

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 for review by **August 26th, 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. 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	Harry Miller Middle School
Principal (Signature)	<i>Bonnie Demmons</i>
School District Official (Signature)	Original signed by Superintendent, 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.**

_____ Name (October Review)	_____ Date	_____ Name (February Review)	_____ Date
_____ Name (November Review)	_____ Date	_____ Name (March Review)	_____ Date
_____ Name (December Review)	_____ Date	_____ Name (April Review)	_____ Date
_____ Name (January Review)	_____ Date	_____ Name (May Review)	_____ Date

Utilize this page to track your changes.



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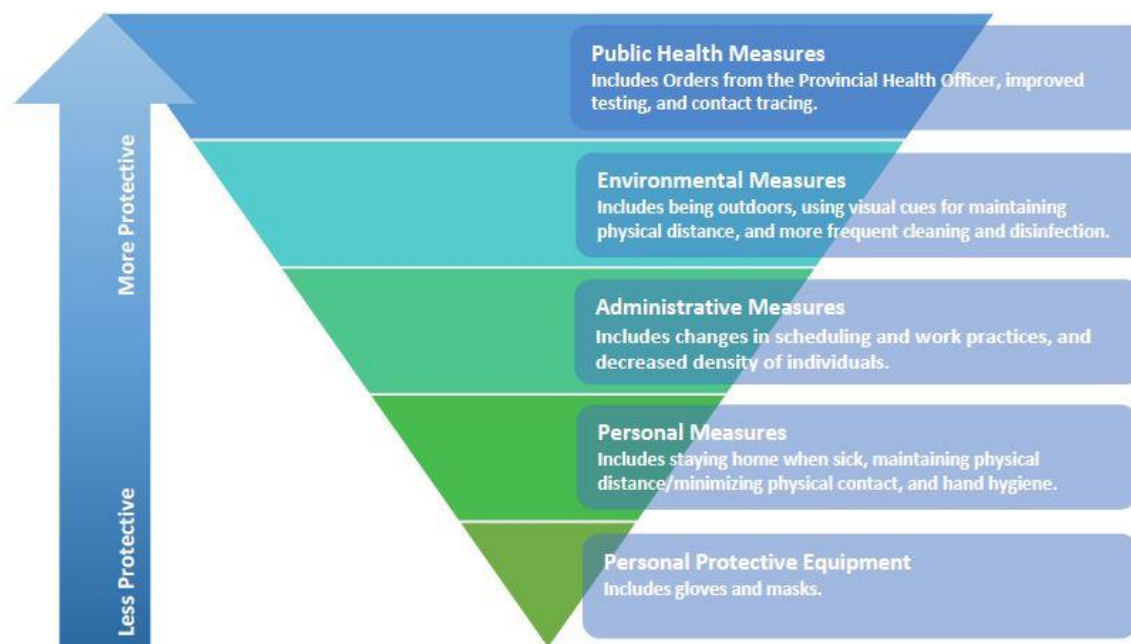
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students (Will be send out at a later date)	Done	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	9/3/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	9/3/2020

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

Teachers will receive orientation for this plan and expectations for review with students on their arrival date of Monday, August 31st, 2020; Support staff personnel will have orientation on Thursday, September 3rd, their first day of work for the school year. Debriefing with staff at the end of each school day on the first week of school. (September 8-11th) and determined schedule for debriefing to follow. This plan will then be shared on the s:/ drive for HMMS and also a hard copy posted in the staff room, for personnel to review. Updated copies will be provided each month following the plan's review and also review by the Joint Health and Safety Committee of HMMS. **Copy will be updated when there are changes made to sections. Reprint when change of level.** HMMS Operational Plan will be posted to the HMMS Website for review by family members, visitors and supply teachers/support staff replacements. This plan will also be forwarded to all HMMS families on September 3rd via School Messenger. Follow ups will occur throughout the first week of school on Tuesday, Wednesday, Thursday at the end of the school day. Communication with families will continue each week, regularly scheduled on Fridays in review of the week and in preparation for the week ahead. This will be accomplished via School Messenger. **Updated copy sent to families and posted on school website when changed level.**

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 3 - RISK ASSESSMENT			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	Link to Risk Assessment Document	Choose an item.	Click or tap to enter a date.

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

HMMS has completed the above Risk Assessment, all known risks have been assessed and we have implemented controls to minimize these risks as well as included other items specific to our school.

