

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

<b>School Name</b>	Sussex Regional High School
<b>Principal (Signature)</b>	
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally (*by the principal or JHSC*) to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date



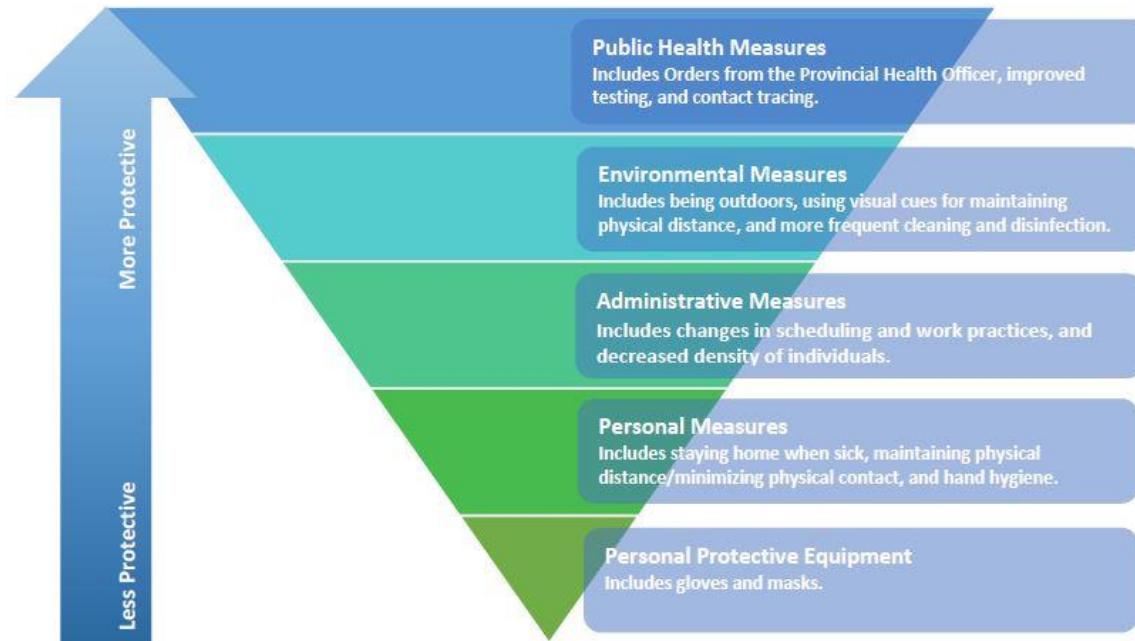
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

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

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

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

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**Instructions:** Go down the list one-by-one, review the resource materials as applicable. Describe in “Notes” box how you plan to implement the specific items at your school. To help you remember, under the “Status” column, you can select if the section is *done, in progress, not started, or not applicable*. The last column shows the “Date Implemented” so you can track when items are completed.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 2 – COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students <i>(Will be send out at a later date)</i>	<b>In Progress</b>	<b>9/11/2020</b>
Communicate operational strategies, provided orientation to visitors.	See attached <a href="#">SRHS Visitor Guideline</a>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>9/3/2020</b>

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

**Orientation will be provided in print and presentation to all staff (August 31) and students (September 8-11).**

**Visitor Guidelines are posted at main entrance of SRHS and again in the Main Office for all visitors to review. A copy is also an attachment in AESOP for any guest EA/Admin Assistant/Teachers.**

**Voicemail, email and SRHS webpage are used to communicate with parents and caregivers information about the Return to School. Standard letter home to parents was sent by ASD S on August 7, 2020. Our approved Operational Plan will be posted here after September 3 Link <http://web1.nbed.nb.ca/sites/asd-s/1818/Pages/default.aspx>.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	See attached <a href="#">SRHS Risk Assessment</a>	<b>Done</b>	<b>8/31/2020</b>

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

**The Risk Assessment has been assessed and we have implemented controls to minimize risk as described in our Operational Plan and within the Risk Assessment. Link to \* We will adjust this plan as necessary.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/24/2020</b>

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<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log – SRHS Visitor Log</p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.</p>	<p>Refer to Return to School 2020 Document – Appendix F</p>	<p><b>In Progress</b></p>	<p><b>9/8/2020</b></p>
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p>Refer to Return to School 2020 Document Pg. 5</p>	<p><b>In Progress</b></p>	<p><b>9/8/2020</b></p>

