

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	Hampton Elementary School
Principal (Signature)	Sarah Blanchard
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.**

Sarah Blanchard	October 6, 2020	Sarah Blanchard	February 15, 2021
_____ Name (<i>October Review</i>)	_____ Date	_____ Name (<i>February Review</i>)	_____ Date
Sarah Blanchard	November 2, 2020	Sarah Blanchard	March 18, 2021
_____ Name (<i>November Review</i>)	_____ Date	_____ Name (<i>March Review</i>)	_____ Date
Sarah Blanchard	January 12, 2021	Sarah Blanchard	April 14, 2021
_____ Name (<i>December Review</i>)	_____ Date	_____ Name (<i>April Review</i>)	_____ Date
Sarah Blanchard	January 12, 2021	Sarah Blanchard	May 12, 2021
_____ Name (<i>January Review</i>)	_____ Date	_____ Name (<i>May Review</i>)	_____ Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
5, 7, 10	October 6
5, 14	November 2
4, 5, 6, 7, 9, 10	January 12
4, 5, 6, 7, 9, 10	February 15
2, 3, 4, 5, 6, 8, 9, 10	March 18
2, 3, 4, 5, 6, 8, 9, 10	April 14
2, 3, 4, 5, 6, 8, 9, 10	May 12

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

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



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

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

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

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

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

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

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

Core leadership Team met August 2020 along with Administration to establish the H.E.S. Operational Plan.

Our school provided Orientations to all staff and students using the Powerpoint Orientation documents created by the District. We spent the morning of August 31st to thoroughly explain the Operational Plan. (Training Attendance Sheets will be maintained at the office.) Students attended school according to a staggered entry with 1/3rd of students coming each day. During this time, teachers will explain and practice the safety protocols and procedures as per our Operational Plan.

Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review. Our Administrative Assistant will review the guidelines with any visitors upon entry to the school.

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COVID-19 Visitor
Guidelines.docx

Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 21st, 2020 with the Operational Plan being posted Thursday, Sept. 3rd. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website – <http://hampton-elementary.nbed.nb.ca/>



HES 2020-2021 Start
Up Information for Fa

ORANGE PHASE UPDATES (Jan 2021): District (ASD-S) will communicate to families all changes to Provincial information via the school messenger system. The School will continue to send weekly Friday updates via phone/email through School Messenger. During Orange Phase, the school is not open to visitors unless by appointment and special request. All meetings including non-school personnel are to occur virtually.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	8/19/2020

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

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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. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.



HES COVID-19 Risk
Assessment.pdf

Orange Phase Updates (Jan 2021): As per NB Recovery level, masks are mandatory in indoor public spaces as well as in outdoor public spaces when physical distancing cannot be maintained. Schools are open with stricter measures in place, such as wearing masks continuously unless eating, drinking, sitting quietly or engaged in vigorous physical activity.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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 Refer to Poster	Done	8/19/2020

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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 - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	<p>In Progress</p>	<p>8/19/2020</p>
<p>Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.</p>	<p>Refer to Return to School 2020 Document – Appendix F</p>	<p>N/A</p>	<p>N/A</p>
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p>Refer to Return to School 2020 Document Pg. 5</p>	<p>Done</p>	<p>8/19/2020</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 or call the school ahead of time.

People dropping items off at the school will “buzz” into reception, and reception 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 will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school. Staff will inform Administration and Administrative Assistant of any planned appointments.

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We will take student and staff attendance daily and anytime a student or staff leaves for the day for any reason they must sign out at reception. Cleaning protocol for pens is posted at school sign in station.

Designated doors are assigned to each classroom to minimize multiple classrooms interacting in different ways. **See school maps document of entrance and exit doors for each class below:** (available by request)

Students will wear a community face mask when exiting car/bus. Physical Distancing must be maintained when entering/exiting the school. Staff will be on duty at the front doors and each wing of the school to supervise students as they arrive. Students will proceed directly to their homeroom classroom where they will sanitize/wash their hands. Dismissal: Students will be dismissed from their class through their respective doors. Students will wear their community mask while leaving the school to board the bus. Students will walk directly to the bus.

Orange Phase Updates (Jan 2021): No unplanned visits are permitted. Please call 832-6021 to arrange an appointment. Guests picking up children should include a note to the child’s teacher, buzz into the office upon arrival and the child will be sent out to the family member. For additional guidelines, please review the [“Changes in Directives for Early Learning and Childcare Facilities and Schools – December 2020 – Alert level: Orange”](#)

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 – SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves. If there are 2 or more symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	In Progress	8/24/2020

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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>8/19/2020</p>
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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, they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day.

