Caledonia Regional High School

RETURN TO SCHOOL
COVID-19 OPERATIONAL PLAN

SEPTEMBER 2020

Grade Level Configuration	6 - 12
Principal	Donna Godfrey
Student Enrollment September 2020	246
Total number of personnel in the building	38

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Overview

To ensure a safe school environment, this operational plan applies risk mitigation measures consistent with ***Public Health*** guidance, the ***Occupational Health and Safety Act*** and regulations, and the ***EECD Return to School September 2020*** (RTS) document.

Mandatory Public Health recommendations are in place consistent with the YELLOW LEVEL of New Brunswick's Recovery Plan. Guiding Principles include:

- Pre-screening of students and staff
- Promotion of physical distancing
- Frequent handwashing
- Enhanced cleaning protocols
- Respiratory etiquette
- Contact tracing mechanisms
- Reduced face to face interaction
- Staggering of transitions / movement in / out and within the school

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ALERT LEVEL: ORANGE
Wednesday, January 6, 2021 - TBA
Friday, November 20, 2020 – Monday, December 7, 2020
Monday, October 13, 2020 – Friday, October 23, 2020
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Below, are changes in directives outlined in our Operational Plan. These begin when Caledonia enters an ORANGE phase as directed by Public Health. While many elements of Caledonia's Operational Plan remain unchanged, the two greatest details of impact - in the ORANGE phase - involve mandatory mask wearing and extracurricular activities.

Identified Orange Level Changes	Details
Mandatory Masks	All students in Grades 6 – 12 are required to wear a mask on a school bus even when sitting alone or with a member of the same household. Students in Grades 6-8 are required to wear a mask at all times at school, **except when** they are sitting at a desk working silently, eating, or engaged in sports activities or during a Physical Education class. This includes when they are outside. Students in Grades 9-12 are required to wear a mask at all times at school, **except when** they are eating, engaged in sports activities or during Physical Education class. This includes when they are outside. All school personnel are required to wear a mask at all times at school, **except when** they are eating or sitting alone in their closed office or classroom. This includes when school personnel are outside.
Intramural, Interscholastic and Extra-Curricular Activities	➢ Extra-curricular music activities, such as SISTEMA, are not permitted. ➢ Shared equipment is not available for common use. ➢ Interscholastic, extra-curricular and intramural sport activities are limited to practices and/or skills and drills within a single team.

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SECTION I – RISK ASSESSMENT

A. Outbreak Management Protocol

When a **student** becomes sick during the day …	
Action	**Details**

➢ The student will immediately put on his / her non-medical mask
➢ The student will be escorted to a supervised designated location for isolation
➢ The family is contacted to arrange transportation for their child
➢ Parents are to call 811 or their health care provider to arrange testing
➢ The areas the student occupied (classroom, isolation room, washroom) are immediately cleaned
➢ Public Health is responsible for contact tracing and notifying contacts
➢ Public Health informs of next steps which may include:
  ➢ Ordering an individual to self-isolate
  ➢ Ordering groupings to self-isolate
  ➢ Ordering student population to self-isolate
  ➢ Informing the Principal of a **positive** case in the school
  ➢ Notifying a patient of when he /she can return to school
 	
*It is important to note that a test may be negative. Names of those who are tested are not released.
	If a student becomes ill or displays symptoms consistent with COVID-19, the student must inform the teacher, put on his/her non-medical mask, and prepare to leave the classroom. The student will collect belongings while the teacher informs the office of the situation. The student will come directly to the office and will be escorted to Room 113 – next to the Administrator's Office. This will function as a comfortable isolation room while the student waits for a parent / guardian to arrive.
	The Administrative Assistant will contact the student's family and arrange for the student to be picked up as soon as possible. The parent will contact the school by phone upon their arrival and the student will be escorted outside. The parent should call 811 or his / her own health care provider for advice. A student must remain home until free of symptoms.
	The area will be cleaned and disinfected after use.

When **staff** become sick during the school day…	
Action	**Details**

➢ The teacher will immediately put on his / her non-medical mask
➢ The staff member will notify the office that he/she will need to leave
➢ The staff member will proceed to the isolation room
➢ The staff member will leave the building as soon as possible
➢ The areas the teacher occupied (classrooms, isolation room, washroom) are immediately cleaned
➢ The staff member calls 811 or their health care provider for advice
➢ Public Health is responsible for contact tracing and notifying contacts
➢ Public Health informs of next steps which may include:
  ➢ Ordering an individual to self-isolate
  ➢ Ordering groupings to self-isolate
  ➢ Ordering student / staff population to self-isolate
  ➢ Informing the Principal of a **positive** case in the school
  ➢ Notifying a patient of when he /she can return to school
 	
*It is important to note that a test may be negative. Names of those who are tested are not released.
	If a staff member becomes ill or displays symptoms of COVID-19, he / she will immediately put on a mask and contact the office to inform the Administration of the situation. The staff member will be required to leave the premises, minimizing contact with all people and objects on the way out of the building. If unable to leave immediately, he /she will be required to stay in the designated isolation room. The staff member will be instructed to call 811 or his / her personal health care provider.
	All teachers have prepared Emergency Substitute Plans. Efforts will be made to engage a substitute teacher who will complete the remainder of the day's class.
	The custodial staff will begin the appropriate cleaning procedures in areas the teacher visited. The students may need to vacate a room during cleaning. If there is no vacant classroom, they will go to the cafeteria where physical distancing is easily managed.
	It is strongly recommended that students wear a non-medical mask during this time and practice hand hygiene.

