

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. 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	Fairvale Elementary
Principal (Signature)	Bonnie Kierlihy
School District Official (Signature)	
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.**

Bonnie Kierlihy	Oct. 1st & 26 th , 2020		
Name (October Review)	Date	Name (February Review)	Date
Bonnie Kierlihy	Nov. 26 th , 2020		
Name (November Review)	Date	Name (March Review)	Date
Bonnie Kierlihy	Dec. 14 th , 2020		
Name (December Review)	Date	Name (April Review)	Date
Bonnie Kierlihy	January 6 th & 20 th , 2021		
Name (January Review)	Date	Name (May Review)	Date

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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	October 1, 2020
Section 3	October 1, 2020
Section 4	October 1, 2020
Section 6	October 1, 2020
Sections 14	October 1, 2020
Section 4	October 26, 2020
Section 6	October 26, 2020
Section 4	November 26 th , 2020
Section 6	November 26 th , 2020
Section 10	November 26 th , 2020
Additional Consideration / Other Notes	November 26 th , 2020
Section 4	December 14 th , 2020
Section 6	December 14 th , 2020
Section 10	December 14 th , 2020
Section 4	January 6 th , 2021
Section 6	January 6 th , 2021
Section 10	January 6 th , 2021
Section 5	January 20, 2021
Section 6	January 20, 2021
Section 9	January 20, 2021
Section 10	January 20, 2021

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Section 12	January 20, 2021
Section 4	March 8 th , 2021
Section 6	March 8 th , 2021
Section 10	March 8 th , 2021

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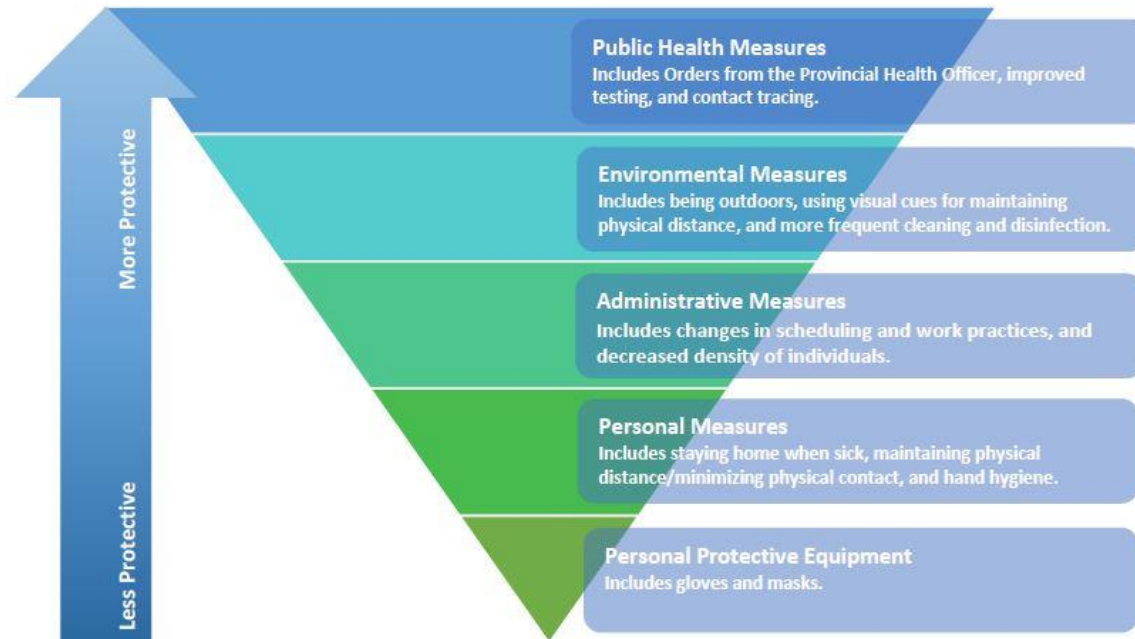
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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.



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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.

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.	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Visitor Guidelines Visitor Guidelines Poster.docx	Done	8/19/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public Video: Introduction & Welcome Video: Morning Arrival Video: Hallways and Office	Done	8/25/2020

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	Video: Stairs Video: Washrooms Video: Water Fountains Video: Entrances/Exits Video: Dismissal Video: Playground Zones		
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Communication Notes: *Describe how expectations are being communicated to the various stakeholders.*

Operational strategies and expectations are being communicated to staff on the first morning back at work. Staff attendance was tracked using the Staff Sign in Document. It will be housed at the school and will be provided to ASD-S upon request.