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

**We have communicated to parents that access to the school building will be limited and appointments must be booked if possible. People dropping off items at the school building will need to call reception in order to be met and have items retrieved. All exterior doors will be locked (excluding arrival, dismissal and breaktimes) requiring all visitors to call.**

**If a visitor is permitted to enter the school building, they will go straight to the main office, review the visitor guidelines and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination unless they are familiar with the building and our safety procedures/expectations. Each visitor must also sign out upon leaving the building.**

**Attendance of staff and students will be taken daily. If staff or students leave during the day, this will be recorded in the main office.**

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Parent pick up and drop off will be in the first student parking lot. Buses will pick up and drop off from the bus lane in front of the building. All students will enter through entrance marked/exit marked front doors. A mask is required for anyone entering the building along with 2 m distancing. Inside the classroom, a mask is required if 1 m physical distancing cannot be maintained.

For any sport teams, the Athletic director will ensure that the coach is following all NBIAA return to play guidelines.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 – SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p style="color: blue; text-decoration: underline;"><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>Done</b>	<b>8/31/2020</b>
<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/31/2020</b>



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

**GNB up to date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic (2 or more symptoms), they must put on a mask, and go home as soon as possible and call 811 or a healthcare provider for advice. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic (2 or more symptoms) while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour), go home and call 811 or a health care provider for advice. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>8/31/2020</b>

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Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/20/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/20/2020</b>
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>8/20/2020</b>
Perform Evacuation Drills ( <i>Fire Drill/Lockdown</i> ) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.	<a href="#">NB Reg 97-150</a>	<b>Done</b>	<b>8/20/2020</b>
School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory.	District Facilities (Maps)	<b>Done</b>	<b>8/20/2020</b>

**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**Classrooms – Have been laid out to allow for as close to 1M Distancing as possible between desks. Library, Guidance Room, etc. Have all been modified to allow proper physical distancing.**

**Theatre – Seats will be taped off to show where 2M distancing is maintained and where people are able to sit when necessary.**

**Lunchroom/staff room – We have modified the table and chair set up in the lunchroom to allow for 2M Physical Distancing. Signage regarding social distancing have been placed in this area as reminders and lunchroom will be monitored. Cafeteria – Chartwell has completed an Operational Plan.**

**Elevators – Have been limited to 1-person at a time (excluding special cases). Signage has been posted.**

**Guidance Room (limit of 1 student) – signage has been posted.**

**Locker Room – limited access– signage has been posted.**

**Workout Room – Block access to every 2<sup>nd</sup> piece of equipment to allow physical distancing. Equipment cleaned/disinfected between uses.**

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**Lockers** – Lockers will be limited to storage only; expectation is they will not be visited frequently.

**Washrooms** – limited number of people, signage posted at doorway, there will be green/red signage at entry that will be flipped to green when non occupied and flipped to red when occupied. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in washrooms.

**Stairway** – Has been modified to allow one-way direction traffic. Signage and arrows posted.

**Hallway** – All one way directional arrows have been placed in hallways.

**Meeting Room** – Limited to 3 people. Signage posted.

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

**Assemblies/Large Group activities** – will be held in theater and gym with physical distancing measures in place and limited students at a time.

**School Map** – See [SRHS directional map](#) attached that shows assigned entrances, and direction flow of the school.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>In Progress</b>	<b>9/8/2020</b>

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

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Time between classes will be used as class movement rather than social time as well staff and students are encouraged to eat lunch outdoors. Subject to change if it is determined that there is too much congestion, transition times will be assessed upon October review of this plan. Anytime outside of the classroom, mask are required to be worn.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  See attached <a href="#">SRHS Schedule of Cleaning</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/31/2020</b>
<b>Washrooms:</b> → Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>

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Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>8/31/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Done</b>	<b>8/31/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>

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

**Hand cleaning posters have been posted in all washrooms.**

**Custodian will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc.**

**Masks are required when using washrooms.**

**Buses will be cleaned as per the Bus Cleaning Protocol.**

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

**We will open windows whenever possible and report any issues with ventilation to our facilities team to fix.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>8/24/2020</b>
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		<b>Done</b>	<b>8/24/2020</b>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>8/24/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>Done</b>	<b>8/24/2020</b>