Prior to leaving for work, staff are to self-monitor for symptoms and ensure that they abide by protocols put out by GNB and Worksafe NB. **Please see attached self-monitor/screening sheet. When arriving at school, staff will enter the main doors, where they will stop at the covid-19 prevention table and use the hand sanitizer (if hands are visibly dirty, wash with soap and water).**

Students and/or staff with two or more symptoms of COVID-19 should STAY HOME or GO HOME if while at school.

If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask if they do not have one), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) The Isolation room (music room near front office) must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

Orange Phase Updates (Jan 2021): Students and Staff will be wearing masks at all times. If a child or staff member feels they are becoming symptomatic while at school, they will immediately self-isolate and follow the directions of 811.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> . Itinerant professional information in Return to School 2020 Document pg. 18 Refer to Chartwells Operational Plan	In Progress	8/24/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	In Progress	8/24/2020
Evaluate options to reduce the number of people required onsite.		Done	8/24/2020
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.	Refer to sample signage	In Progress	8/19/2020

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<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>Click or tap to enter a date.</p>
<p>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.</p>	<p>District Facilities (Maps)</p>	<p>Done</p>	<p>8/19/2020</p>

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

Classrooms – Bubbles will be maintained. Classrooms are laid out to allow for wider spacing between desks. Furniture is minimized to what is necessary and extra furniture removed.

Library –Guidance will continue to use the library to meet with students individual with the appropriate cleaning protocol (wiping areas touched) after each meeting. Classes will visit the library on Tuesday or Friday for a 20 minute grab and go check out time. Limited volunteers (same person for each class, maintaining 2 m of physical distancing and wearing a mask the whole time.

Staff Room (limit of 6) – signage has been posted regarding 2 meters of physical distancing while eating since can't wear a mask. Space used must be cleaned by staff member after use with the spray bottles provided.

Washrooms – limited number of classrooms and people using each bathroom. Signage posted at doorway. 4 classrooms assigned to each set of male and female washrooms. Laminated signage will be cleaned regularly throughout the day. Masks must be worn walking to and from and in washrooms by students and staff.

Movement to and from bathrooms - If a student has requested to go to the bathroom, the student is to wear a mask. All students will maintain physical distancing wherever possible. All students using the washroom/washing hands are to wear a mask.

Hallway – Directional arrows are placed as close to the walls on either side of the hallway to separate people in hallways. Arrows posted.

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

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Assemblies/Large Group activities – will be held virtually unless in small group in which the gym with 2 meter physical distancing measures in place and limited number of students at a time. **No large group assemblies have taken place up to this point (Jan 2021)

Music and Phys. Ed Class transitions - To decrease the traffic and decrease the chances of putting physical distancing at risk, Music and Phys. Ed transitions will be different than that of previous years. Music will be taught outside or in the homeroom classroom when the weather is poor. Phys. Ed classes will be asked to line up at one set of doors and exit via a separate door. The Phys Ed teacher will return their classes to the homeroom location and then pick up their next class. Phys. Ed classes are encouraged to take place outdoors and students are asked to dress appropriately for all kinds of weather.

Sending students to the office- There will be limited access to the front lobby and limited opportunities for children to visit the office for discipline or seek assistance for injuries. **Please see attached document “Discipline Policy with examples”.** This will be communicated to all staff, and students.



HES Discipline Policy
COVID examples.pdf

Evacuation Drills – We will stagger the locations of our Muster Points so physical distancing can be maintained when outside of the school. Each classroom will have the specific location of their muster point in an Emergency Evacuation folder next to the classroom door.

School Map – See link to maps in section 4 showing assigned entrances, and directional flow of the school.

Entering and Exiting School – All students will wear a community mask when entering and exiting the school

Staff Guidelines for Physical Distancing – Please see **attached staff document HES Safe Return to Work Plan Staff** for details regarding physical distancing during the school day

Visitors – Visitors must wear masks at all times and follow office protocol including physical distancing and sanitizing.



HES Safe Return to
Work Staff Plan Augus

Orange Phase Updates (Jan 2021): Within classrooms, teachers are to space desks as far away as possible to allow for students to be able to remove their masks while working quietly at their desks. We are working to minimize traffic in the hallways (ie: no walk breaks

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around the school), only 2-3 students in the hallway at a time per class (students should grab their items and dress in the classroom). Exemptions may exist for students on specialized plans as well as student leaders completing tasks for the week. Hot spots such as staff rooms are labelled as such and reduced to only 3 persons at a time. In addition, quiet areas such as the resource room, smaller kitchen area, smaller guidance office area and art room are available for one person to have lunch.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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. Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/19/2020

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

Students - Classroom bubbles have been assigned to a door for entrance/exit to and from the building. Teachers will be meeting the students outside to review protocol for entering and exiting building to begin the student's day. Students will use these assigned entrances/exits for early entry, outdoor time, and leaving for the end of the day. Please see assigned door map for clarification.