[COVID-19 Risk Assessment Questions for Schools HMMS August 23rd.xlsx](#)

Regular review of this document and Risk Assessment will take place and adjustments made as necessary; we want the risk to all stakeholders to remain low; updated Operational Plan will reflect changes required as Zone moves to various Phases as per Public Health directives.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Updated Red Phase document: Red Alert 2020.01.20.pdf https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/RED-phase-screening-19.pdf	Done	8/31/2020
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. Red Phase: screening at door for staff upon arrival; screener link above; screening log included; App also available as of January 25th, 2021. Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes. Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL	Use a visitor log - See sample visitor log. Refer to Administrative Assistant 1-Pager	Done	8/31/2020
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	Not applicable	8/23/2020
Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. <i>*Keep in mind children walking, parent drop off, buses, etc. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i>	Refer to Return to School 2020 Document Pg. 5	Done	8/23/2020

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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.*

Camera and buzzer system is in place at the front door. Families needing to meet with staff/admin will need to make an appointment, if possible. If items are being brought to the school for students, the family member will need to “buzz” the office and someone from the class/office will go to the door to retrieve the item there. All doors of the school are locked throughout the day (with the exception of during morning arrival, nutrition break, noon hour and dismissal times) and only the main doors will accept those dropping items off, scheduled District employees and those picking up students for appointments or due to illness. **During Orange phase**, no visitors to the school other than approved District Office staff/Leads/Coaches. Parent Teacher Conferences being held in virtual format via Microsoft Teams or phone appointments. **During Red phase**, no visitors and follow guidelines as indicated in Red Alert document included in this section; Staff and students with one symptom are to remain at home and call 811 for direction and COVID testing. Staff are screened upon arrival at school entrance (back door) and students are to be screened at home by a parent/guardian before leaving for school.

Visitors scheduled to enter the school will be received at the main door, be required to wear a mask, and review of Public Health COVID-19 questionnaire upon their arrival. They will then proceed to the main office, where the admin assistant will take contact information and then have them escorted to their arranged location for meeting, etc. If the visitor is someone who regularly visits HMMS, they will be permitted to move about the school on their own. All visitors are also required to check in at the office upon departure to sign out with the administrative assistant.

No visitors at the school during Orange/Red phase;

Staff and student attendance is to be taken daily (staff via the office admin assistant and students in their period 1 classes and inputted into Power School). Anytime a student or staff member leaves the school building, the school admin assistant will be notified, and the individual will sign out. **Tracking of casual staff as they are covering in classes and also permanent staff as they replace other staff for unfilled absences.**

Buses will drop off students at the front of the school using the round-about. Students will enter upon their arrival (8:05 a.m. until 8:25 a.m.) using the main doors (grade 6's and 7Shannon, 8Palmer); the side door by the gym (7Hayden, 8Barrett, 7Bigney, 7Hutchings); and the back door near portables, entering and using back staircase to proceed upstairs (8 Wornell, 8Melanson, 8Bates, 7/8Boudreau, 7Hatfield);

Vehicles are to drop off students at the top of the roadway near the Rothesay arena (**preferred drop off area**), and students can walk down to the school, walking on the left hand side of the roadway leading to HMMS, facing the bus traffic leaving the roundabout area. Physical distancing of 2 meters is to be maintained and students should wear a mask where physical distancing cannot be maintained. Masks will be worn upon entrance into the school and can be removed once students arrive in their homeroom classes. Hand sanitizer will be used by each student upon arrival at the school. **Lockers (but no locks) are being used in select classrooms (at teacher and student discretion) for the storage of coats and winter boots.**

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 5 - SCREENING			
<p>Ensure that all staff entering the building (back door for daily staff and front door for casual staff) understands and implements the screening process. *In Yellow and Orange phases, staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school. Students of age can screen themselves and have a parent screen them daily before coming to school.</p> <p>During the Red Phase: Students are to be actively screened by parent/guardian in the morning before leaving for school. All staff are screened upon arrival at the back door of the school and respond to questions asked (see Resources included) or app is used and data shared on created website; the data is logged and stored, when required for use by Public Health; if student(s) or staff are experiencing 1 or more symptoms, they are to stay home and call 811. If at school, during screening identify they have 1 or more symptoms, they are directed to go home and call 811.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p> <p>Updated Red Phase document: Red Alert 2020.01.20.pdf</p> <p>https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/RED-phase-screening-19.pdf</p> <p>Screening log (Red phase) Anglophone South Active Screening Planning (3).xlsx</p>	Done	8/31/2020

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<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>	<p>Done</p>	<p>8/23/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

During the Red Phase: Students are to be actively screened by parent/guardian in the morning before leaving for school. All staff are screened upon arrival at the back door of the school and respond to questions asked (see Resources included); the data is logged and stored, when required for use by Public Health; if student(s) or staff are experiencing 1 or more symptoms, they are to stay home and call 811. If at school, during screening identify they have 1 or more symptoms, they are directed to go home and call 811.