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
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**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

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

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

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

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Table 1**

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>In Progress</b>	<b>9/8/2020</b>



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If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>In Progress</b>	<b>9/8/2020</b>
<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		<b>In Progress</b>	<b>9/8/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services	<b>In Progress</b>	<b>9/8/2020</b>
Eye protection (safety glasses, goggles)		<b>In Progress</b>	<b>9/8/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )		<b>In Progress</b>	<b>9/8/2020</b>
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>In Progress</b>	<b>9/8/2020</b>

**Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.*

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

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

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

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

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Students/Staff who are feeling unwell (2 or more symptoms) at the school will be provided with a medical mask to wear. Do not reuse medical masks.

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>In Progress</b>	<b>9/11/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/20/2020</b>
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/24/2020</b>
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>

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Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a>	Done	9/3/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	In Progress	9/11/2020
*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	9/4/2020

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

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

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/31/2020</b>
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/31/2020</b>

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a>	<b>Done</b>	<b>8/31/2020</b>

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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>8/31/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	<b>Chartwell Plan</b> available upon request	<b>Done</b>	<b>8/24/2020</b>
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	<b>Done</b>	<b>8/24/2020</b>

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<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>• Compass Sussex</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

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

**Chartwell will provide their operational plan. If we have any other external organizations within our school, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.**

**We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.**

**Compass Sussex will follow the same guidelines for their operational plan as outlined for SRHS.**

## SRHS Visitor Guideline

### VISITOR GUIDELINE COVID 19 –

These items must be included as a minimum at each school/location.



#### Who is defined as a visitor?]

- Parents/Guardians/Siblings/Family Members of students
- Visiting Professionals (ex: substitute teachers, SLP, EAL, Public Health Nurses, Public Health Officers, Fire Marshall, emergency personnel, any person not regular to the school)
- ASDS Maintenance Personnel
- Contractors, delivery people if they enter the building past reception
- Volunteers
- This is not an all-inclusive list, if someone is within the school who is not a regular, everyday staff member, or student of the school, they need to be signing in for contact tracing purposes.

#### Visitor Guidelines:

1. Upon arrival, all visitors will review the GNB Screening Poster.
2. All visitors must wear a mask and are encouraged to wash/sanitize their hands upon entry to the building.
3. Visitors are to maintain physical distancing of 2M/6Ft wherever possible between themselves and others, if distancing not possible, a community mask must be worn.
4. If, after reviewing the poster, the visitor is permitted to enter the building, all visitors will proceed to reception and sign-in. \*Signing-in is mandatory for contact tracing purposes.
5. After the visitor signs in, if they are unfamiliar with the COVID guidelines within the building, the visitor must be escorted to their destination. Abiding by all signage and markers as they are being escorted.
6. Wash their hands frequently using soap and water or by using hand sanitizer.
7. Avoid touching the face, eyes, nose or mouth with unwashed hands.
8. Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
9. Visitors are encouraged to sanitize their hands once they have left the building.

#### Other Notes:

If you start to feel ill while at the school, you are to put on a community mask immediately and promptly exit the building. If you require someone to pick you up, you must wait with a mask on and maintain physical distancing of 2M/6Ft between yourself and others.

**Emergency Situation** – The person in which the visitor is there to see is responsible for that visitor. If the visitor is someone familiar with the school's process, proceed as normal or as directed by the school.

Some groups (Ex speech language pathologists) may have additional measures in place. Visitors will abide by these protocols as directed by these groups. If they are required to complete a screening/sign in form with these groups, the visitor would not need to sign in as well with reception.

Thank you for keeping our students, staff and the public safe!



## SRHS Risk Assessment

### Risk Mitigation Tool for schools operating during the COVID-19 Pandemic

**Objective:** This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

**Directions:**

Answer each question 1-by-1 by selecting the Risk Level of *low, medium, high*, or N/A (*before any controls are in place?*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is *low-med-high*.

Utilize your schools Operational Plan to outline the controls put in place to manage the risks identified. Select Yes-No-N/A from column 2 to identify controls have been included in your plan.

Use column 3 to then select *low, medium, high*, or N/A to identify that the risk has been controlled, and therefore creating a lower level of risk.

