



Lewisville Middle School

RETURN TO SCHOOL

COVID-19 OPERATIONAL PLAN

Grade Level Configuration	Grade 6 to 8
Principal	Robert Bourque
Student Enrollment September 2020	
Total number of personnel in the building	52

Product Inventory:

Signature: _____

Date: _____

Operational Plan:

Signature: _____

Date: _____

District Office: Jacqui Eadle – Occupational Health & Safety Co-ordinator

Signature : _____

Date: _____

Monthly Internal Review 2020-2021

Month	Signature	Date
September 2020		
October 2020		
November 2020		
December 2020		
January 2021		
February 2021		
March 2021		
April 2021		
May 2021		
June 2021		

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All schools, and district offices, must develop a written COVID-19 operational plan to provide the safe environment needed for students and staff.

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

Refer to EECD's *Return to School, September 2020* document and its appendices for primary support for the requirements listed below.

School Name: Lewisville Middle School

Principal (Signature): Robert Bourque

School District Official (Signature): _____

Plan Implementation Date: September 2020

Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date

Name

Date

Name

Date

RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

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

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

The K-12 [Return to School September 2020](#) document is the comprehensive and first reference point for this document.

Communications	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<u>Communications</u>		
Communicate operational strategies, provide orientation to school personnel and students.	-Staff orientation day. -Talk mail, email, school website orientation for caregivers. -Staggered entry. -Community mask	In Progress
Communicate operational strategies, provide orientation to visiting professionals	-Visitors QR -Appointment required to visit -Signage -Community mask	In Progress
Communicate operational strategies to parent/caregiver and school community.	District Communications	In Progress

Communication Strategies:

<p><i>How school operational strategies are being communicated</i></p> <ul style="list-style-type: none"> • The operational plan will be communicated via email, school website, and copies in the office. • Orientation with staff will take place the week of August 31st. • Parents and caregivers will be informed before school begins on September 3rd. • Orientation of new procedures will be communicated to students when they return to school. • Signage will be posted for visitors wanting to enter the building and procedures will be communicated for contact tracing, social distancing, mask use, and sanitizing.

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<u>Building Access</u>		
Controls are in place to prevent the public from freely accessing the operational school.	<ul style="list-style-type: none"> -All doors to the building are locked -Signage posted at entrance -Contact tracing log -Community mask 	In Progress
Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.	-Each grade level will have their entrance/exit	In Progress
Provide COVID controls for staff working outside of the classroom.	<i>Return to School</i> document	In Progress

Building Access:

How access to the school is being controlled and communicated. All usual security measures must be maintained. E.g., use visitor logs.

- Visitors will have limited access to the school building.
- A parent will contact the office by phone to drop off an item to their child. The admin assistant will meet them at the door. Please make sure that items are well labelled.
- A parent will contact the office by phone to pick up their child. The parent meets the child outside the front doors.
- Only students and staff enter the building as the public has limited access, including the first day of school.
- All doors will remain locked.
- Signage will be posted at the entrance for visitors wanting to enter the building including information to contact the school to make an appointment or drop an item off.
- Procedures will be communicated for self-assessment, contact tracing log, social distancing, mask use, and sanitizing.

Student arrival and dismissal procedures:

Morning arrival (staggered entry) - Buses begin at 7:40 am

- Parents may drop off their child in the drop off zone between 8:00 am and 8:30 am along the sidewalk between the school and Highlandview Rd. Students wear masks on school grounds and in the school until they are in their bubble.
- Students enter at designated entrances to reduce congestion. Grade 8 (front main doors), grade 7 (bottom doors at front of school), grade 6 (enter middle doors at front of school next to the main entrance).
- Students will begin entering the building at 8:00 am with a mask and into their classroom bubble. Locker use will be staggered and monitored by the duty teacher and masks will be used when entering and in the hallways. Students enter their class bubble and sanitize before entering the classroom.

After school dismissal

- Students remain in their homeroom bubble at the end of the day. Buses will be called one at a time and students proceed to the bus at this time wearing a mask in the hallway. Students exit the building through their homeroom hallway at the front of the building. Walkers and non-bus students exit through their homeroom hallway at the front of the building, at the second bell before buses are called.

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Risk Assessment	Risk Assessment Guideline Health Canada	
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	OHS Coordinators Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic Risk Mitigation Tool	Complete
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	<i>Return to School</i> document. The conference room inside the main office will be used to segregate students until they are picked up by caregivers.	In Progress

Physical Distancing:

How physical distancing is being implemented and communicated.