B. Pre-screening of students, staff and visitors

Communication	Person Responsible
Pre-Screening of students Pre-Screening Reminders communicated via: ➢ School Messenger – Voice Mail / Email ➢ Posted reminders throughout the building ➢ Daily communication with teachers	Administration will communicate via School Messenger (voice mail / email) prior to the scheduled return to school. Similar weekly communication will be sent to parents and students as reminders of public health responsibilities, pre-screening expectations, and other guiding principles. Pre-screening checklist will be sent home with students so parents can pre-screen each morning.
Pre-screening of staff Pre-Screening Reminders communicated via: ➢ Orientation prior to arrival ➢ Posted reminders throughout the building ➢ Daily wellness checks ➢ Access to Employee Assistance program (EAP) ➢ NBTA wellness reps & teacher counselor	Administration will notify school personnel of passive screening expectations and include them in weekly reminders. School personnel are encouraged to screen themselves and monitor their students for signs of COVID-19. Administration will do wellness checks with staff. Pre-screening checklist will be available to each staff member and posted throughout the building. Information on staff wellness will be shared consistently.
Pre-screening of Visitors Pre-Screening Reminders communicated via: ➢ Posted on Office Door ➢ Sign-in / out at the Office ➢ School connects (Voice Mail & email) *****Meetings with parents / guardians to discuss student progress or concerns, will be virtual whenever possible. Scheduled meetings may occur and must follow the following protocol: • Scheduled appointment with the teacher and Administrative Assistant • Registration at the office prior to a scheduled meeting time. Check out.	Access to Caledonia from the public will be limited during the 2020-2021 school year. Appointments to enter the school are necessary. This applies to School Leads, ISD, parents, guardians, and caregivers. If an item must be left at the office for a student or staff member to pick up, a drop off time must be arranged with the Administrative Assistant. Visitors are encouraged to wear a non-medical mask. A list of visitors will be recorded and kept at the main office. Drop-in or unplanned visits are not encouraged.

C. Personal Protective Equipment (PPE)

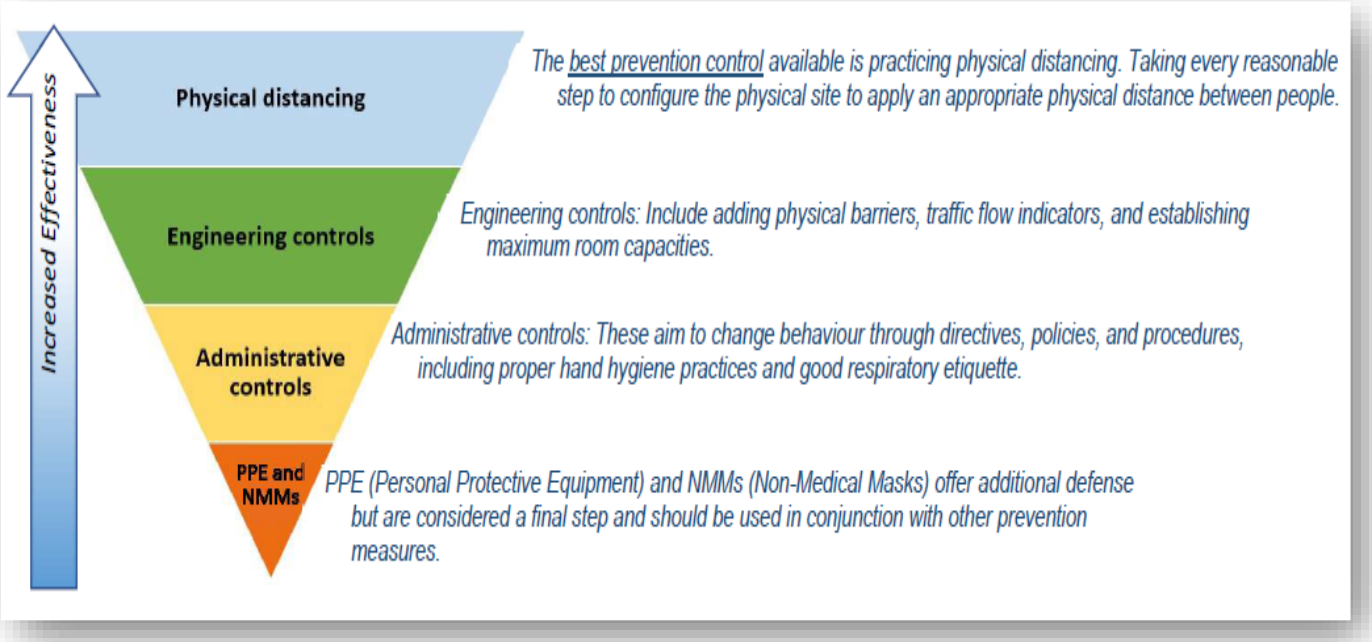
***Masks are not currently required for students and staff in classrooms during the school day. There may be instances where physical distancing is not possible, and masks may be required. If a staff member or student chooses to wear a mask during the school day in class, he / she is permitted to do so.**