"Visitor Guidelines" are posted on entrance door and at reception for all visitors to review.

Our school has frequent parent/caregiver communication using School Messenger with our first message regarding school return sent on Aug. 19th. Additional communication regarding class placement and assigned staggered entry day were sent using School Messenger on Aug. 20th and 21st. All changes to school expectations and routines will be communicated to parents and the Operational Plan for our school will be made available on the school website – <https://secure1.nbed.nb.ca/sites/asd-s/1930/Pages/default.aspx>. Eight videos illustrating changes to our school day/ experience have been created will be shared with parents through our private You Tube channel. Initial video was an introduction and welcome back. Subsequent videos included the following topics: morning arrival, hallway and office expectations, stairs, washrooms, water fountains, entrances/ exits, dismissal. Two more will be created and shared next week on playground pods and double gym class expectations. See attached videos created to date.

Students will be taught expectations through our regular training at the classroom level and reinforced during school wide virtual assembly. Student attendance will be tracked during the orientation session and will be housed at the school and will be provided to ASD-S upon request.

Oct. 2020: Video was created to demonstrate proper drop off protocol for Drop Off Location #1.

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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	Done	8/18/2020
Risk Assessment Notes: <i>Describe that the Risk Assessment has been completed, include a link to it if possible.</i>			
<p>Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. Link to schools completed Risk Assessment. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible. This risk assessment will be reviewed monthly by our school based Joint Health Safety Committee.</p> <p>Oct. 2020: A sign in sheet has been added to specialty rooms such as SIW/Sensory Room, Guidance and Resource Room. For contact tracing purposes, students and EAs will sign in when they are accessing these rooms.</p>			
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 Public Access Reminder	Done	8/18/2020

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<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - Visitor Log</p> <p>Refer to Administrative Assistant 1-Pager</p>	<p>Done</p>	<p>8/18/2020</p>
<p>Schools must also keep a list of what other schools/organizations sports teams were at their school.</p>	<p>Refer to Return to School 2020 Document – Appendix F</p>		
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p>Transition Times.pdf</p> <p>Recess and Lunch Plan Details.pdf</p>	<p>Done</p>	<p>8/18/2020</p>

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

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and admin. assistant will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in.

If a visitor is permitted to enter the school, they must wear a mask and sanitize their hands upon entry. They will go straight to reception, review the visitor guidelines, and sign in using the school’s standard sign in sheet. Each visitor will then be escorted to their destination unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance daily. As per our regular school protocol, anytime a student leaves during the instructional day for any reason he or she must be signed out in the lobby. Any staff members leaving must sign out in the office. As in previous years, teachers will be expected to take attendance in PowerSchool before 8:20 each morning. If a child arrives late or leaves early, updates will need to be made.

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To reduce congestion during morning drop off, students driven to school by family whose surnames begin with A-L will be dropped off at the drop off zone near the side entrance to the school (adjacent to where the outdoor games are painted on the pavement) and will enter the grade 3-5 English Prime side door. Those with surnames M-Z who are driven by family will be dropped off at the drop off zone near the gymnasium and will enter the side gymnasium door. Those who arrive via school bus will enter the main doors. Students will proceed directly to their classrooms wearing masks and will hand sanitize prior to entering class.

Poster about how to book an appointment posted on main doors and shared with parents electronically

Continue to use daily log in book (with dates, time and nature of visit) in reception area for any visitors to the building (guest teachers, visiting professionals, district personnel).

All full-time staff will enter and leave the building through the main front doors. Classes will enter/exit designated door based on the location of the classes and playground pod. Please see attached.

Oct. 2020:

- Addition of 9 EAs to assist with physical distancing with morning drop off and in hallways.
- A second drop off location has been added for students with the surname beginning with A-L. The purpose was to reduce congestion and increase safety for students.
- Entry door for drop off zone #2 has changed from the gymnasium to an alternate door in the lower hallway. The purpose of this change was to ensure that water/snow was not entering the gymnasium during inclement weather.
- After consultation with our Healthy Learners nurses we have eliminated the need for students to hand sanitize prior to entering the building. Effective, Monday, Oct. 26th they will only sanitize prior to entering the classroom.