Risk Questions	Column 1: Risk Level without controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level with controls in place	Comments
<b>GENERAL</b>				
What is the risk if unable to physically distance;				
when outside of the building ( <i>exiting busses, recess?</i> )	Medium	Yes	Low	See Operational Plan
when inside of the building ( <i>classrooms, lunchrooms, lockers?</i> )	High	Yes	Low	See Operational Plan
while in entrance/exit doorways	High	Yes	Low	See Operational Plan
when using narrow hallways	High	Yes	Low	See Operational Plan
when using narrow stairways	High	Yes	Low	See Operational Plan
when using furniture	Medium	Yes	Low	See Operational Plan
when inside washrooms	High	Yes	Low	See Operational Plan
What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	See Operational Plan

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What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	See Operational Plan
What is the risk if unable to track persons who have been in the school?	High	Yes	Low	See Operational Plan
What is the risk if applicable persons do not learn the school specific physical distancing requirements? <i>(students, staff, visitors, contractors, etc.)</i>	High	Yes	Low	See Operational Plan
What is the risk if frequently touched surfaces are not being cleaned adequately? <i>(counters, door knobs, phones, common area pen)</i>	High	Yes	Low	See Operational Plan
What is the risk if there are not enough washrooms in the building?	Low	No		
What is the risk if common areas are not being cleaned adequately? <i>(washrooms, classrooms, science, art, library, cafeteria, etc.)</i>	High	Yes	Low	See Operational Plan
What is the risk if soap, water, and paper towels is not available?	High	Yes	Low	See Operational Plan
What is the risk if hand sanitizer is not available?	High	Yes	Low	See Operational Plan
What is the risk if adequate ventilation is not possible?	High	Yes	Low	See Operational Plan
<b>SCREENING</b>				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	High	Yes	Low	See Operational Plan
What is the risk if persons are not aware of what to do if not feeling well while at the school?	High	Yes	Low	See Operational Plan
What is the risk of not separating sick children from others? <i>(isolation room, space, or area)</i>	High	Yes	Low	See Operational Plan
<b>VULNERABLE POPULATION</b>				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? <i>(Refer to Policy 704 for students)</i>	High	Yes	Low	See Operational Plan
<b>PERSONAL PREVENTATIVE PRACTICES</b>				
What is the risk if people are unaware of proper handwashing/hand hygiene practices?	High	Yes	Low	See Operational Plan
What is the risk if people are unaware of proper respiratory etiquette?	High	Yes	Low	See Operational Plan
What is the risk if people are unaware of when and how to wear community mask?	High	Yes	Low	See Operational Plan
What is the risk if staff are unaware of where to find personal protective equipment?	High	Yes	Low	See Operational Plan

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What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	High	Yes	Low	See Operational Plan
<b>COMMUNICATION</b>				
What is the risk if people do not receive reminders regarding health measures? <i>(e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products)</i>	High	Yes	Low	See Operational Plan
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	High	Yes	Low	See Operational Plan
<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
What is the risk if people are not prepared or aware of emergency procedures in the building <i>(fire, lockdown, medical)</i>	High	Yes	Low	See Operational Plan
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	High	Yes	Low	See Operational Plan
<b>GRADES 9-12</b>				
What is the risk if 1 metre physical distancing within classrooms is not being met?	High	Yes	Low	See Operational Plan
<b>OTHER</b> <i>(Insert any additional risks specific to your location that will need to be addressed)</i>				
Risk if musical equipment is not properly cleaned	High	Yes	Low	See Operational Plan
Risk if tools/equipment in vocational classrooms are not properly cleaned	High	Yes	Low	See Operational Plan
Risk if equipment in gymnasium is not properly cleaned	High	Yes	Low	See Operational Plan
<a href="#">Reference: Government of Canada Risk Mitigation Tool</a>				