- Signage will be evident in the building to promote 6ft/2m distancing.
- The office will have signage to ensure staff flow and the number will be limited to 6ft distancing protocols.
- Plexi glass will be used at the main counter as a barrier...
- The back of office photocopy room will only allow 2 to 3 people at a time. One at photocopier, one waiting, and if space allows one more person in the supply or desk section. Masks would be worn if distancing is not possible in these areas.
- Floor signage will direct waiting areas and direction. Only one staff member will use the mailboxes at one time.
- The staffroom will have limited access. 4-5 people are allowed if distancing is appropriate. Staff must bring and use their own dishes.
- Meetings will be in small groups as distancing is possible. Virtual meetings will take place with larger groups.
- The library tables will not be used by classes as the bubbles will mix. Students will be able to access books in small groups only on Monday, Tuesday, and Friday when the librarian is present.
- The cafeteria tables will not be used by mixed class bubbles. (lunch, recess, during class)

Lunch and recess

- Lunch eating time will take place in the homeroom bubble classrooms.
- Outside time at recess and lunch will be rotational and masks will be worn outside.
- Masks will be worn in the hallways at their lockers.

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol.	<i>Return to School</i> document Facilities staff Itinerant professional plans -Sign age on floors/walls -Plexi glass install	Done
<ul style="list-style-type: none"> Consider staff, students, visiting professionals, parents/guardians, and community members. 		Done
<ul style="list-style-type: none"> Arrange furniture to promote the physical distancing requirements. (Include a reception area). 		Done
<ul style="list-style-type: none"> Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc. 		Done
<ul style="list-style-type: none"> Determine if installation of physical barriers, such as partitions, is feasible. 		Done
Establish protocols to ensure people don't congregate in groups (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	<i>Return to School</i> document -Staggered entry by grade level to start the school year. -Sign age -Meeting in grade level/subject -Community mask	Done
Evaluate options to reduce those required onsite,		
Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.		In Progress

Transition Times		
School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed. School layout guide maps to inform students, staff, visitors, and public are encouraged.	District OHS Coordinator Facilities Staff -Scheduled outside recess -Teachers travel to classes (except gym, music, tech) -Community mask	In Progress
Provide time for food preparation and meal times.	<i>Return to School</i> document	In Progress

Transition:

How transitioning/staggering is being implemented and maintained

Transition between classes

- Teachers will move to their students.
- Masks will be required at transition times.
- Students remain in their bubble classroom for most subjects.
- Students will keep class supplies in the homeroom bubble and not in the locker.
- Students will however transition to their specialty classes like physical education, music, and tech.
- Students will wear masks in the hallways and sanitize upon entering and exiting the classroom.
- Student desks and devices will be sanitized between bubble groups.
- Students will not be able to access their lockers during transition times as materials will be in the classroom.
- Gym changer room use: Class bubbles use designated changer rooms. Masks required in the hallways and the hallway to changer rooms.
- Recess-Students eat in their classroom. Outside time will be rotational.
- Lunch-Students eat in their classroom. Cafeteria and microwaves will not be available at this time. Outside time will be rotational.

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Screening		
Ensure that the staff understands and implements its screening process. Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.	Staff meeting, and document with processes	Done
Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. *Regional Public Health will notify the school about what is to be done. Students and staff must self-monitor throughout the day.	EECD Outbreak Management Plan <i>Return to School</i> document	Done
Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.	EECD Outbreak Management plan.	Done

Screening:

How passive screening requirements are being met and communicated.

- Covid Self-screening signage will be communicated and displayed for staff and visitors.
- Staff self-assesses before they leave from home. (temperature, Covid symptoms) If symptomatic, staff reports that they cannot attend work using Absence Management, contacts the admin, and calls 811 for direction.
- Symptomatic staff, students or visitors will not be permitted into the building.
- A mask in isolation is required if symptoms appear with staff or students.
- The isolation space for staff or students with symptoms is the designated room in the office #203.
- The teacher will contact the office when a student shows symptoms.
- The student will be required to wear a mask and wait in the isolation room for further assessment and home communication.

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School document and appendixes for guidelines</i>	
<ul style="list-style-type: none"> Proper hand hygiene practiced before and after handling objects or touching surfaces. 	Hand Sanitizer Poster-In class, washroom	Done
<p>Ensure availability of all necessary supplies for cleaning and disinfecting. Consider "Sanitization Stations" for accessing, borrowing and returning products by staff.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators.</p>	-Assigned to staff member daytime C2 to maintain inventory of sanitizing.	Done
Washrooms		
<ul style="list-style-type: none"> Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed. Foot-operated door openers may be practical in some locations. 	Schools Custodial and District Facilities Management	In Progress
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Handwashing Poster	Done
<ul style="list-style-type: none"> For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements. 	-Signage	Done
Since physical barriers are not always possible:		
<ul style="list-style-type: none"> Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. 	Cleaning and Disinfection Guide for Schools	Done
Encourage proper hand hygiene before and after handling objects or touching surfaces.	<ul style="list-style-type: none"> -Hand sanitizer provided at the entrance/exit -Self monitoring station -QR coding 	Done

Cleaning and disinfection procedures and management

- Sanitizer and handwashing stations will be placed in each classroom and common area and used upon entering and exiting.
- Proper hygiene should occur before and after handling objects or touching surfaces.
- Cleaning products will be available to staff to use and will inform the admin when the supplies are low in washrooms or classrooms. Custodian (Rob Lane) will monitor supplies with the help of the nighttime custodians input.
- Gym equipment will be sanitized before use.
- Specialty subject desks and tables will be sanitized between bubbles by teacher. For example, the teacher sprays the area and students wipes the surface.
- Changerooms will be disinfected three times a day by the custodian. (recess, noon, after school or morning before school begins)
- Student wash rooms-2 students maximum, social distancing, masks required, signage posted for handwashing. Washrooms cleaned three times a day.
- Increased sanitization in high use areas such as staff washrooms, student washrooms, railings, entrance doors, gym doors, office counter, staff room tables, and doorknobs.
- Staff room common dishes/utensils will not be used.

Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	Cleaning and disinfecting guide	In Progress
For ventilation, consult the <i>Return to School</i> document.	Facilities staff	In Progress

Personal Hygiene Etiquette	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Use masks according to the <i>Return to School</i> document protocols.	<i>Return to School</i> document.	Done
Promote appropriate hand and respiratory hygiene.		
<ul style="list-style-type: none"> Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate. 	Handwashing Poster	Done
<ul style="list-style-type: none"> Provide minimum 60% alcohol-based hand sanitizer. 	Hand Sanitizer Poster	Done
<ul style="list-style-type: none"> Communicate frequently about good respiratory hygiene/cough etiquette. 	Coronavirus disease (COVID-19): Prevention and risks	In Progress
<ul style="list-style-type: none"> Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms. 	Cleaning and Disinfection Guide for Schools	In Progress

Protective Measures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. *To ensure that members of vulnerable populations and students with complex needs are accommodated.	<i>Return to School</i> document District Student Support Services Guidelines for itinerant (visiting) professionals	In Progress
Provide personal protective equipment – only for those situations that require it:	OHS Guide-PPE PPE Poster District Student Support Services	In Progress
• Hand protection (nitrile, rubber or latex gloves)		In Progress
• Eye protection (safety glasses, goggles or face shield)		In Progress
• Other PPE as determined necessary through the risk assessment		In Progress
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. This is in addition to regular school attendance logs. 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.	<i>Return to School</i> document	Done
Additional Protection		

Personal Hygiene

How requirements for personal hygiene are being met and communicated.

- Sanitization stations will be set up in classrooms and common areas. Used before and after the class and after using common objects.
- Signage for how to reduce the spread of Covid will be posted and reviewed.
- Videos will be shown to students for proper mask and newbus Covid rules.
- DOE is providing PPE. (note: A mask must be worn with a face shield.)
- Masks are required in congested areas when physical distancing is difficult.
- Proper respiratory hygiene and cough etiquette reviewed with staff and students.
- Increased cleaning in high use areas.

Protective Measures

- Minimal interaction between groupings is required.
- When distancing is not possible, such as a resource intervention group, masks and barrier may be needed if safe to do so.
- A log must be kept of students and staff who have interacted.
- When working with vulnerable populations, PPE may be needed in situations that require it. (gloves, eye protection, other PPE that is recommended.)

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.	Health Canada information on non-medical masks and face coverings	In Progress
Considerations for schools licensed under Food Premises Regulations	<i>Return to School</i> document	

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<i>Occupational Health and Safety Act</i> and Regulation Requirements		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights	Done
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation	In Progress
Provide staff the employee training on the COVID-related work refusal process.	Right to Refuse School District HR	Done
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.		Done
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.		In Progress
Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.		In Progress
Make available appropriate <u>personal protective equipment</u> for the school setting.	District Student Support Services	In Progress
*School district Human Resources confirm process for addressing employee violations of policies and procedures.		In Progress
Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.	OHS Guide-JHSC	In Progress
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress
Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school. Schools must engage the district from the beginning. Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing. Once the district is advised of a positive case, they must then report it to WorkSafeNB.	EECD and school outbreak management plan <i>Return to School</i> document	In Progress

Elements of the OH&S Act and Regulations – School-based COVID Response:

How the requirements for OH&S within a COVID response are being met.

- Staff review of the operational plan and protocols will be communicated the week of August 31st. Health and Safety committee will be involved.
- Visitor log will be kept at the office, guidance, resource room, and intervention sessions as mixed bubbles may take place. Sanitization of these areas is required.
- Sanitization stations will be in classrooms and common areas.
- Instruction on PPE, products, response to a case, right to refuse
- Outbreak Management-Public Health provides directives. Custodians follow sanitization procedure. Attendance and visitor logs are provided.

Outbreak Management Plan – COVID Response:

Using the *Return to School* document, outline how the requirements for COVID response are being met.

- When a student shows symptoms at school, the student remains in the isolation room and communication home is made.
- When a staff member shows symptoms at work, they wear a mask and leave the premises. Call 811 and follow directives from PH.
- Public Health provides directives to district and staff when a case is detected. Custodians follow sanitization procedure. Attendance and visitor logs are provided.

Additional Considerations: e.g., Mental Health Support	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	GNB Mental Health Resource School District support staff School District Human Resources Staff	In Progress
Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	School District Support Services	In Progress

Additional Considerations:

Wellness resources are being discussed.