November 2020

- Due to our transition to the Orange phase, we have no outside visitors. The school is only accessible by students, staff, and district personnel. All meetings with parents and outside agencies occur via Teams.

December 2020

As we transitioned back to the yellow phase, limited guests with masks are permitted (ie. tour for new family)

January 2021

- Due to our transition to the Orange phase again, we have no outside visitors. The school is only accessible by students, staff, and district personnel. All meetings with parents and outside agencies occur via Teams.

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March 2021

As we transition back to yellow, limited guests with masks are permitted. Meetings are still taking place via Microsoft Teams.

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 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>Parents will screen their children daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	Done	8/19/2020
<p>Create a self-isolation space. Isolate people who are symptomatic (present with 2 or more symptoms) 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>	Done	8/18/2020

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

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

Screening Tool posted on main entrance doors and in reception area and reviewed with staff, supply teachers and any other guests.

Self-Isolation Space: large vestibule leading to modular classrooms (doors on both sides). Modular classes are not in use during the day as they are used exclusively for our afterschool program.

January 21, 2021

There will be active screening prior to entry into the school for all school personnel. Parents must screen their children EVERY DAY before sending them to school and must keep them home if they have ONE symptom or more. Students and school personnel are not permitted inside the school building if they have ONE symptom or more. If a school personnel or a student has ONE symptom they MUST self-isolate and register for a test online by clicking 'Get tested' on the GNB Coronavirus website, calling Tele-Care 811 or by contacting your primary health-care provider.

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			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → Classroom (no distancing required as they are in their bubble), staff rooms, coat/boot areas, conference room, washrooms, → 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>Done</p>	<p>8/19/2020</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>Done</p>	<p>8/19/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>8/19/2020</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>Covid Screening Tool</p> <p>Social Distancing Signage</p>	<p>Done</p>	<p>8/17/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.</p> <p>*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.</p>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/17/2020</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.	Map with Exits and Traffic Flow.pdf	Done	8/24/2020
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

- Classrooms- No physical distancing will be required in classrooms as those students will be in their bubbles.
- Library, Guidance Room, School Intervention Room (Mrs. Buckley) and Sensory Room have all been modified to allow proper physical distancing and extra furniture has been removed.
- Staff Room - limit of 8 with seating for 6- signage has been posted.
- Conference Room- limit of 8 people. Signage posted. Staff will wear masks (unless speaking) during meetings even when they can socially distance.
- Library (if used for meetings) – limit of 14. Signage posted. Staff will wear masks (unless speaking) during meetings even when they can socially distance.
- Student washrooms – limited number of people based on size of washroom and number of stalls, signage posted at doorway. There will be green/red signage at bathroom entries that will be flipped to green when non occupied and flipped to red when occupied. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in washrooms if not going as a bubble. A video demonstrating this is attached in the “Communication” section of this plan
- Staff washrooms- assigned by classroom location. Signage posted
- Stairway – Has been modified to allow one-way direction traffic. Signage and arrows posted.
- Hallway – Directional arrows used
- Reception/Main Office-No entrance Permitted- Office Staff only. Signage Posted. Reception area has been equipped with a plexiglass barrier as a safety precaution.
- Assemblies will occur virtually or outside
- Evacuation Drills – Muster points will be staggered so physical distancing can be maintained when outside of the school.
- School Map – See link to sample map that shows assigned entrances, and direction flow of the school.

November 2020

- Staffroom is for eating only (6 people max). Coffee maker, microwave and fridge have been relocated to another location which has the capacity of one person at a time.
- Many teachers have rearranged furniture to ensure space while students eat (without masks) and to allow them to have their own space for working quietly.

December 2020

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- Classroom furniture reconfigured to allow for group seating (group work) within bubbles

January 2021

- Staffroom is for eating only (6 people max). Coffee maker, microwave and fridge have been relocated to another location which has the capacity of one person at a time.
- Many teachers have rearranged furniture to ensure space while students eat (without masks) and to allow them to have their own space for working quietly.

January 20, 2021

- EST-R (resource teachers) are minimizing in class support during the Red phase as they support numerous classrooms. Instead, they are seeing individuals and small groups for intervention/quick bursts in an alternate location.
- During the Red level, meeting rooms, kitchens, break rooms and other common areas will not be used for in-person gatherings. Staff can use kitchen areas to make their coffee or tea, warm up their meal etc. but must go back to their personal workspace to eat. Teachers will eat in their classrooms/ offices and support staff will eat in assigned lunch spaces (with staggered break and lunch times). The only room where more than one support staff member will eat at the same time is the library with tables placed in the four corners of the room separated a great distance from each other.
- All meetings will take place virtually.
- Sensory room/ Zones of Regulation rooms will be used for one student at a time only. Students will be encouraged have their 'green' and sensory breaks in their classrooms.

