

## 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.

School Name Hampton Middle School  
 Principal (Signature) Shera Ketchum-Boudreau  
 School District Official (Signature) Zoe Watson  
 Plan Implementation Date 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.

<u>S. Ketchum-Boudreau</u>	<u>Oct 9/2020</u>	_____	_____
Name (October Review)	Date	Name (February Review)	Date
<u>S. Ketchum-Boudreau</u>	<u>Nov 30/2020</u>	_____	_____
Name (November Review)	Date	Name (March Review)	Date
<u>S. Ketchum-Boudreau</u>	<u>Dec 14/2020</u>	_____	_____
Name (December Review)	Date	Name (April Review)	Date
<u>S. Ketchum-Boudreau</u>	<u>January 13, 2021</u>	_____	_____
Name (January Review)	Date	Name (May Review)	Date

Utilize this page to track your changes.

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 2 (pp. 5-6); Section 3 (p.7); Section 4 (pp. 9-10) ; Section 5 (pp.11-12) ; Section 6 (pp.14-15)	October 5 <sup>th</sup> , 2020
Section 7 (p.17) ; Section 9 (p.21) ; Section 10 (p.24) and Section 13 (p.29)	October 5 <sup>th</sup> , 2020
Section 4 (pp.9-10); Section 5 (p.12); Section 6 ( pp 14-15) ; Section 7 (p.17)	November 23, 2020
Section 6 (pp.14)	January 13, 2021

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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 <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>9/10/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>In Progress</b>	<b>8/24/2020</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>9/10/2020</b>

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

**Orientations of the specifics contained within Hampton Middle School’s operation plan will be provided to all staff upon return to work the week of August 31<sup>st</sup>. Students will receive orientation on the plan upon the day of their return. To facilitate this orientation a staggered entry will be used to ensure a minimum number of students are in the building in order for students to have a full day to become accustomed to the protocols contained within the operational plan. Only Grade 8 students will attend September 8th, followed by only Grade 7 students on September 9<sup>th</sup> and only Grade 6 students on September 10<sup>th</sup>. All students will return full time on September 11<sup>th</sup>, 2020.**

**To facilitate orientation for visitors seeking admittance to the school there will be controlled and limited access to the building at all times. Orientation will be provided whenever a new visitor is permitted entrance into the building. All doors will remain locked. All visitors will enter through the front doors. One front door has been designated entry only and one exit only. The two center front doors will not be used. All doors will have signage to indicated this. The “Visitor’s Guidelines” will also be posted for review by all visitors to the school. Visitors will be required to ring the outside doorbell or call the office to gain admittance to the building. This**

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information will also be part of the visitor's signage. All visitors will be met at the door and directed to reception area where they are to sign in. A visitor's log has been created and all visitors will be required to sign in to ensure that contact tracing can be done should the need arise. Visitors will be required to indicate the following in the log: Name, date of visit, purpose of visit or who they are meeting with if applicable, the time they entered and left the building, whether they have reviewed the Covid-19 visitor guidelines and screening questions and their contact information.

Hampton Middle School's Operational Plan will be posted on the school's website <http://web1.nbed.nb.ca/sites/ASD-S/1921/Pages/default.aspx>, and emailed to parents. A talk mail will be sent to alert parents of this. Parents and guardian will also be notified via the same means as outlined above whenever any changes to the plan become necessary throughout the school year and a link will be sent via email so that they can access the updated 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 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.	<a href="#">Link to Risk Assessment Document</a>	<b>Done</b>	<b>8/18/2020</b>

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

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Risk Assessment was completed on August 18<sup>th</sup>, 2020 by the Principal and Vice Principal. All risks have been assessed and addressed in the Operational Plan to minimize the risks to staff, students and visitors to the school. A risk assessment was also re-visited and re-done on September 30<sup>th</sup> by the Core Leadership Team.