Students	**Locations where a mask is expected to be worn**
When in areas where physical distancing is not possible, a non-medical mask is required. When high school students are transitioning between classes, a mask is required.	➢ School Bus ➢ Fire Drill ➢ Lockdown ➢ Entering and exiting the building ➢ Transitioning
Staff When in areas where physical distancing is not possible, a non-medical mask is required. Maintain records of groups visited.	➢ Fire Drill ➢ Lockdown ➢ Moving between classes ➢ Small group work with students ➢ Bus evacuations ➢ Transitioning in shared spaces (i.e. staff room, teacher planning rooms, copier area) ➢ Bus Duty ➢ Working closely with students to support behaviors (NVCI)

D. Additional Risk Mitigation Measures

Location	Measure
Administration Office	Available to Administrative Assistant, Vice Principal, Principal, and the Sexual Health Nurse (Tuesday & Wednesday am). The internal office is closed to staff, students, and other visitor traffic. Private meetings (with staff, students, community etc.) are at the discretion and invitation of the Administration. Teacher access to cum files will be communicated and arranged through the Administrative Assistant.
Elevators	Maximum occupancy – 1
Conference Room	Maximum occupancy – 4
Student Washrooms	Maximum occupancy posted outside each
Student Council Room	Maximum occupancy – 2
Staff Room ➢ 1 Floater permitted in each area (in and out)	Fridge Area – Maximum occupancy 3 Lounge Area – Maximum occupancy 5
Photocopy Rooms Available for Staff use ➢ Additional photocopiers on order	Photocopiers / Printers available for staff use: • Room 120 – Maximum occupancy 2
ISD – Integrated Service Delivery C & Y – Child & Youth ➢ Assigned to the Guidance Area and Room 112 A *We suggest that clinicians maintain consistent communication with each other, with Guidance and with the Administrative Assistant to avoid overbooking the space at designated times.	C & Y follow the same visitor pre-screening protocol outlined above. Scheduled meeting times and access to the building must be communicated with the Administrative assistant in advance. ISD and Guidance will create a shared calendar of use to accommodate confidential use of the space. The conference room may also be used – noting that the internal school has priority of use of this space. The surface of all tables, chairs and shared objects must be sanitized prior to and following use. External clients and clinicians have access to staff washrooms by the office. External clients are met at the office by clinicians and follow the established school's operational plan for visitors. Access to the school – beyond the designated space – is not permitted.

Risk Mitigation – Infection and Prevention Controls



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SECTION II – COMMUNICATION

- **All messaging supporting the Operational Plan will be communicated through various platforms including school website, School Messenger (voice mail and email), school announcements etc.**
- **Reminders of Personal Hygiene Etiquette and Public Health expectations are posted throughout the building and will be included in consistent reminders using various platforms.**
- **Posted reminders to sanitize hands prior to entering areas where equipment is shared – including Shop. Gym.**
- **Administration maintains ongoing communication with Occupational Health and Safety Co-Ordinator and Director of Schools.**
- **Orientation, policy, and procedural reviews are kept at the school level.**
- **Duty Supervision will be competent and sufficient to ensure school personnel, students, and visitors comply with the policies, procedures and processes communicated.**
- **Duty Supervision will be enhanced to assist with student adjustment to increased Public Health expectations within the school setting.**
- **Ongoing communication from the Administration to school personnel the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19.**
- **Online messaging directed to students, school personnel, and community members will begin the week of August 31.**
- **Orientation sessions will be held with school based Joint Health and Safety Committee, PSSC, and School Leadership Team prior to the week of August 31.**
- **Orientation sessions will be held with students in classrooms by teachers the first days of school.**
- **This information will be reinforced regularly and updated as directed by Public Health, EECD, Work safe NB (WSNB), the Department of Education, and the Office of the Superintendent.**
- **School personnel, students, visiting professionals, supply teachers, casual employees, parent / guardian, and school community are included in this communication plan.**

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SECTION III – BUILDING ACCESS

***At 8:50 am, all doors to the building will be locked for safety purposes.**

A. Entry and Exit

Door Location	Designation
Bus Doors	Designated **entry point** for morning arrival of **all students**. Designated afternoon dismissal **exit** for **Middle School** students and students in **Grades 11 and 12.** This door remains locked during the operational day. It is unlocked and supervised at noon for High School students leaving the premises.
Courtyard Door	Designated **exit** for students in **Grades 9 and 10 only**. This door remains locked during the operational day.
Office Door	Designated entrance and exit for scheduled visitors and students arriving to the building late. Designated entrance and exit for school personnel.

B. Mitigating the Risk

COVID Controls	Description
Access of the public ➢ Appointments are necessary to enter the building. The office door remains locked. ➢ Appointments can be scheduled by contacting the main office at (506) 734-3710. ➢ There is a bell to ring at the office door to signal your arrival. ➢ Teacher emails are listed on our school website	Controls are in place to prevent the public from freely accessing the school during the operational day including: • Item Drop-Off : Contact the office prior to arrival. Drop-off (lunch, homework, staff resources etc.) will be at a designated room in entry. Student / Staff will be contacted to pick up the item from the room. • All visitors are escorted to their designated area if applicable. • See Section 1: Pre-Screening
Mandatory Sign-In / Sign-Out at Office ➢ Name ➢ Time In / Time out ➢ Name of staff member replacing or name of student interactions	This applies to: • Supply teachers, casual staff • Visitors
Signage Posted ➢ Approach all intersections with caution	• Building Access • COVID symptoms questionnaire • Directional Arrows • Floor Graphics • Physical Distancing reminders • Maximum Occupancy • Hand Sanitizer procedure • Hand Washing (Washrooms, Change Rooms)
Stairwells ➢ In the event of an emergency (fire drill, evacuation), students will be guided by their teacher to use the closest available stairwell regardless of directionality. ➢ School personnel may use either of the 2 stairwells identified as **DOWN but** use only the stairwell identified as **UP** to gain access to the second floor. ➢ Middle School students are not permitted on the second floor.	• Stairwell beside the cafeteria is designated as **UP ONLY** and may be used by all High School students and staff. • High School students in **Grades 9** and **10** will use the stairwell to the **Courtyard** to **DESCEND** from the second floor. • High School students in **Grades 11 and 12** will use the stairwell between **Room 230 and 231** to **DESCEND** from the second floor.