March 2021

As we transition back to yellow, there will not be any physical distancing within classroom bubbles. Library, Guidance Room, School Intervention Room (Mrs. Buckley) and Sensory Room have all been modified to allow proper physical distancing and extra furniture has been removed. Staff room can be used again with a limit of 8 with seating for 6. Staff are encouraged to use coffee maker, microwave and extra fridge in the kitchen to reduce staffroom usage.

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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 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, lunch, etc., to promote physical distancing and respect student groupings.	District OHS Coordinator (Guidance) Refer to Return to School 2020 Document Pg. 13, 14, 15 Recess and Lunch Plan Details.pdf Pod #1 Master Schedule Pod #2 Master Schedule Pod #3 Master Schedule	Done	8/24/2020

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

School wide schedule is staggered with each class being part of one of three Pods.

Classes are organized into playground pods, door groupings and play zones to respect student groupings and to promote physical distancing for outdoor play time. Details attached.

Staggered dismissal by door grouping at the end of the day to ensure social distancing between classroom bubbles.

Phys. Ed:

Physical education classes will take place in either a safe outdoor space or in the gymnasium with health and safety measures followed.

As much as possible, gym equipment will be organized in large containers by class bubble to reduce the need for sharing. Any shared equipment, though, will be cleaned and disinfected after each use by students (grade 3-5), with assistance and supervision of the physical education teacher. Cleaning and disinfecting will be done by phys. Ed teacher for our K-2 students.

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When physical education classes take place inside, the gym will be physically divided in half for double classes using a large curtain for physical distancing purposes. Double classes in the gym will have assigned entrance and exit doors. To ensure that the group exiting the specialty class (phys. Ed and/or music) does not interact with classes entering, designated waiting areas have been established outside the gymnasium.

Any intramural activities that occur will happen within class grouping.

Music: Wind instruments (recorder) and singing softly will be permitted provided that the duration of these activities is 30 minutes or less and that health and safety measures are applied (physical distancing, increased cleaning, and disinfection). Students will participate in the music class within their class grouping and maintain a physical distance of two (2) metres from other groups. Proper hand sanitization is required before entering and leaving the music classroom. Students should not be arranged so that they are directly facing each other.

Music materials can be used by all students in the bubble grouping (class) but should be cleaned and disinfected at the end of the day. For materials shared between class groups, the musical equipment must be cleaned and disinfected by the students under the supervision of the music educator before another class can use it. If it cannot be cleaned and disinfected, the material in question will not be available for common use.

Markings and general signage will be used to indicate where students can sit, stand and participate.

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 K Cleaning and Disinfection Schedule.pdf Refer to WHMIS Overview Document	Done	8/17/2020

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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	8/17/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	In Progress	8/17/2020
Implement Outbreak Management Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix K- Outbreak Management.pdf	Done	8/17/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/18/2020

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

Hand cleaning posters have been posted in all washrooms.

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

Masks are required when using washrooms when not in bubbles accompanied by teacher.

Buses will be cleaned as per the Bus Cleaning Protocol.

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

In the event of an outbreak, we will ensure we are following the Outbreak Management Protocol in Appendix K.

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Windows will be open whenever possible and issues with ventilation will be reported to our facilities team to fix.

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	8/19/2020
<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	8/19/2020

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<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>	<p>Done</p>	<p>8/19/2020</p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	<p>Done</p>	<p>8/19/2020</p>
<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</p> <p>Community Mask Poster</p>	<p>Done</p>	<p>8/19/2020</p>

Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

Administrators will review hand hygiene guidelines with staff at our start up meeting.

Teachers will review handwashing, sneezing and coughing etiquette with students. Students will be reminded not to touch their face (nose, eyes, mouth).

Handwashing signs are posted. Younger children will be monitored to ensure they are correctly washing their hands.

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 bubble and must remain on until they re-enter a classroom.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

A supply of 362 Cleaner/Disinfectant will be available. 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.

January 20, 2021

- All staff members will sanitize hands upon entry to the building each morning (instead of once they arrive at their classroom/work place)

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.