The Health and Safety Committee will also be asked to complete the risk assessment the week of August 31<sup>st</sup>. The Operational Plan will also be reviewed at each meeting to ensure that the protocols that have been put in place are working to min risks outlined in the assessment. The plan will be adjusted as necessary to ensure that the risks to all stakeholders remains as low as possible.

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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 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>
<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 - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>Done</b>	<b>9/4/2020</b>
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.	Refer to Return to School 2020 Document – Appendix F	<b>NA</b>	
<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>	Refer to Return to School 2020 Document Pg. 5	<b>Done</b>	<b>8/24/2020</b>



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

There will be controlled and limited access to the school building at all times. If a parent meeting is deemed necessary an appointment will be set up. The procedure for setting up meetings will be posted and communicated to parents via email, talk mail and posted on the school's website.

All staff personnel are required to wear a mask at all times at school, except when they are eating or sitting alone in their closed offices and classrooms. This includes when they are outside.

All students will be required a face mask at all times at school except when they are sitting at a desk working silently, eating or engaged in sports activities during physical education class. This includes when students are outside.

All visitors to the school will be required to wear a mask at all times at school, including when they are outside.

All doors will remain locked at all times. Staff and visitors (including supply staff) will enter and leave the building through the front doors. One front door has been designated entry only and one exit only. The two center front doors will not be used. All doors will have signage to indicate this. The "Visitor's Guidelines" will also be posted for review by all visitors to the school. Screening questions will also be posted for review. Visitors will be required to ring the outside bell or call the office to gain admittance to the building. This information will also be part of the visitor's signage. The administrative assistant or designate (i.e. administration) will meet visitors to the school, ensure that they have answered the screening questions and will escort them to the reception area of the office where they will be required to sign in in the visitor's log. The administrative assistant will also make sure that the "Visitor's Guidelines" have been reviewed and answer any questions. Each visitor will then be escorted to their destination by staff unless they are a regular visitor to the school and are familiar with the school's layout and protocols outlined within the Operational Plan. (OT, SLP, C&Y etc).

A visitor's log has been created and all visitors will be required to sign in to ensure that contact tracing can be done should the need arise. Visitors will be required to indicate the following in the log: Name, date of visit, purpose of visit or who they are meeting with if applicable, the time they entered and left the building, whether they have reviewed the Covid-19 visitor guidelines and screening questions and their contact information.

If a parent or guardian is dropping something off for a student they will be required to ring the outside doorbell or call the office (832-6020) and the administrative assistant will meet them at the front door to retrieve the item(s).

All staff will enter and exit through the front doors or community door starting October 19<sup>th</sup>, 2020. Staff will be required to sanitize their hands upon entry. They will be required to sign in in the morning and out at the end of the day in the office area. Staff leaving the building for an extended period will also be required to sign out and back in if/when they return. A staff sign in/out log book has been created and will be kept in the lobby area outside the main office. Pens are provided, as well as hand sanitizer so hands should be sanitized before and after signing in.

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All students will enter in the morning at 7:55 am or after through the front door and will be required to sanitize their hands with the sanitizer provided. They will be met by duty staff at the front door and students will enter the building upon arrival by bus. If more than one bus arrives and unloads, then students will line up in a designated area maintaining physical distancing of 1m and wearing their mask. In instances where there is more than one bus load of students arriving, duty staff will then direct each bus load of students to enter the building one at a time spacing the entry at a one minute interval to limit the number of students entering at the same time and prevent students from forming a bottle neck in the lobby because each student must slow to hand sanitize. Students being dropped off will also be given a designated area to line up and wait if another group of students is in the process of entering the building. If there are no students waiting to enter, students being dropped off may enter the building immediately upon arrival. No students should be dropped off at the school until 7:55 AM when duty staff will be present. Parents have been strongly encouraged to drop their children off at the Hampton Community Rink and allow them to walk over to the school through the town path. Students will proceed directly to their homerooms upon entering the building and will be met by staff. All students will be required a face mask at all times at school except when they are sitting at a desk working silently, eating or engaged in sports activities during physical education class. This includes when students are outside.