During Yellow and Orange Phases: Staff and students will be required to perform screening at home on each school day before leaving for school. Families and staff will receive a visual that outlines the specific COVID-19 questions and symptoms that are to be reviewed at home each morning.

GNB screening questionnaire will be posted at all entrances of the school and updated as changes take place in Phase in our Region. Orientation sessions will review these questions and symptoms and remind all to self-monitor for any symptoms throughout the school day. If staff become ill, they will need to check into the office area (wearing their mask) and sign out with the admin assistant and proceed home as soon as possible. If a student falls ill while at school, the student will proceed to the Isolation area (main office back office area) and wear their mask. They will maintain physical distancing measures and be supervised while in that area. Contact will be made with their family to be picked up within one hour. "Illness" is determined using the COVID-19 Health Questionnaire and is determined by having 2 or more symptoms as indicated in the symptom list. The isolation area will need to be cleaned once a student leaves with their family member. Cleaning will follow the guidelines within the Standard Cleaning & Disinfection Document.

During Orange Phase: Public Health recommendations re: Self Isolation if a person has been notified that they have been a close contact of a positive case of COVID-19. A letter from the District with confirmation from Public Health will indicate there has been a positive case at the school and possible exposure and that families would be contacted by Public Health if a family member has been identified as a close contact.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 6 - PHYSICAL DISTANCING			
<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. 	<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>Refer to Chartwells Operational Plan</p>	Done	10/5/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/23/2020
Evaluate options to reduce the number of people required onsite.		Done	8/23/2020
Evaluate the risk of individuals coming closer than two meters. 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.	Refer to sample signage	Done	8/23/2020

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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.	NB Reg 97-150	Not Started	8/31/2020
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)	In Progress	8/23/2020

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

Arrows and red tape will be used to identify the direction of traffic in the PRA loop (one direction); back staircase will be one direction in the morning arrival process (upstairs) and upstairs/downstairs for the remainder of the school day;

Resource room and library will be limited in student numbers and have only the number of seats required for appropriate physical distancing (library will be for one class bubble at a time and cleaning protocols following this time); resource room will accommodate students in smaller numbers and from the same bubble and physical distancing with students from other bubble with whom the Resource teacher (ESS-R) is working.

Classrooms – students are all within the same bubble and will wear masks upon leaving their class bubble. This will include moving to PRA/PE classes, break and noon times outside, library/resource room/washroom. Any time that other students from another bubble may be present in the halls. **During Orange and Red phases:** Students will wear masks at all times except when they are eating or seated quietly at their desks. Staff will wear masks at all times and face shields, as they may, require as closer proximity to students who are unable to wear masks or as required within the classroom environment (taking into consideration ability for 2 meter distancing). Students will wear masks during PE classes, unless they are physically active during that time.

Teachers will move class to class as the students remain in their homeroom classroom bubble. Students will move to another classroom/gym at the times required in their schedules for PRA (Art, Music, Tech) and PE classes. Also if there is support for the student with ESS-R.

Microwaves are not available for student use at this time. Students will remain in their homeroom classes for their designated eating times during break and noon hour. **During Orange phase and Red phase:** Students and staff will wear masks as they proceed outside and while outdoors during breaks, noon, before and after school. During break and noon hours, students may remove masks if they are physically active/playing while outside and at the direction of the adult supervision.

The cafeteria is scheduled to open on October 5th, 2020; close on December 17th and re-open on January 11th, 2021. Cafeteria will take online orders and prepare orders for delivery to class bubbles during the assigned lunch hour. Student volunteers from the class bubble will assist in collecting the orders from the cafeteria for delivery to their classmates. **Cafeteria will be used for staff as an eating area and the staff room** will be for use of fridge, microwave, washrooms, staff lockers. All areas touched are to be cleaned by the user with 362 cleaner and use of hand sanitizer upon entering and exiting the space. **Chairs removed from the staff room, and cafeteria as required, with 2 m physical distancing standards and in the cafeteria, greater than 2 meters physical distancing protocols.** Tables and chairs will be cleaned

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followed their use during break, noon hours, specifically. Staff will be notifying custodial staff when the area(s) have been used other than the designated break and noon hour time periods.

