

# Bernice MacNaughton

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H I G H S C H O O L



## RETURN TO SCHOOL COVID-19 OPERATIONAL PLAN

September 3<sup>rd</sup>, 2020

# INTRODUCTION

We are excited to be welcoming back students at BMHS. The 2020-21 school year will be a new experience for students as well as for staff. We know that the return to school is on everyone's mind and we are going to be working together to make this year as meaningful as any other year. Since March we can say that it has been an interesting time given the on-going situation with the Global Pandemic.

This fall, we will face some new challenges as we move forward, but we are very delighted to return to school this September. We understand that not all students are feeling the same readiness to return to school. Some are very happy to return to a routine and others might have increasing concern. We are confident that the school year will be productive, and we will come through this Global Pandemic stronger and more resilient.

By working together as a school community, and following the public health guidelines, we can now safely return to our school. The BMHS Operational Plan was developed using guidance from New Brunswick's Departments of Public Health, Education and Early Childhood Development, and Anglophone East School District and WorkSafe NB. Please refer to the Return to School - September 2020 document for additional information.

This document is intended to provide guidance for the safe daily operation of our school. This plan may be modified to reflect the needs of the students and staff at Bernice MacNaughton High School, or as required to reflect new information provided by the Province of New Brunswick. We would consider this living document because changes will be added on a regular basis to better keep the students and staff safe during these unusual times.

For more guidance and information about guidance on the return to school guidelines please refer to the district website.

<http://web1.nbed.nb.ca/sites/ASD-E/Pages/COVID-19.aspx>

# Coming to School

## SCREENING

- How to Self-Monitor – The staff will be presented at school start-up. (see awareness resources)
- How to Self-Monitor –the student orientation will develop creative ways to remind students to self-monitor. Students will have to self-monitor, please follow the steps presented by public health at: [gnb.ca/coronavirus](http://gnb.ca/coronavirus)
- Designate – Isolation area for students who show mor than one symptom. This area will be in the back of the Theatre (room closer to back exit) Green room.

## PHYSICAL DISTANCING

- **Identify Engineering Controls** – Plexi-glass in the main office and the Library, floor markers, signage in the main areas.
- **Staff/Student Transition** – Students will put on their mask while transition from class to class. Students will enter class when the entrance is clear. Students will put their mask on before exiting the class. The stairwells are one-way only. We will establish no-stopping zones in areas where the traffic flows.
- **Main Lobby (downstairs and upstairs)** (morning, lunch, and afterschool) - Students must wear mask in these areas. Students should social distance themselves if possible.

## PERSONAL HYGIENE ETIQUETTE

- Students will wear masks in all common areas. Bus, hallways, washrooms.
- Signage with personal hygiene will be posted. (handwashing signs, etc.)
- Identify common areas that may require increased cleaning.
- Identify frequently touched services to ensure cleaned as outlined under the Cleaning and Disinfection Standards.

## BUILDING ACCESS

- **Secure all doors:** All doors are unlocked from 7:30 to 9:00am and locked for the remainder of the time.
- **Entry** – Designate points of entry by grade that reduce congestion. Main Front Entrance for grades 9 and 10 (predominantly bus students) and the second Front Entrance for grade 11 and 12. At the parent loop, students will use the closest entrance to the vehicle. Students driving to school will use the rear entrance.
- **Mandatory Sign in/out required at school office:**
  - Visitors - Include Name, Phone Number, Time In, Time Out, Purpose.
  - Supply Teachers/Casual Staff - Name, Time In, Time Out, Name of staff member replacing.

- **Front office visitor Logs** – Must maintain a log that includes name of student/staff interaction and is to be left at the school office.
- **Admin Office Area:** Establish maximum occupancy based on physical distancing requirements, if unable to physical distance masks are required; limit the number of people in front office. Only administrators and admin assistance have access to the photocopier. Files will be requested through email and pick up from the front counter. Maximum capacity of 10 across the six office spaces. Floor signage shows where to wait.
- **Item Drop Off** – Signage (to call office upon arrival), visitor writes name on items and leaves items on table on the table in entry. Items will be picked up by student, staff etc.
- **Drop off and late students** – Students must enter the main entrance (buzz in), report to the main office and sign -in.
- Upon arrival, students are required to go directly to their homeroom.
  - First bus arrives at 7:45am – All students will wait in their main foyer while wearing a mask
  - At 8:25, students will go to their first period class.
  - Teachers will have to unlock their doors at 8:25 am.

## **TRANSITION TIMES**

- **Washrooms** – Maximum occupancy by washrooms. Main washroom will have a maximum of 5; if unable to Physical Distance, masks required (signage installed)
- **Hallways** – Students will be asked to bring their books for all their classes for the morning and then the afternoon to limit the number of students that will go to their lockers. The hallways will be divided in two-way direction.
- **Stairwells** - One-direction stairwells:
  - Students and personnel must wear mask.