Students arriving late will be required to ring the outside bell at the front door and will be met by the administrative assistant or designate. They will be escorted to the reception area of the office to sign in. All students leaving the school before dismissal time will be required to sign out at the office and exit through the designated front exit door.

At the end of the day homeroom classes will have a staggered dismissal. In order to limit the number of students in the hallways during this time classes will be called when it is their turn to exit. Last period teachers will escort students outside and students will immediately make their way to their bus and board it. Students in rooms 104, 105 and 106 and on Level 2 will exit the building via the Level 2 Community Doors exit. Students on Level 3 will exit via the cafeteria doors and all remaining Level 1 classes will exit via the front door or cafeteria door as directed by the end of day dismissal announcements. A community mask will be worn.

Student attendance will be taken each morning in homeroom and during each period class.

All staff personnel are required to wear a mask at all times at school, except when they are eating or sitting alone in their closed offices and classrooms. This includes when they are outside.

All students will be required a face mask at all times at school except when they are sitting at a desk working silently, eating or engaged in sports activities during physical education class. This includes when students are outside.

At this time the decision has been made not to participate in any internal or external sports teams. If/when this changes protocols will be put in place to track participants.

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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 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><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>Done</b>	<b>8/24/2020</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>8/24/2020</b>

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

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Parents will be advised that they must screen or have their child/children self-screen and be encouraged to have their temperature taken prior to coming to school. Up to date GNB screening poster will be posted at all doors, in the office area and all classrooms. Students will also be provided with a personal copy which can be used a home for self-screening purposes prior to leaving in the morning.

Staff will be advised of the self-screening requirements during the orientation the week of August 31<sup>st</sup>. Staff will be provided with a personal copy on the screening poster provided by GNB. Staff will also be reminded that they should self-monitor throughout the day and be aware that should they become symptomatic they must put on a mask and go home as soon as possible.

If two symptom are present them student and staff should stay home until they are fully recovered. Symptoms include fever/feverish, sore throat, a new or worsening chronic cough, headache, new onset of fatigue, diarrhea, loss of taste or smell, and, in children, purple markings on the fingers and toes.

If two or more symptoms are present when self-screening student or staff member should stay home, self-isolate and call 811.

Staff will review the self-screening process with students daily until September 18<sup>th</sup> and then bi-monthly on Tuesday at the beginning of Wildcat Wellness until the end of the school year. Teachers will also remind students of the need to self-monitor throughout the day.

A self-isolation space has been created on level 5 just outside the office area and supplied with hand sanitizer, garbage can and tissue.

If a student becomes symptomatic while at school they must go to the isolation area until a parent or guardian can pick them up within an hour.

The custodian will be called to clean the isolation area immediately once vacated following the procedure outlined withing the Standard Cleaning and 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>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>Done</b></p>	<p><b>9/4/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>N/A</b></p>	<p>Click or tap to enter a date.</p>
<p>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.</p>	<p><a href="#">Refer to sample signage</a></p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
<p>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.</p>	<p><a href="#">NB Reg 97-150</a></p>	<p><b>In Progress</b></p>	<p><b>9/16/2020</b></p>

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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)	Done	8/25/2020
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**All students will eat in their classrooms with the exception of 8 MacEachern who will eat in the cafeteria section outside their classroom. All students must sit quietly at their desks while eating and put on their mask as soon as they have finished their snack or lunch. Students must sanitize or wash their hands before eating and must also wipe down their desks both before and after eating. Cafeteria services will not be available at the beginning of the school year. Parents will be notified when it becomes available. Students ordering from the cafeteria will have their food delivered to their homeroom. Chartwells has completed an Operational Plan that allows for cashless transactions and physical distancing. It is recommended that physical distancing is practiced while eating whenever possible.**