SECTION IV – PHYSICAL DISTANCING

Middle Level 'Bubble': A grade level at the school that will, whenever possible, remain isolated from other 'bubbles'. Physical distancing is not required within these 'bubbles. A Middle level 'bubble' is defined as a group of students who stay together while at school. 'Bubbles' allow us to better organize our students and mitigate the risk of COVID-19.

- **When students are within their bubble, the guiding principles of this document are expected – i.e. keeping a safe distance, frequent hand washing, personal protective equipment.**
- **All teachers are required to provide accurate class seating charts to the Administration – 6 – 12**

Middle Level 'Bubbles'	Risk Mitigation Measures
➢ Grade 6 English Prime – Room 139 ➢ Grade 6 Late French Immersion – Room 140 ➢ Grade 7 English Prime – Room 151 ➢ Grade 7 Late French Immersion – Room 153 ➢ Grade 8 English Prime – Room 152 ➢ Grade 8 Late French Immersion – Room 154	Classroom configurations will maximize distance between student workspaces. Middle School students will keep school supplies in their designated desk. Teachers will travel to Middle School classrooms to deliver the curriculum. Middle School students will eat in their classrooms. Middle School students will place orders from the cafeteria and food will be delivered to classrooms. This service will be available for recess and lunch beginning October 5.
High School – Grades 9 – 12	High School students will be assigned a designated desk in each classroom. Physical distancing of 1 m is the regulation between seat designations in a high school class. Cafeteria seating spaces are identified each 2 m. The Learning Center will also be used as a designated cafeteria space with seating spaces identified every 2 m.

	High School students leaving the school at lunch are required to wear their non-medical mask when exiting and if unable to maintain 2 m of physical distancing when outside.
Grades 6 – 12 ➢ Please note: The first day for scheduled food service from the cafeteria is October 5, 2020.	• Group activities are minimized. • Instructional activities that avoid physical contact are selected. • Assemblies, musical performances, and other school-wide events are held virtually. • Students will clean their working area when arriving and leaving. • Flow of traffic in common areas is supervised. • Middle School students may place orders for cafeteria service. Payment is required in advance and food will be delivered to classrooms at designated times for recess and lunch. • High School students may order and eat in the cafeteria during their designated lunch breaks. Physical distancing markers are in place for seating and directional arrows mark the traffic flow in and out. Designated tables are in place for tray return. • Additional designated spaces are available for High School students at noon in the Learning Center. • High School students may not assemble upstairs at noon to eat. • Microwaves are not available for student use during the 2020-2021 school year.

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SECTION V – TRANSITION TIMES

***Students and school personnel must wear a mask when physical distancing cannot be ensured.**

A. Arrival and Departure

Arrival	Details
The instructional day begins at 8:40 am.	**Bus**: Buses currently arrive in a staggered format. Duty teacher will ensure that one bus unloads at a time and students enter single file through the bus doors. Students must be wearing their mask when exiting the bus and entering the school. Students will hand sanitize upon entry to the school, go to their locker and then immediately proceed to their first period class. **Parent Drop Off & Student Drivers**: Parents / Guardians are encouraged to drop students off between 8:30 and 8 :40 am. Students will enter the bus doors, wearing their mask, and follow the same procedure as outlined above. Student drivers are reminded to follow the traffic flow pattern in the parking lot and park at the far end of the lot. **Walkers**: Students who walk to school are encouraged to arrive between 8:30 and 8:40 am. These students follow the same procedure as outlined above.

Departure	Details
The instructional day ends at 3 pm	**Bus**: All Middle School students and students in Grade 11 and 12 will exit the building single file through the bus doors and wearing their mask. Students in Grades 9 and 10 will exit using the Courtyard door wearing their mask. A duty teacher will be assigned to remind students of physical distancing protocols in these areas. **Parent Pick-Up / Student Drivers**: Students will follow the same protocol and grade level designated exits as outlined in this Operational Plan. **Walkers**: Students will follow the same protocol and grade level designated exits as outlined in this Operational Plan.

B. The Operational Day

Transitions	Details
Class to Class	Middle School: Transitions for Middle School students are limited. Teachers will transition from class to class. Middle School students will transition within their 'bubble' to the Gym and Computer Lab at designated times throughout the week. These times will be staggered, and students will travel within their 'bubble'. High School Students: Will transition directly to their next class while practicing physical distancing and are required to wear community masks during transition times.

Washrooms	Maximum occupancy numbers are posted on washrooms. Students will need to self-monitor, wait their turn, or come back if maximum capacity is reached. Hot and cold running water under pressure and air dryers are available. Posters reminding student of proper handwashing are posted in all washrooms. Students are encouraged to come to school with personal water bottles already filled. Water bottle filling stations are available and can be used throughout the day. Water fountains are not available.
Designated Sanitizing Stations	• Building access points • Each classroom – changing room, equipment room, Home Ec. Room. • Common areas & Staff Room
Hallways	Individual washroom breaks may be granted by teachers during class time which would alleviate crowds in the washroom during break times. Floor markers indicate traffic flow and encourage physical distancing.
Lockers ➢ Middle School – Assignment areas based on 'bubble' ➢ High School – Assignment reflects rotational attendance assignment and adheres to physical distancing protocols for common areas.	Middle school students will have access to their locker in the morning upon arrival, before recess and noon to collect their food and / or outdoor clothes if applicable, and at the end of the day. Locker access will be staggered by 'bubble'. Middle school students will keep school supplies in their assigned desk. High School students will have access to their locker in the morning, prior to recess and lunch, after lunch and at the end of the day.
Breaks	Breakfast Program: Grab and Go Style. Individually packaged and available from Period 1 classrooms.

	There are designated recess and lunch times for all grade levels. High School students are permitted to leave school property at lunch as in the past. Students are reminded to wear their non-medical mask when off property and adhere to Public Health physical distancing expectations.

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SECTION VII – CLEANING AND DISINFECTION PROCEDURES

***There are additional cleaning measures implemented both during the school day and after school hours to ensure that any risk of infection is mitigated. Frequency of cleaning and disinfecting high touch surfaces is significant in controlling the spread of viruses.**

What needs enhanced cleaning protocols?	How will this be addressed?
Student desks and chairs	Desks in the Middle School are not to be shared. Each student is assigned his / her own desk and chair. Students are assigned desks and chairs in the high school in each of their classes. At the end of each day / class a student will be provided with a paper towel. The teacher will spray the desk with disinfectant provided and the student will wipe down the desktop and chair and properly dispose of the paper towel.
Shared technology	Students will wash / sanitize hands at the beginning and end of each class. At the end of the class, students will use a paper towel sprayed with disinfectant by the teacher to wipe down any electronics they used during class. When possible, students will use their own technology.
Sporting Equipment	Sporting equipment will be cleaned properly between uses. When possible, groups of students will be assigned equipment based on unit of study for a pre-determined amount of time.
Trades / Shop	Students will wash / sanitize their hands at the beginning and end of each class. Students are encouraged to use their own equipment when possible. Students will sanitize the tools with paper towel and sanitizer at the end of class.
Library Space	Students will wash / sanitize their hands at the beginning and end of their time in the Library. Books will be quarantined for 72 hours between use. The Library office will be used to store these books.

Art Room	Students will wash / sanitize their hands at the beginning and end of class. When possible, students will use their own tools during class time. Teachers will ensure students have designated time at the end of class to sanitize desks, chairs, and tools.
Music Room	Students will wash / sanitize their hands at the beginning and end of each class. When possible, students will use their own instruments during class time. School instruments on loan to a student, must only be used by that student for a designated period. The teacher will provide the paper towel and sanitizer and build time into the instructional period to complete these tasks. Students who have their own instrument may use it following cleaning protocol. Individual music rooms are not available currently.
Learning Center	The Learning Center is unavailable to Middle School students. All small group activity should happen within designated 'bubbles. Seating stations are clearly marked in the Learning Center for High School students who are asked to sanitize their hands upon entry and exit of the Center. Students are asked to sanitize their desk, chair, and computer (if used) prior to use and prior to leaving.
Changing Rooms	Students must sanitize their hands prior to entering the changing room and upon exiting the room. Students are asked to maintain physical distancing while in the room and wear a non-medical mask. Rooms are closed for all extracurricular activity until further notice. Doors will always be locked – except when in use by students scheduled for gym class. The PE teacher will unlock the doors prior to class and lock the doors during class time. At the end of class, the PE teacher will unlock the doors for student use. Once students finish, the PE teacher will lock the doors.

SECTION VIIII – ADDITIONAL PROTECTIVE MEASURES

A. Instructional Day

Daily Schedule ➢ Food Service from the cafeteria will begin on October 5, 2020	• 8:40 – 9:45 am – Homeroom/ Period 1 • 9:45 – 9:55 am Recess. Middle School recess is in classrooms. Grades 9 -12 may access cafeteria space following protocol. Middle School washrooms are designated for Middle School students during this time. • 9:57 – 11:01 am– Period 2 • 11:03 – 12:03 pm – Period 4 • 12:03 pm Lunch – Middle School students eat in their 'bubble'. High School students have access to the cafeteria space following designated protocol. • 12:15 pm Middle School supervised activity bubble rotation begins. • 12:15 pm Supervised activities for High School students. • 12:48 pm – 1:58 Period 4 • 2 – 3 pm Period 5 • 3 pm – Dismissal

First Week – Beginning Sept. 8 ➢ Entry will be slightly staggered This will allow Grade 6 students one day to become comfortable with the 'new normal' of a 'new building'. Transition day for our newest Tigers was cancelled due to the COVID closure in the spring.	**Tuesday, Sept. 8** All students in Grade 6. High School students (Grades 9 through 12) with the last name - **A** through **M (Group A)**. No School for students in Grades 7 and 8. **Wednesday, Sept. 9** All Middle School students (Grades 6 through 8) and all High School students (Grades 9 through 12) with the last name - **N** through **Z (Group B)** **Thursday, Sept. 10** All Middle School High School students will last name – **A** through **M (Group A)** **Friday, Sept. 11** All Middle School High School students with last name- **N** through **Z (Group B)**
Second Week – Beginning Sept. 14	Middle School continues to attend every day. Monday, Wednesday, Friday – High School last name – **A** through **M (Group A)** Tuesday, Thursday – High School last name - **N** through **Z (Group B)**
Third Week – Beginning Sept. 21	Middle School continues to attend every day. Monday, Wednesday, Friday – High School last name – **N** through **Z (Group B)** Tuesday, Thursday – High School last name - **A** through **M (Group A)**
Until further notice:	All Middle School students will attend every day. High Schools students will attend every second day following the established rotational attendance. High school students are expected to work from home on the days they are not physically present at school. Teachers will use a variety of instructional methods including online, synchronous (real time) and experiential learning, and guided projects.

SECTION XII – Social and Emotional Well Being

- Students have not been in a traditional school setting since March 2020. As such, teachers will further personalize their approach to meet students where they are both academically and emotionally.
- Because Middle School students will spend much of the instructional day in one classroom, teachers of these levels are expected to incorporate frequent brain breaks and physical breaks into their lesson planning.
- Teachers are responsible for their entire class – whether students are physically present or engaged in blended learning activities This will be a shift in mindset that requires understanding and ongoing communication between the teacher, parents, and student.
- Teachers will establish learning activities for high school students to accomplish when they are not present in the classroom due to rotational attendance.

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Product Inventory: Juanita Hansen – Administrative Assistant

Signature: Juanita Hansen

Date: September 3, 2020

Operational Plan: Caledonia Regional High School: Donna Godfrey – Principal

Signature: Donna Godfrey

Date: September 3, 2020

Anglophone East School District: Jacqui Eadle – Occupational Health & Safety Co-Ordinator

Signature : Jacqui Eadle

Date : September 3, 2020

Monthly Internal Review 2020-2021		
Month	**Signature**	**Date**
September 2020	**On File**	**September 29, 2020**
October 2020	**On File**	**October 28, 2020**
November 2020	**On File**	**November 20, 2020**
December 2020		
January 2021		
February 2021		
March 2021		
April 2021		
May 2021		
June 2021		

Section XIII

Resources Consulted in the Preparation of this Operational Plan

Department of Education and Early Childhood Development Return to School Document

Department of Education and Early Childhood Development Outbreak Management Plan

New Brunswick Public Health Guidelines

Government of New Brunswick Mental Health Resource

Health Canada Information on Non-Medical Masks and Face Coverings

Occupational Health and Safety Act and regulations

Occupational Health and Safety Guide – Three Rights

Occupational Health and Safety Guide – New Employees Orientation

Risk Assessment Guideline Health Canada

Guidelines for itinerant professionals

Risk Mitigation Tool for Child & Youth Settings Operating During a Pandemic

Cleaning and Disinfection Guide for Schools

Coronavirus Disease (COVID-19): Prevention and risks

School based Joint Health & Safety Committee

Anglophone East District Occupational Health and Safety Co-ordinator

Anglophone East Custodial & District Facilities Management

Anglophone East District Student Support Services

Anglophone East Human Resources Department

NBIAA Website and Return to Play and Return to Practice

Donna Godfrey
Principal
September 2020

XI APPENDICES

A. Athletics

A1 Senior Soccer

Senior Soccer	
Access to Locker Rooms/Change Rooms	• Not currently accessible.
Access to the Building ➢ Bathrooms	• Bathrooms are available for players, coaches, and volunteers only. • The only bathroom available is in the office hallway. • All doors to the building are locked. • Bathroom access will be provided by the custodian. • Ring the bell at the door for service. • Bathrooms will be cleaned and disinfected following use as per protocol.
Soccer Field	• Players and coaches must pre-screen for symptoms prior to the practice or event. Those with 2 or more symptoms are not permitted to attend. • Hands are sanitized as players, coaches and volunteers enter the field area. • Physical distance of 2m must always be maintained by coaches and volunteers. Community masks are required when 2 m physical distancing may not be sustainable. • Attendance will be taken by the coach at each practice or event. An email containing all attendees must be forwarded to the Vice Principal - Emily Ostler Colpitts immediately following the practice / event @ emily.ostlercolpitts@nbed.nb.ca. A copy will be kept at the school. • Maximum 50 spectators are permitted, at 2m spacing intervals.

	• One parent/spectator per player is encouraged. • Equipment must be disinfected prior to use, and as necessary throughout the practice / event.
Transportation	• Transportation is the responsibility of the player and their parents. Carpooling is not encouraged. • Our school Minibus is not currently available.
Contact Tracing	• Host schools are responsible to take the attendance for **all** players, coaches, and spectators for any game. A copy must be emailed to the Vice Principal. A copy will be kept at the school.

A2 Middle School Cross Country - Cancelled

Middle School Cross Country	
Access to Locker Rooms/Change Rooms	• As outlined in Operational Plan for Physical Education classes.
Access to the Building ➢ Hallways, gymnasium and / or school grounds	• As outlined in Operational Plan for Middle School class bubbles
Identification of Top 3 students ➢ Invitation to the District event at Centennial Park.	• Data on running times will be gathered during middle school physical education classes thus ensuring safety within the bubbles. • Invitations to the District event at Centennial Park will be based on the times and data collected by Mr. Boyce during practice runs in physical education classes.
Centennial Park	• Runners and supervisor will follow the operational plan and guidelines as shared by the organizer of the event. • Masks will be worn when directed by the operational plan and guidelines of the event. • Physical distancing will be respected • No close greetings (high fives, fist bumps etc.)
Transportation	• Transportation is the responsibility of the player and their parents. Carpooling is not encouraged. • Bussing is not available. This includes our school minibus.
Contact Tracing	• A copy of those who participate at the District event at Centennial Park must be emailed to the Vice Principal. A copy will be kept at the school.

Caledonia Regional High School

COVID-19 OPERATIONAL PLAN

A3 Senior Basketball

While the province remains in the YELLOW phase, sporting activities may be offered based on Public Health and / or provincial guidelines. If a zone – or the province – returns to an ORANGE or RED phase, restrictions will apply.

In the ORANGE phase, interscholastic, extra-curricular and intramural sport activities will be limited to practices and/or skills and drills within a single team.

Screening for COVID-19 symptoms is required by all players, coaches, managers, volunteers, and referees prior to any travel and / or participating in all intramural, interscholastic and extra-curricular sport activities

CRHS Senior Basketball	
Access to Locker Rooms/Change Rooms	• The use of changing rooms is not permitted. • Participants should arrive ready to participate and already wearing necessary equipment.
Access to the Building ➢ **Hallways, gymnasium, and/or school grounds**	• The custodian will open the office door 15 minutes prior to practice - provided the coach, manager or volunteer is on site and all participants have arrived. Participants will enter the school in single file. The door will be locked once participants have entered. Masks are required. Everyone must sanitize upon entry to the building and proceed directly to the gym. An adult from the team – coach or manager or volunteer – will email a list (first and last names) of all those who enter to the Vice Principal immediately following the practice @ Emily.ostlercolpitts@nbed.nb.ca. • Designated team volunteer or manager will remain at the office door prior to a game. This person permits access to the building, ensures all people who enter are wearing a mask and that each sanitize upon entry. This person maintains an accurate list of those who enter and emails this list to the Vice Principal immediately following the game. Address above. The door will be

	unlocked by a custodian 15 minutes prior to a scheduled warm-up – provided an adult from the home team is present - and locked at game time. • The Vice Principal will ensure that accurate lists are kept on file at the school for contact tracing purposes • The Vice Principal will ensure that the Principal and CII are advised of practice and game schedules. • Masks must be worn upon entry to the school and in all common areas. This includes all hallways and bathrooms. Masks may only be removed according to NBIAA rules and regulations for basketball. • Entrance to the building is limited to the office entrance. • Only the washrooms in the cafeteria will be used. Washrooms in the main hallway and changing rooms remain locked for all practices and games. • Entry to the building is permitted 15 minutes prior to a practice and 15 minutes prior to a scheduled game warm-up. • Canteens are not permitted at this time. • A maximum of 2 designated individuals are permitted to run the clock and keep the score sheet for games. Individual names are added to the attendance list by the home team. Masks must always be worn by these individuals. • Access to the building is limited to players, referees, listed coaches, scheduled volunteers, and school personnel.
After school practices and games	• Students are not permitted to wait in the school for a practice or game to begin. If a practice or game begins after 3:30 pm on an instructional day, players must leave and return to the school 15 minutes prior.
Weekend games	• Referees, players, coaches, managers, volunteers, and school personnel will

	follow the same procedure as outlined above. • A custodian must be hired by teams for any weekend game. • Referees will have access to Room 160
Spectators	• Spectators are not permitted during indoor NBIAA events at this time. • Drop off is in the school parking lot. • Entrance to the school is limited to referees, players, coaches, managers, scheduled volunteers, and school personnel. • Caledonia school personnel may be in the gym area at any time following our School's Operational Plan. • School bleachers are left closed.
Physical Contact	• Unnecessary physical contact (including high fives, handshakes, fist bumps, huddles etc.) is not permitted • End of game handshakes are to be replaced by another mechanism demonstrating respect of one another for a good game. • Coaches and volunteers will always be required to maintain two (2) meter physical distancing from each other. If this is not possible then **a community mask is required.** • Team and coach meetings should be conducted virtually and must follow health and safety requirements of distancing and mask use when in person. • Verbal recognition of awards is encouraged post-competition, but no physical awards are to be presented (could be delivered later).
Operational Plans	• Caledonia basketball players must adhere to the operational plan for all school buildings they enter, as per public health guidelines. • Visiting teams must adhere to the Caledonia Operational Plan as per public health guidelines.

Transportation	• Transportation is the responsibility of the player and their parents. Carpooling is not encouraged. • Bussing is not currently available. This includes our school Minibus.
Cleaning & Disinfection Standards ➢ **See Appendix G: Return to School Document**	• Office door disinfected once all have entered and exited the building. • The Caledonia Tigers prepare chairs for games and arrange for chair clean-up and sanitization following games. Tigers must follow all COVID-19 safety and disinfection standards including mask wearing during set-up and clean-up of chairs. • Cafeteria washrooms cleaned throughout and disinfected once everyone has left the building.
Equipment ➢ **See Appendix F: Physical Equipment and Sports Activities Directives**	• Shared equipment must be cleaned and disinfected after use under the supervision of a coach, manager, or volunteer. • Game ball must be sanitized prior to the start of a game and as necessary following NBIAA return to play guidelines for equipment use. • Practice balls must be wiped down prior to practice and warmups.

Events

B1 Grad Event

Grad Corn Boil/Softball Game September 22, 2020 CRHS Field 3:15 – 4:30 pm	
Access to Locker Rooms/Change Rooms	• Not currently accessible.
Access to the Building ➢ Bathrooms	• Bathrooms are available for players and staff only.
Softball Field / Gym Area (Rain)	• Players and teachers must pre-screen for symptoms prior to the practice or event. Those with 2 or more symptoms are not permitted to attend. • Hands are sanitized as players and enter the field area. • Physical distance of 2m must always be maintained by participants. Community masks are required when 2 m physical distancing may not be sustainable. • Attendance will be taken by Mr. Boyce at this event. An email containing **all attendees** must be forwarded to the Vice Principal immediately following the event. A copy will be kept at the school. • Bats and balls must be disinfected prior to use, and as necessary throughout the practice / event. • Students and staff must bring their own ball glove. Gloves are not to be shared.
Transportation	• Transportation is the responsibility of the students and their parents. Carpooling is not encouraged. • Parking will be available in the school parking lot.
Corn Boil	• Corn will be prepared by Caledonia staff. COVID protocols for food preparation will be followed.

	• Corn will be served in the courtyard / cafeteria by a staff member wearing a mask and gloves. • Individual portions of butter, salt will be provided with corn pick-up. Individual bottles of water and napkins will be available. • Students will line up for corn, wearing masks. Masks will be removed upon seating. • Picnic / cafeteria tables will be used. Two students per table to maintain physical distancing. • Clean up will be the responsibility of the student when they are done eating. Disinfectant spray will be provided for students to clean their area. • Staff cleanup will follow COVID protocols.

B2 School Photos

School Photos Wednesday, September 30, 2020 Thursday, October 1, 2020 Library	
Wednesday, September 30th **Retakes : Monday, November 9th**	• AM - Students in Group A will be called to the Library in alphabetical ordered small group sizes. • Students must wear a mask to the Library, sanitize their hands upon entry and maintain a physical distance of 2 m when inside the library. • Masks will be removed for pictures.
	• Students in Grades 6 E and 6FI and 7 E – by bubble. • Each Middle School student bubble will be called to the library throughout the afternoon. Students must wear their mask to the Library. Once inside the Library, students will sanitize their hands. They will leave the Library with their bubble. The Library will be sanitized and prepared for the next bubble. • Masks will be removed for pictures.
Thursday, October 1 **Retakes: Tuesday, November 10th**	• AM - Students in Group B. • Same protocol as above. • PM - Students in Grade 7 FI, 8 E and 8 FI. • Same protocol as above.

B3 Grad Photos

Grad Photos Library	
Tuesday, November 17, 2020	• Alphabetical appointments communicated with students in advance • Potential graduates must wear a mask to the Library. Once inside the Library, they will be asked to maintain a physical distance of 2 m. They will sanitize their hands upon entry and prior to exiting the Library. • Gowns are provided by Crandall Studios and will be sanitized by their staff after each use. • Gentlemen are asked to wear a white shirt with a collar and a black tie. • Ladies are asked to wear a shirt without a collar. • Masks will be removed for pictures.
Wednesday, November 18, 2020	• Alphabetical appointments communicated with students in advance • Same protocol as above.

In the past, we have had gowns for students to borrow in the fall and spring for graduation pictures with family and friends. This year, due to COVID-19 restrictions, our school **does not** have graduation gowns to loan. Graduates may check with Gaspard or other companies for gown rental information if this is of interest to them. This rental fee is not covered by the school.

Individual graduation gowns will arrive at the school prior to the Graduation ceremony in June of 2021. This rental is covered in the Graduation Fee of $100. Students may pick the gowns up upon arrival and return them immediately following the Graduation ceremony. Students may use these gowns for picture taking with family and friends throughout Graduation week.

B4 Sistema

A New Brunswick program that provides students with an opportunity to achieve their full potential through learning and performing orchestral music. Students have their own instruments. **Appendix G** of the **Return to School Document**: **Cleaning and Disinfection Standards**. Personal items and equipment should be cleaned and disinfected by its user. Facilitator for Sistema at Caledonia is Sara Liptay.

Sistema	
Mondays ➢ 10 – 11 am	• Sistema facilitator will follow the visitor protocol as outlined in the Caledonia COVID-19 Operational Plan. • Sistema facilitator will escort participating bubbled students from Room 139 to the stage area for practice. • Practice stations will respect physical distancing. • Music stands will be sanitized after use and stored in the room off the stage. • Sistema facilitator will escort students to Room 139 following the practice. • Masks must be worn in all transition areas. • Masks are not required during practice if 2 m of physical distancing is maintained.
Tuesdays ➢ 10 – 11 am	• Sistema facilitator will follow the visitor protocol as outlined in our Caledonia COVID-19 Operational Plan. • Sistema facilitator will escort participating bubbled students from Room 140 to the stage area for practice. • Sistema facilitator will escort students to Room 140 following the practice. • The same protocol as outlined above will be followed.