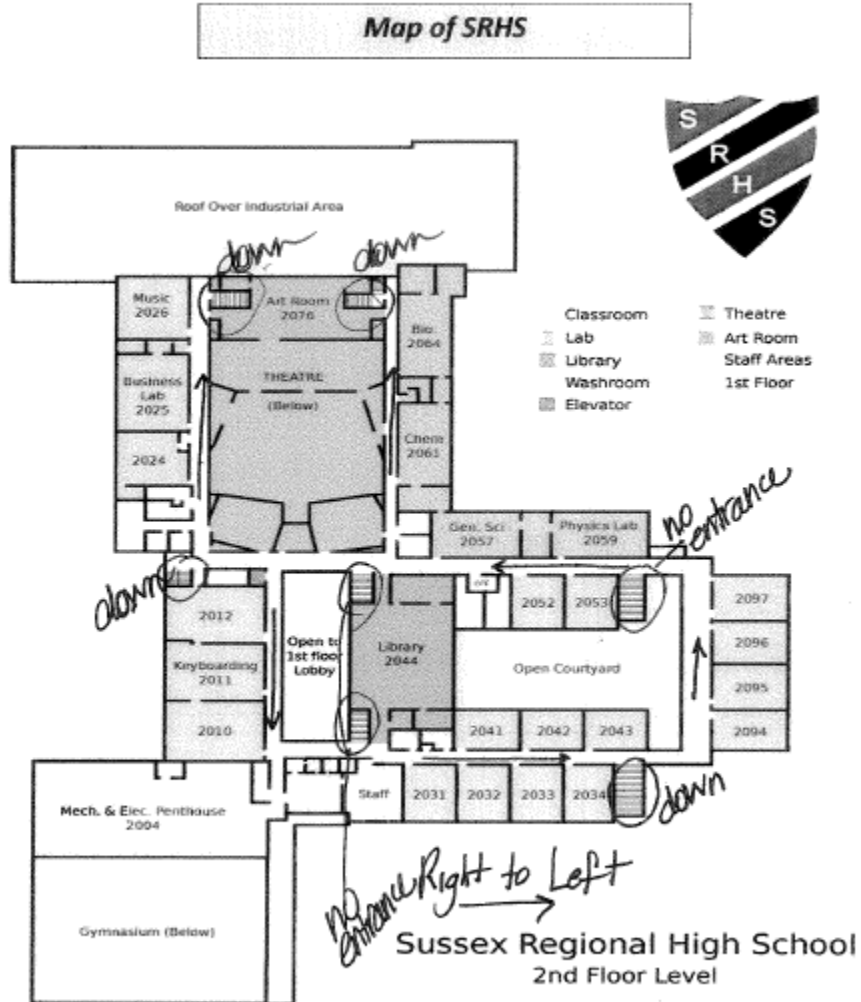


*SRHS Directional Map 1<sup>st</sup> Floor*



# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## SRHS Directional Map 2<sup>nd</sup> Floor



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

### SRHS Schedule of Cleaning

SPACE	FREQUENCY	PERSON(S) RESPONSIBLE
<i>This is a guideline, each school should adjust it to meet their specific requirements.</i>		
Plexiglass Barriers		Custodian
Door handles/knobs/push bars/light switches/elevator button/stairway railings/water fountain buttons/etc.		Custodian
Mail and delivery space		User
Photocopy area	Before each use	User
Washrooms	3x / day	Custodian
Meeting room	Before each use	User
Staffroom frequently touched surfaces	2 x / day	Custodian
Isolation Room/Area	After each visit	Custodian
Class room	1x/day (after class)	Custodian
Toys	Between classes if different	Teacher/EA
Desks/Chairs	Before each use	Teacher/EA
Playground	At the beginning of class	9-12 : Student
Gymnasium	Wash Hands Before/After use	Student/teacher/EA
Gym Equipment	1x/day	Custodian
Auditorium	Before each use	Teacher/student
Pool	Before each use	Custodian
Library	1x/day	User
Cafeteria	After each use	Custodian
Work Shop (garage, kitchen, wood), science class	2x/day	Cafeteria Staff
Music class/Art Class Equipment	TBD	Teacher/Student
Computer Laboratory	Before each use	User
Vehicle <i>Keep windows open if possible</i>	Before each use	User
School Bus	Before each use	Bus Driver
Day care (on site/school)	2X/day	User
External Organizations (Boys & Girls Club, Sistema)	Equal or more stringent than	User
<b>PERSONAL SPACE</b>		
Office/cubicle – personal items i.e chair, phone, etc.	Equal or more stringent than	User
Personal locker	1x/day or as needed	User
Equipment used by children with special needs	1x/day or as needed	Teacher/EA
<b>COVID-19 CONTAMINATED AREA</b>		
COVID-19 Contaminated area	Before/After each use	As directed by Public Health Outbreak trained custodian