**Lockers will not be used and students will keep all possessions in their homerooms either in a place designated by their teacher or in their desk. This is subject to change once winter weather arrives. Parents and guardians will be notified of any change via talk mail/email.**

**The use of wind instruments in music class and singing are not permitted in the Orange Alert Level which started January 5<sup>th</sup>. 2021.**

**During the Orange Alert Level which started on January 5<sup>th</sup>.2021, physical education classes activities that are conducive to physical distancing such as yoga, dancing and moderate walking are recommended. It is also recommended that shared equipment not be made for common use.**

**The theater will not be used for whole school assemblies. These will take place virtually or outside in small groups. The following guideline have been developed for the use of the theatre to allow for co-teaching purposes. Only two classes will be permitted to be in the theatre at any one time, one class seated to the left of the center aisle and one to the right. A minimum of a four seat buffer zone will be maintained on either side of the center aisle (8 seats) to maintain 2m physical distancing. These seats will be taped off. Signage has been posted at the entrance to theatre.**

**The guidance office has been re-arranged to maintain at least 2m physical distancing in the room. The room capacity is 3 if two of the students are from the same homeroom, otherwise the capacity will be 2. Tape has been placed on the floor as a visual reminder to ensure the 2m requirement. Signage has been posted.**

**All meetings, with the exception of staff meetings, will be held in Room 501. The room has been configured to maintain 2m physical distancing. The maximum number of participants for any one meeting is 9. If the number of participants exceeds this number then the meeting will be held either virtually or as a combination of in-person and virtual. Tables will be wiped down after each meeting. Staff**

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meetings will take place virtually or in person in the cafeteria maintaining physical distancing. Signage has been posted. **Please note that effective November 23<sup>rd</sup> this room will not be used for meeting. All meeting scheduled for November 23 onwards will take place virtually. This includes staff meetings. This will remain in effect until further notice.**

Ideally, only one person is permitted to use the elevator at a time. Exceptions will be made when a student requires assistance to use the elevator by a teacher, support staff or another students. Staff members may also travel together when moving between classes with their carts. Both occupants will wear a community mask. Sanitizer and paper towel have been placed inside the elevator to wipe down the panel after use. Signage has been posted.

The maximum occupancy of the staff room is set at 3. Signage is posted. Tables and counters should be cleaned before and after use with the sanitizer provided. There is no eating or drinking permitted in the staffroom. Masks should not be lowered to take a bite/sip.

The maximum number of staff in the office area is set at 5. This include the administrative assistant and the one person permitted in the photocopy room if they are present. Signage has been posted. A taped area to delineated the 2m distancing work area for the administrative assistant has been placed on the floor. This is a stop line and should not be crossed if she is working within that area. A plexiglass barrier has been installed on the counter of the reception area of the office to provide a physical barrier between staff and students/visitors. Masks must be worn and 2m of physical distancing must be maintained. Signage has been posted.

The offices of the administrators have been reconfigured and extra furniture removed. Stop lines have been placed on the floor to indicate 2m distancing in front of desks so they should not be crossed. Only three people are permitted in each office at a time or masks must be worn. Signage has been posted.

Signage has been posted at the entrance to all washroom that designate the maximum number of persons permitted. Masks must be worn in all washrooms. All students on Level 1 will use the Level 1 washrooms. Male students on Level 2 will use the Level 2 washroom. Female students on Level 2 will use the washroom on Level 3. All students will use the Level 3 Washrooms and all students on Level 4 will use the Level 4 washrooms. To indicate usage there will be green/red laminated cards at the entrance to the washrooms that can be flipped to green when not occupied and red when occupied. Cards will be cleaned throughout the day and be included in the cleaning schedule. The gender neutral washroom on Level 1 will be available for use. Signage has been posted outside all washrooms.

All stairs have been designated no stopping areas. The main stairwell going from the Level 5 lobby down to Level 3 then down to Level 1 is wide and will continue to be two way. The short set of stairs going between Levels 3 and 4 and Levels 1 and 2 are also wide and will continue to be two way. Everyone using these stairs must stay to the right side and travel in single file. Arrows have been placed on the floor a visual reminder of which side of the stairs is up and which is down. Signage has been posted.

The stairs descending from Level 5 that accesses all levels of the school (next to elevator) are narrow and have been designated as down only with the exception of the section from Level 2 that would go up to Level 3. Anyone using these stairs must check to make

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sure that the stairs are clear to the next landing before proceeding. Signage has been posted at each entrance to the stairwell and arrows have been placed as a visual reminder of direction of travel.

All hallways have been designated as no stopping areas. Staff/students should walk to the right side of the hallway near the wall in single file. Arrows have been placed on the floor a visual reminder of which side of the hallway walk on. Masks must be worn. No students are permitted in the Level 5 hallway passed the Guidance office. Signage has been posted.

The use of changing rooms will be limited because students will be participating in physical education outside whenever possible. There are two changing rooms and both will be used to accommodate the double gym. The left changing room will be designated A and the one on the right closest to the gym will be B. Homerooms designated in the A group for lunch rotation purposes will use the A changing room and students from homerooms designated in the B group will change in the B changing room. Students in the same homeroom will change in the same assigned changing room. Boys will enter and change first, followed by the girls. Following Phys Ed class, girls will enter first to change followed by the boys. Changing rooms will be locked when not in use at all times. Changing rooms will be cleaned at least three times a day. Signage is posted.

Muster areas for each homeroom during evacuation drills have been designated in such a way as that physical distancing can be maintained when outside the school. A Fire Drill has tentatively scheduled for September 16<sup>th</sup> and Lock Down Drill by September 30<sup>th</sup>. Evacuation drill were held the week

We will continue to perform evacuation and emergency drills normally as per NB Reg 97-150 School Administration Regulation

A school map will be available at the office that indicates directional flow and one way stairs.

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>			



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.</p> <p>Provide time for food preparation and mealtimes.</p>	<p>District OHS Coordinator (<i>Guidance</i>)</p> <p>Refer to Return to School 2020 Document Pg. 13, 14, 15</p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
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**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

**The only modification to the current schedule is for lunch to start earlier at 11:55 to ensure enough time for students to clean and sanitize their area before and after eating and transition between eating and break time. This is subject to change following the October review if it is determined that the plan is not working to ensure physical distancing. It was determined during the October review that this 5 minutes was not necessary so there is currently no modification to the schedule and lunch is starting at 12:00pm**

**All students will eat in their classrooms with the exception of 8 MacEachern who will eat in the cafeteria section outside their classroom. All students must sit quietly at their desks while eating and put on their mask as soon as they have finished their snack or lunch. Students must sanitize or wash their hands before eating and must also wipe down their desks both before and after eating. The 17 homeroom classes will be divided into two groups. Green Group (formally Group A) will consist of homerooms in rooms 101 to 106 and Level 3 homerooms White Group (formally Group B) will consist of the remaining Level 1 Grade 6 homerooms and all Level 2 homerooms. One group of homerooms will eat while the other group of homerooms goes to one of nine designated areas around the school that will be assigned to them. All assigned areas will follow a rotational schedule so all homerooms will have the opportunity visit each of the designated areas and eat first or second. The designated areas are as follows: Gym (2 classes separated by the curtain), cafeteria/student lounge area (2 classes), out front of school on grassed area (1 class), out front of school on paved area (1 class), patio area (1 class), Tech Lab (1 class) and the back field at the bottom of the hill (1 class). Consideration is also being given to using the Library as a designated area once supervision can be arranged. At 12:23 students will start their transition either back to homeroom to eat or to their designated area. At 12:50 students will transition back to homeroom in preparation for class to start at 12:55**

**With the exception of the specialties classes (Art, Music, Physical Education and Shop/Tech) students will not transition between classes, teachers will. Specialty teachers will pick up their assigned classes and escort them to the Art Room, Music Room, Gym or Shop/Tech Lab. Teachers assigned to teach a class following a specialty class will pick up that class and escort them back to their home room. For all other subject areas teachers will transition from class to class. Teachers are encouraged to use outside classrooms whenever possible. Areas around the school have been designated for this use and teachers can sign up to use these spaces.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Dismissal at the end of the day will consist of a staggered exit. Exit doors have been assigned to each class and teachers will escort students outside when they are called to do so. Classes on Level 2 and classes in rooms 104, 105 and 106 will exit through the Community door on Level 2. The remaining classes on Level 1 will leave through either the front door or the cafeteria door and classes on Level 3 will leave through the cafeteria door.

<b>Action Items</b>	<b>Resources</b> <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	<b>Status</b> <i>(Done, In Progress, Not Started, N/A)</i>	<b>Date Implemented</b>
<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  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/24/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/24/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>N/A</b>	Click or tap to enter a date.
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>8/24/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/24/2020</b>

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

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

**Masks are required in all washrooms and signage has been posted.**

**Physical Education equipment will be cleaned by teacher and students after use.**

**Art materials will be cleaned by teacher and students after use.**

**Computers including keyboards, mouse, workspace and chair will be cleaned by teacher and students after use.**

**Science Lab materials and equipment will be cleaned by teacher and students after use.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Instructional materials, including visuals, task bins, toys and manipulatives used by students with complex needs will be cleaned following use by EST-R and assigned educational assistants.**

**Custodians will check washrooms regularly to ensure adequate supplies of soap, toilet paper and paper towel.**

**We will open windows whenever possible and report issues with ventilation to Facilities to fix.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>9/4/2020</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>9/10/2020</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>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>In Progress</b></p>	<p><b>9/4/2020</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.*

**Hand Hygiene and Cough/Sneeze etiquette will be reviewed daily for the first two weeks of school (to September 18<sup>th</sup>) and then bi-monthly thereafter during Wildcat Wellness.**

**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.**

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>Done</b>	<b>9/4/2020</b>
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>Done</b>	<b>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>Done</b>	<b>9/8/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>9/8/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>9/8/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</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>Done</b>	<b>8/24/2020</b>

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



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Every teacher will have a face shield available. Plexiglass “sneeze guards” will also be supplied to teachers, the reception area of the office, the Guidance office and administrators offices.

The curtain in the gym will remain lowered at all times to provide a physical barrier between the two sides of the gym.

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.

Students/Staff who are feeling unwell at the school will be provided with a disposable protective face 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.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>Done</b>	<b>9/10/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</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>
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>	<b>In Progress</b>	Click or tap to enter a date.
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>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

**An orientation presentation about staff rights, protocol training, right to refuse process/ vulnerable persons will be discussed and reviewed with them the week of August 31<sup>st</sup>.**

**The Joint Health and Safety committee will review the Operational Plan at all monthly meetings.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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.

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>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Wellness activities and experiences will be integrated into the instructional day and will be a specific focus of a minimum of three times a week for 15 to 20 minutes a day.

Mental health resources will be shared during the orientation of this plan. 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>8/24/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Not Started</b>	Click or tap to enter a date.
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>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

**When providing lunches, people preparing and serving food will wear a community mask and gloves. Staff and students will not serve themselves.**

**Principal to meet with Chartwells to review both Operational Plans.**

**All fountains have been turned off and we will only be using our bottle re-filling stations. The District has also provided bottled water with handpumps to be used to fill water bottles. Hand pump will be cleaned and sanitized after each use. Students will also be reminded not to touch their bottle to the spout. Signage is in place to remind students of this. Teachers will take students by class to fill water bottles at needed.**