Elevators will require persons to wear masks and one student (as needed due to physical accommodations that need to be made for the student) along with two staff members to assist.

Change rooms will only be used for classes who have PE by themselves (not a shared period) at this time and grade 8 and 7/8 PE classes. Shared PE time with classes will not change for PE. Students will come prepared to wear comfortable clothing and proper footwear (sneakers). Change rooms will be cleaned following their use by custodial staff. Entry into the gym will be via 2 entry points: main doors at the main hall and door nearest change room hallway. Each class will receive specific orientation the first week of school.

Lockers are used at the discretion of the homeroom teacher, and needs of the class

At this time, no sports will be offered. This will be re-evaluated and updated each 'season', as required.

Washroom use will require staff and students to wear their mask.

Office conference room will be limited to two people when masks are worn.

Assemblies will be virtual Celebrate events for staff and students. Monthly events and class bubble activities to celebrate and for school spirit events virtual in format.

Drills – During Orange phase and Red phase – masks worn at all times during lockdown and fire drills; In Yellow: Fire and lockdowns- masks are to be worn and less than 15 minutes in length.

Fire drill exit to field; physical distancing requirements 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 required during Orange phase for all staff and students during drills.

Evacuation – to the Fairvale Outing Association – masks to be worn upon arrival and entrance into the building. As we walk to the location, students and staff to remain with 'class bubble'

School map and layout to be posted in all common areas and classrooms – will include areas for fire drill evacuation and one-way areas for movement and entrances for morning arrival and dismissal.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.	District OHS Coordinator (<i>Guidance</i>)	Done	8/23/2020
Provide time for food preparation and mealtimes.	Refer to Return to School 2020 Document Pg. 13, 14, 15		

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

Schedule changes will reflect that there is a staggered break time in the morning and for the noon hour. Eight (8) homerooms will eat snack/noon meal during the first transition time, followed by a time outside; the second group of eight (8) homerooms will be outside, followed by a time to eat. Eating will take place in the classroom bubbles and will require cleaning of desk areas, before and after eating. Cleaning will follow the Standards outlined in the document and Safe Return to School Plan. Students remain in their class bubble as the teachers move class to class. Students will only move (wearing masks during these times of transition) to PRA classes (Art, Music, Technology), and Physical Education (PE). Therefore, only a maximum of 5 homeroom classes out of 16 will be moving to classes during transition times in the school day schedule.

[Bell Schedule 2020-2021.pdf](#)

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
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 Refer to Table – Make specific for your school Refer to WHMIS Overview Document	Done	8/23/2020

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Washrooms: → 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	Done	8/23/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	In Progress	9/8/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	In Progress	8/23/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	In Progress	8/23/2020

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

HMMS Cleaning and Disinfection Schedule.xlsx

Proper handwashing protocols visual posters posted in all washrooms throughout the school.

Custodian will clean the washrooms three (3) times throughout the school day and once in the evening in preparation for the next school day.

Custodian will also ensure that all washrooms have appropriate supply of soap, paper towel, toilet paper. Custodian will document time of cleaning washrooms and replenishing supplies in the washroom, using a chart posted in each bathroom.

Masks are to be worn when in the washroom (staff and students).

Student lockers are being used on a class-by-class basis for winter clothing (boots and coats). No locks are being used at this time. Locker door surfaces will be cleaned once a day at the end of each school day by custodial staff.

Buses are cleaned as per Bus Cleaning Protocol.

Cleaning of equipment and frequently touched surfaces/items will be cleaned as per the Standard Cleaning & Disinfection Protocol. (to be cleaned: art supplies, gym equipment, music equipment and technology in Tech room, library, 4B and laptops in laptop carts.)

During Orange phase and Red phase: Classroom materials, PE equipment and class equipment bins can continue to be used and shared within a classroom bubble, with daily cleaning protocols.