## **CLEANING AND DISINFECTION PROCEDURES**

- **Procurement** – Designate a person to ensure an inventory of products are maintained at the school level. The name of this person or the position, C2 – Bruce Harper
- **Sanitization Stations** – They will be provided for each entrance and each classroom
- **Washrooms** – Limited occupancy, masks are required, soap dispensers and sanitizing station are installed.

## **MAX NUMBER BY ROOMS**

- Resource Room 130 (9)
- Guidance Area (10) (maximum of 2 in each office)
- Conference Room (5)
- C&Y (ISD) (2)
- Soundproof room (2)
- Student government room upstairs (3)
- Photocopier/Book room (3)
- Caring cupboard (2)
- Laundry area (2)

## Risk Assessment by location

Location	Identify Risk	Analyze Risk	Control Risk	Monitor Risk
<b>Entrance</b>	Lack of social distancing due to the large number of students entering at once.	Medium	Students will be wearing masks. Signage - Social Distancing will be asked to be followed. One-way traffic flow Sanitizing stations Two entrances by grades for bus arrivals Separate entrances for parental drop zone Physical distancing dots	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meeting. Immediate concerns will be brought to the attention of administration
<b>Exit</b>	<ul style="list-style-type: none"> <li>Over-crowding due to many students exiting all at once.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Students will be released from classes by grades.</li> <li>Signage</li> <li>Students will be wearing masks.</li> <li>Social distancing</li> <li>One-way traffic flow</li> <li>Sanitizing stations</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Administration Office</b>	<ul style="list-style-type: none"> <li>Meetings with public.</li> <li>Access to files</li> <li>Front counter interactions</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Physical barriers (plexiglass and roping)</li> <li>Limit entry in the office area.</li> <li>Restricted use of photocopier and files.</li> <li>Signage</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>

<b>Hallways</b>	<ul style="list-style-type: none"> <li>Physical distancing</li> <li>Accessing lockers while hallways are busy.</li> <li>Students congregating</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Directional floor signage</li> <li>Students and personnel must wear masks.</li> <li>Signage on social distancing</li> <li>Staff will monitor</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Stairwells</b>	<ul style="list-style-type: none"> <li>Railing</li> <li>Congestion</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>One-direction stairwells</li> <li>Students and personnel must wear mask.</li> <li>Signage</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Elevators (if applicable)</b>	<ul style="list-style-type: none"> <li>Touching buttons</li> <li>Key operated</li> <li>Confined space</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Only specific students use the elevator</li> <li>Clean regularly – elevator and key</li> <li>Sign in/out key</li> <li>Limit usage of 2.</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Staff Washrooms</b>	<ul style="list-style-type: none"> <li>High touch areas- taps and soap dispensers, door handles</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Maximum capacity (1)</li> <li>Sanitation/Cleaning products provided</li> <li>Masks will be worn</li> <li>Proper handwashing signage</li> <li>Mask do not have to be worn.</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>

<b>Student Washrooms</b>	<ul style="list-style-type: none"> <li>• High touch areas - taps and soap dispensers</li> <li>• Potential congestion during peak times</li> </ul>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• Provide extra soap and paper towel dispensers</li> <li>• Regular cleaning throughout day</li> <li>• Masks will be worn</li> <li>• Proper handwashing signage/physical distancing</li> <li>• Maximum of 5</li> <li>• Extra garbage cans added.</li> <li>• Extra soap dispensers</li> <li>• Signage – Hygiene, “Wait Here” and Max capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Staff Room</b>	<ul style="list-style-type: none"> <li>• High touch areas – taps and soap dispensers, door handles</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	<ul style="list-style-type: none"> <li>• Regular cleaning (sanitation products provided)</li> <li>• Masks will be worn unless sitting to eat</li> <li>• Establish Capacity (15)</li> <li>• Rearrange furniture for seating capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Photocopy Rooms</b>	<ul style="list-style-type: none"> <li>• Hard Surfaces (buttons, screen, tables, photocopier parts)</li> <li>• Small rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Room Capacity (2)</li> <li>• Physical distancing</li> <li>• Masks /PPE must be worn</li> <li>• Sterilization/Cleaning products in each room – Wipes will be placed by all photocopier.</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>