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			

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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	In Progress	8/18/2020
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	8/18/2020
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:		In Progress	8/19/2020
Hand protection (gloves)	OHS Guide-PPE	In Progress	8/19/2020
Eye protection (safety glasses, goggles)	PPE Poster	In Progress	8/19/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	8/19/2020
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	8/19/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Reception area will have a plexiglass barrier.

Every teacher will have a face shield available. Plexiglass will be available upon request and approval.

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 outside of classroom bubble. 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 have 2 or more symptoms of Covid-19 at the school will be provided with a medical mask to wear. Medical masks are one time use.

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

A supply of masks will be available for students or staff who forget them.

November 2020

While in the orange phase, masks are worn by staff and students at all times except when eating, working silently at individual workspaces or doing intense physical activity.

More staff members are choosing to wear face shields with their masks for added protection.

December 2020

As we transition back to the yellow phase, staff will continue to wear their community masks when outside their class bubble and when in hallways and common areas

January 2021

While in the orange phase, masks are worn by staff and students at all times except when eating, working silently at individual workspaces or doing intense physical activity.

Some staff members are choosing to wear face shields with their masks for added protection.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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Students are required to wear a mask on a school bus, even when sitting alone or with a member of the same household. They are required to wear a mask at all times at school, including outside. Exceptions are when students are sitting at a desk working silently or eating. They will be required to wear a mask during physical education class. Staff are required to wear a mask at all times at school, including outside. Exceptions are when they are eating or sitting alone in their closed office or classroom.

March 2021

As we transition back to yellow, no masks are required while in classroom bubbles or while traveling together as a classroom bubbles. Adults (teachers and EAs) must wear masks while traveling in hallways with their bubble as they may encounter a student outside their bubble who needs assistance. Educational Assistants who work in more than one classroom must wear their masks.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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	In Progress	8/19/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	8/20/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	In Progress	8/20/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	In Progress	8/20/2020
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	In Progress	8/20/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	In Progress	8/20/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	N/A	8/20/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

We have reviewed the Orientation with all 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.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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> <p>Appendix K- Outbreak Management.pdf</p>	In Progress	8/20/2020
<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>	In Progress	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

On August 31st we will review the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders will be aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

January 20, 2021

- If there is a confirmed case in our school, it will be closed to students for 3 consecutive days, including weekends, to allow for contact tracing and cleaning. Students will not be permitted to attend an early learning and childcare facility during these 3 days. During these three days, teachers will support students' learning at home by various means (online teaching, materials, contact by various means, etc.). All school personnel will be required to get COVID-19 testing.

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			

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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 www.homeweb.ca <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 Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	In Progress	8/20/2020
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Mental Health Notes: *Describe how mental health resources will be communicated to staff.*

On August 31st we will share mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			

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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	9/30/2020
External Organizations operating within school (Obtain a copy of their Operational Plan)		Done	8/20/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	In Progress	8/20/2020
Site specific considerations			

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

Breakfast and snack programs will continue uninterrupted to ensure food security.

Discussions are ongoing with our Home and School committee regarding our Healthy Lunch Program. It will prove more challenging this year as we will have three staggered outdoor playtimes with students eating at different times. Delivery of food to classes will be more complex as we will not be using student leaders due to bubbling. Preparing fruit and vegetable portions onsite to ensure complete meals will not occur as it has been done by students.

Go Go Gymrichment currently runs an afterschool program on site. They have three designated spaces- two modular classrooms (available for primary dismissal) and the gymnasium (after upper elementary dismissal). They have all of their own supplies (games, craft material, gym equipment etc) and have a detailed cleaning protocol. A copy of their operational plan has been shared with us and we have scheduled a meeting with them to review our plan.

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

October 2020

A plan has been created in conjunction with Home and School to offer a Healthy Lunch Program 3 times a week. This plan will ensure all COVID-19 Healthy & Safety protocols are followed when food is being prepared and delivered to students.

November 2020

Our holiday tradition of giving back to those less fortunate in our community is continuing this year. We will be collecting new toys and new children's socks for Hestia House from Monday, Dec. 7th to Monday, Dec. 14th. Following COVID guidelines, all toys will be sanitized as they come in and will be set aside for 72 hrs. before delivery on Friday morning, Dec. 18th. Toys and socks will be brought in by students only as access to our school is limited to students, staff and district personnel.