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Windows will be opened in classrooms and common areas as weather permits and issues with ventilation systems will be reported to Facilities management as soon as possible for prompt repair.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<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 and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	Done	8/23/2020
<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>		Done	8/24/2020
<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 *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Done	8/25/2020

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Remind everyone about frequent hand washing and cough/sneeze etiquette.	Coronavirus disease (COVID-19): Prevention and risks	Done	9/8/2020
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 – Appendix A Community Mask Poster	Done	9/10/2020
Hand Hygiene and Cough / Sneeze Etiquette Notes: <i>Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.</i>			
<p>Facilities has provided our school with 362 Disinfectant/Cleaner which requires dilution by our custodian and then will be provided in labelled bottles to each classroom. Each classroom will also have a bottle of hand sanitizer (alcohol free) for staff and student use in the class bubble and it will be used under the supervision of the school staff. The custodian will monitor all supplies in classrooms.</p> <p>All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves their classroom bubble or are in the hallways moving to Phys Ed classes/PRA classes and then remove the mask once they re-enter a classroom.</p> <p>During Orange phase and Red phase: Masks are to be always worn by staff and students. Staff may wear a face shield for added protection. Masks are not required to be worn while eating or while seated quietly at their desk/space. Masks can be removed during physical activity outside/PE class, at the direction of the teacher/adult supervisor.</p>			

Table 1

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

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
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	Done	8/31/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	9/3/2020
Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		Done	9/3/2020
Hand protection (gloves)	OHS Guide-PPE	Done	9/3/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	9/3/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	9/3/2020
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	8/31/2020

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

Each teacher will have a plexi-glass barrier made available upon request. Office area will have a plexi-glass barrier installed. Nitrile gloves will be available for staff, as required. Custodians must wear gloves when cleaning the dedicated isolation area. Safety glasses and goggles are available to staff upon request. All staff will have a face shield available to them. This can be worn when physical distancing cannot be maintained however a community mask must also be worn if a face shield is worn as a face shield does not replace a community mask, unless it is deemed necessary through a risk assessment. **During Orange phase and Red phase:** Face shield is to be worn by staff working with student when the student is unable to properly wear a mask or is learning to do so through their PLP goals. Students and staff members who feel ill while at school will be provided a mask to be worn until such time as they leave the building. Medical masks are not to be re-used. A personal plan will be developed for students who are unable to wear a mask with medical note identifying health condition(s) and/or other exceptionalities. If students or staff forget their mask, one will be given to them for use on that day. A plan will be developed for students who repeatedly arrive at school without a mask. **During Orange phase and Red phase:** All staff and students are to wear a mask at all times. Exceptions are when seated quietly at their desk, not talking, and also when eating. Students do not require a mask while being physically active outside at break/noon or when in PE, and at the direction of the adult supervisor/teacher.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/31/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/31/2020

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Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/24/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	Done	8/31/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	9/3/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/31/2020
*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/24/2020

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

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Orientation sessions with staff – teachers (August 31st, 2020) and support staff (September 3rd, 2020) to discuss and review the following:

- HMMS Operational Plan for Schools
- Public Health Guidelines and Processes
- protocol training for PPE
- Process for Right to Refuse and employee rights re: vulnerable populations;
- JHSC dedication to reviewing this Plan for the school year (monthly reviews)

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<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>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/31/2020

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<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p>Done</p>	<p>8/31/2020</p>
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Outbreak Management Notes: *Outline any specific considerations to outbreak management within your school.*

Outbreak Management Plan procedures will be reviewed with all staff during their specific meeting times during the week of August 31st. All persons will be made aware that Public Health is in charge during such time that an outbreak is determined to have taken place. All protocols outlined in the EECD Outbreak Management Plan will be adhered to.

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

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

During Orientation sessions during the week of August 31st, all staff will be given the contact information for available supports. Regular reminders and information re: mental health strategies, resources and supports will be sent out to staff members by school administration and ESS-Guidance. This will be re-visited during PL and in alignment with SIP work to identify areas of mental health support for staff and students. **Particularly during Orange and Red phases (but not exclusive to):** Increased need for positive initiatives at school for students and staff. Working with Team Joy, Wellness Committee to create, and execute these initiatives.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	Done	8/31/2020
External Organizations operating within school (Obtain a copy of their Operational Plan)		N/A	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.	Insert Water Bottle Signs	Done	8/31/2020
Site Specific Considerations: • • • • •		Choose an item.	Click or tap to enter a date.

Additional Consideration / Other Notes: Describe how any additional considerations are being met.

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Breakfast/Snack items and noon items that are provided to students who require it, will be pre-made and delivered to the specific classroom for designated eating times. When made and delivered, persons doing so, will wear both gloves and mask(s). Students and staff will not serve themselves at any point in time.

There are no scheduled rentals until further notification (and re-evaluated by EECD and ASD-S). If there is a change in this, there will be communication and change to this Operational Plan.

Only bottle fillers will be used at this time, and not the fountains. Signage will be provided as reminders and teachers will remind students that they are not to touch the bottle filling spout on the machine at any time; and fountains are closed. Students and staff will need to bring water bottles from home.