<b>Gym</b>	<ul style="list-style-type: none"> <li>Gym equipment (cleaning)</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Directional traffic flow (Separate entrance/exit doors)</li> <li>Maintain physical distancing</li> <li>Sterilization/Cleaning products for gym equipment</li> <li>Weight room will be required to wear masks and clean equipment after each use. The maximum capacity is 18. The cleaning procedure will be posted.</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>High touch areas (eg: tables, shelving, door handles, windows)</li> <li>When applicable: Computer devices (keyboard, power buttons, mouse)</li> <li>Enter/exit</li> <li>Physical distancing while seated</li> <li>Physical distancing in group work</li> <li>Distribution and cleaning protocols for shared resources (ie: calculators, scientific equipment, pens/pencils, pencil sharpener)</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Physical distancing</li> <li>Sterilization/Cleaning products in each room</li> <li>Teacher established protocols for entering and exiting (see appendix A)</li> <li>Directional arrows on floor where appropriate</li> <li>Physical barriers where appropriate</li> <li>Teacher established policies and procedures for cleaning student areas/surfaces/shared resources before exiting the classroom</li> <li>Reduced student population</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety Committee will review monthly.</li> <li>Staff feedback at monthly staff meetings</li> <li>Immediate concerns will be brought to the attention of administration</li> </ul>



<b>Library</b>	<ul style="list-style-type: none"> <li>• Students touching books/stacks</li> <li>• High touch areas (eg: tables, shelving, door handles, windows)</li> <li>• Computer devices (keyboard, power buttons, mouse, printer)</li> <li>• Photocopier/printer contact</li> <li>• Enter/exit</li> <li>• Room capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Room Capacity (40)</li> <li>• Physical distancing</li> <li>• Masks/PPE must be worn</li> <li>• Sterilization/Cleaning products in each room</li> <li>• Identified Entrance and Exit doors</li> <li>• Floor signage and traffic flow indicators</li> <li>• Limited seating capacity.</li> <li>• Reduced student population</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Locker Rooms</b>	<ul style="list-style-type: none"> <li>• Smaller area</li> <li>• High touch surface areas</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	<ul style="list-style-type: none"> <li>• Establish room capacity (15), if that the max number they will have to wear a mask.</li> <li>• Students</li> <li>• Provide cleaning products</li> <li>• Signage</li> <li>• Locker use – requires wipe down each time</li> <li>• Teacher to establish protocol for cleaning locker room with students</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Congregating</li> <li>• Enough location to eat.</li> </ul>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• The cafeteria will have designated seating maximum capacity of 58.</li> <li>• Half of the classrooms will be designated eating area for students. These will be supervised by teacher/monitor.</li> <li>• The campus is closed for grade 9s and open for the other grades.</li> <li>• All students may walk the groups and keep social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Room capacity</li> <li>• High contact surface areas (eg: tables, microwaves, chairs, food trays)</li> <li>• Physical distancing while lining up for food service</li> <li>• Physical distancing while seated</li> <li>• High Population/Density times of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• Room seating capacity (2 students per table)</li> <li>• Physical distancing</li> <li>• Masks/PPE must be worn</li> <li>• Sterilization/Cleaning products at each table and microwave</li> <li>• Identified Entrance and Exit to the cafeteria line up for purchasing food</li> <li>• Floor signage and traffic flow indicators</li> <li>• Identified eating areas</li> <li>• Staff supervision during non-instructional times (morning, lunch, breaks)</li> <li>• Reduced student population</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety Committee will review monthly.</li> <li>• Staff feedback at monthly staff meetings</li> <li>• Immediate concerns will be brought to the attention of administration</li> </ul>
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# Protective Measures

1. To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.
2. *To ensure that members of vulnerable populations and students with complex needs are accommodated.
<b>Provide personal protective equipment – only for those situations that require it:</b>
3. Hand protection (nitrile, rubber or latex gloves)
4. Eye protection (safety glasses, goggles or face shield)
5. Other PPE as determined necessary through the risk assessment
6. In areas where following the school physical distancing standards as set out in the <i>Return to School</i> document is not possible, maintain an accurate visitor log, and staff and student attendance log.
7. This is in addition to regular school attendance logs.
8. 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.
<b>Additional Protection</b>
9. Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.
10. Considerations for schools licensed under Food Premises Regulations

The above list cites all the area and their risk level. They also show the measures that will be put in place.

## ADDITIONAL CONSIDERATION

### STAFF AND STUDENT RESOURCES

- Guidance/Resource Teams
- ESS Team/District
- ISD and C&Y
- Public Health
- Social Development
- EFAP (Homewood Health)
- NBTA, Wellness Reps.
- NBTA, Teacher Counsellor, Lisa Calhoun
- District, Health & Wellness Coordinator

## Awareness resources (gnb.ca /coronavirus)

- How to self monitor? <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Self-Monitor.pdf>
- How to self isolate? <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Self-Isolate.pdf>
- How to self isolate for asymptomatic individuals?  
[https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/self\\_isolation\\_guidance\\_asymptomatic\\_individuals-e.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/self_isolation_guidance_asymptomatic_individuals-e.pdf)
- Please check the government of New Brunswick website for interesting factsheet on COVID-19:  
<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/resources.html#factsheets>
- Looking for the province return to school plan:  
<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf>