the risk of COVID-19 spread.

Students

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

Use of Community Masks and Physical Distancing for Students

K-5	In class grouping	Community masks	Not required
		Physical distancing	Not required***
	In common areas when class grouping is not protected	Community masks	Encouraged
		Physical distancing	Two metres
6-8	In class grouping	Community masks	Not required
		Physical distancing	Not required
	In common areas	Community masks	Required
		Physical distancing	Two metres

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

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

Masks on School Bus / Fieldtrips

On the School Bus

- While masks are encouraged, younger students (K–5) sitting with a member of the same household or alone, will not be required to wear masks. Older students (Grades 6–12) will wear masks when getting on and off the bus and if they are sitting with another student who is not from the same household.
- If a student in Grades 6–12 does not have a mask upon boarding the bus, one will be provided temporarily. Parents are to provide clean masks for student use. Incidents of non-compliance may be reported to the school principal for follow up.

Co-curricular activities and field trips **are** permitted so long as K–8 classes stay within their individual class groupings

Shared Materials/Resources

Shared materials such as computers, physical activity equipment, musical instruments and other materials or items that are shared between students or members of school personnel must be disinfected after each use. If this is not possible, the material in question should not be made available for common use. ** A potential means to work with this is to create stations in a class that is only used by one group during this time. Units in various subjects can also be created and rotated for usage. For example, only one class would be doing a badminton unit at a time and the need to wipe down daily would not be necessary. After the unit has been completed, then the equipment is disinfected and then rotated to another group.

At this time 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.

School equipment or materials regularly used by an individual should be cleaned and disinfected by its user. These items can include desks, chairs, phones, and computer equipment. This cleaning and disinfecting is customized to personal preference and is done using district supplied cleaning products. Students in Grades 6–12 are to clean and disinfect their desk and chair after each class.

** With the ability to purchase playground equipment for each homeroom, I would ask that this material is **not** shared amongst other classes.

Parents/Guardians

Communication with parents is critically important. Administration will connect with parents/guardians in relation to Covid the following ways:

- Send school connects message home before school begins
- Post copy of operational plan on the Beaverbrook website
- Weekly school connects messages as reminders

Teachers can continue to connect with parents through approved software such as Freshgrade. The more means we have to ensure communication with home the better.

Parents will be reminded that they can only enter the building if they have an appointment or if circumstances deem it necessary – admin will determine if a situation warrants it. Meetings can be held by phone or through Zoom calls. If it is necessary for parents/guardians to enter Beaverbrook it should be done after school (if possible) and with adherence to all safety protocols, which will be communicated with parents beforehand.

Building Access

Access to public schools will be limited to the following:

- Students;
- School personnel, as defined in the Education Act (this includes visiting teachers, school district personnel, volunteers, and extra resource people).
- Visiting teachers and other school personnel who travel between schools and have contact with students will maintain a physical distance of two metres in the classroom and in common areas. Community masks will be used if the two metre physical distancing is not possible. If school personnel choose to wear a face shield, a community mask must also be worn. They must also maintain a log of their movements. Districts will try to limit the number of schools that these employees visit.

- Authorized access is approved by the principal or school district (e.g., repair work, emergencies, Public Health nurses, social workers). All schools must keep a daily log of all essential visitors that enter the building.

Beaverbrook's operational plan will be shared with the C&Y Team. C&Y personnel are permitted inside of Beaverbrook school and will keep their physical distance, as well as wear a community mask. Clients to the C&Y members will not enter Beaverbrook school with the only exception being a client who requires use of the elevator due to wheelchair accessibility. Admin will be aware of this situation (via email or phone call) and help support C&Y members move through the building. Any C&Y client who does not need access to the elevator will not be admitted into Beaverbrook school.

When booking a guest teacher into the building, please attach the copy of a quick reference guide to our operational plan. Inside of each staff handbook will be the full plan which they will need to be directed to read.

However, certain regulatory officers, such as WorkSafe NB and Public Health representatives may do spot checks. Access is to be provided and appropriate health and safety measures followed.

Drop-in or unplanned visits by parents and guardians will be limited and not encouraged. Virtual or phone contact will be the primary method of communication. Face-to-face meetings would follow Health and Safety Directives. The operational plan of a school may require community masks.

During the pandemic, community use of schools will be limited. Users may expect an increase in fees from past years due to increased cleaning and sanitization requirements. The provincial strategy to manage community use of schools during the pandemic is outlined in Appendix I: Community Use of Schools.

Students new (transferring) to Beaverbrook during the school year

This document provides information on the additional requirements for students from outside the Atlantic bubble who are attending New Brunswick public schools. It is important to note that the following directives do not replace the requirements outlined in Policy 804 - Student Registration.

The following directives do not apply to students who attend a New Brunswick public school and live in a border community outside of New Brunswick, such as the Listuguj Mi'gmaq First Nation.

Directives

The following directives apply to all students entering New Brunswick from outside the Atlantic Bubble:

- Public Health requires all students arriving in New Brunswick from outside the Atlantic Bubble to self-isolate for 14 days. This does not apply to children subject to written custody agreements.

- Students must be directed to contact the school district office by phone or email to register as per Policy 804 - Student Registration if they arrive at school unregistered.
- During the school year, learning materials will be provided to students who have been registered in the public-school system for use during their 14-day self-isolation.
- Before a student is allowed to attend class in person, the parent or guardian will confirm that the student has self-isolated for a period of 14 days.
- Schools will make every effort to contact the students from outside the Atlantic Bubble who are already registered in the New Brunswick school system in advance to inform them of these directives.

Recruited International Students (Atlantic Education International and Place aux compétences)

- Students coming to New Brunswick through a recruiting agency must follow the 14-day self-isolation plans established by the recruitment agencies before they are allowed to enter a school building.
- International students who arrive in New Brunswick are required to have a COVID-19 test on day 10 of their 14-day isolation period. A negative test result will not release the student from the required 14-day isolation period. If a student tests positive, the Regional Medical Officer of Health will manage and determine next steps.

Outbreak Management

School Absenteeism Guided Measures School administrators understand the usual absenteeism patterns of their school. They will notify the Regional Public Health Office in cases of outbreaks or unusual situations, such as when absenteeism of students or school personnel is greater than would be expected, or severe illness is observed.

See School Operational Plan (Appendix K)

Cleaning and Disinfection Procedures

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. It is important that staff use the right product for the right purpose according to written procedures, and that they are trained on how to use the products safely.

All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, learning materials, etc., should be cleaned at least twice daily and when visibly soiled. Items that students may put in their mouth must be rinsed with potable water after they have been cleaned and disinfected.

The use of bubbler (spout) component on water fountains is not permitted. For bottle fillers on fountains, students and school personnel will ensure that their water bottle does not come into contact with the nozzle when refilling their water bottles. Signage will be posted reminding students and staff to

properly use the stations when refilling bottles. A cleaning and disinfection schedule must be in place with clear accountabilities assigned to specific staff. Custodians will create a cleaning schedule, with also the possibility of additional custodial support. Julie and C2 will be responsible for maintaining and ordering new supplies.

Emergency drills

All emergency drills will take place as normally planned. Emergency evacuation drills and lockdown drills will take place without physical distancing. Once the evacuation or lockdown drills are complete, physical distancing will recommence and will be maintained during the re-entry of the school. Masks should be worn for all emergency drills but not to the detriment of the response to the drill.

Vulnerable Students

Refer to Appendix C

Other

- Students will always have a community mask with them and stored in their bookbag, desk or wherever the classroom deems suitable
- Breakfast club and lunches will be grab-n-go and will be eaten in homeroom classes
- All students will be taught in their homeroom and will not leave their homeroom for any subject but specialty classes. Any teacher that teaches more than one class will travel to each class.
- Students will be required to wear masks outside of their bubble if they cannot guarantee that they can socially distance
- Staff that interact with multiple bubbles must stay 1m away from students or wear a community mask
- We need to involve students with helping keep things clean
- All staff will be sent face shields before the first day of school with students – these will be optional in most cases
- A map will be created showing the different playground sectors
- Areas (outside) will need to be set up for homeroom students in case they arrive a head of designated times – this will enable them to keep their bubbles apart
- Distancing amongst staff in staffrooms and other areas (cannot be within 2m of another staff member and this needs to be modeled for students)– should help with staggered breaks and lunches
- Students and parents will be encouraged to leave the school premises as soon as the day is done
- Each bathroom will be cleaned minimally three times a day
- Closed campus for grades 6-8
- Staff will need to monitor their own health and book off through Aesop if exhibiting Covid symptoms.

- The isolation room will be room 132.

Signing Out

We understand there will be times when your child must leave school for an appointment. We would ask that parents inform the school of any appointments. Upon arrival, please call the school (856-3403), or buzz the main office. Your child will be escorted to the main entrance where parents/guardians (who will remain outside) will be required to sign their child out.