Lunch Recess (Play time) - Recess times will be staggered with different areas for different classes. Each class has their own assigned outdoor equipment. Classes will be assigned a certain area to play outside for them to stay within their classroom bubble. There will be two recess' with no more than 8 classrooms outside at a time and two noon hour recess with no more than 8 classrooms outside at a time. **See maps for designated play areas for each wing of our school.**

Coat Areas - In coat areas where students cannot physically distance from another class bubble, children will enter directly into their classroom with their clothing and school bags on when they enter the school and then go to their coat hooks when there is no other class in the hallway.

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They should take items into their classroom at end of day and get ready to leave in their classroom. Teachers must supervise this at end of day to ensure physical distancing and lack of congestion in hallway.

Recess and Lunch transition procedures - Students are to leave the classroom bubbles in groups of a maximum of 4 to retrieve items needed for snack and for exiting building for playing outside. Students are to get ready in the classroom. Once finished getting ready, students are to line up in their classrooms in preparation to leave the building. When the bell rings, teachers are to guide their students out their assigned doors to ensure that physical distancing is maintained.

Snack time - Snack Time is held each day from 10:30-10:45. Students will follow the handwashing procedures listed below.

- **Classrooms without sinks:** Ensure there is no one in the bathroom. Send a max of 2 at a time to the bathroom to follow handwashing procedures. These students are to wear a mask in the hallway to ensure they do not encounter students from other classroom bubbles. After they are finished, repeat the process until all students in the classroom bubble have gone through the handwashing procedure. They are to retrieve snacks/lunches on the way back to the classroom. Students are to retrieve their lunch bag/ water bottle with a max of 5 students entering the coat area/hallway to retrieve their things.
- **Classrooms with sinks:** Students will be sent to the sink in the classroom. They are to follow the handwashing poster that is posted above the sink. Once they have completed this, then they are to go directly to their seats without touching anything. They may then have their snack at their seat.

Morning Physical Activity Break – Each classroom teacher will schedule a morning physical activity break. This could be a outside activity such as a trail walk, play in zone, or other activity or it may be an indoor activity such as yoga or brain breaks.

Transition from the building to outside (lunch) - All students will be guided by their teacher out to their assigned spots on the playground. Teachers are then to pick up their class at the class bubbles' pre-chosen designated spot outside for re-entry.

Transition into the building from outside play (lunch) - Teachers are to pick up their classroom from the designated area (to be decided by teachers) and escort their class into the building by using their assigned classroom door. Students must immediately wash/sanitize their hands.

- **(Classroom without sinks)** - Students are to go to their assigned bathroom with their classroom bubble. One bubble is allowed in the bathroom at a time. Each classroom bubble will have to wait until each bubble is through the bathroom before allowing their students to enter the bathroom or coat area. If a student is sent on their own to the bathroom, they are to wear a mask in case there is a student from another bubble in the bathroom or in the coat area.

Recycling/Student Leader Jobs – Students selected for these jobs will be from the same class on a rotational basis and be supervised to ensure appropriate protocol is being followed. Students will wash/sanitize hands before putting gloves on and after they are removed. Students will wear masks while collecting bins in the hallways, outside of classes. Glove education video:

<https://www.youtube.com/watch?v=FnjyUiataxA&feature=youtu.be>

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Parking lot drop off and bus drop off- Families are encouraged to use the Town of Hampton Community Centre designated drop off for students to avoid the congestion of traffic along School Street. Alternatively, families may drop off students in the drop off lane as seen on our school maps at either the Hawks Nest playground (for Grades 4 and 5) or the Hawks Eye side of the building (Grades 2 and 3). Students will then enter the school through their assigned door. Physical Distancing must be maintained when entering/exiting the school and students are required to wear masks.

Lunch Time- Students will eat in their classrooms either from 12:15-12:40 or from 12:45-1:10. Students will perform hand hygiene before and after eating their lunch.

Hallway Congestion- Physed teachers will drop off and pick up students for their classes to limit the number of students walking in the hallways at one time causing a traffic problem to move through the school safely. Music teacher will travel to classrooms.

Library- To decrease traffic flow in the building and congestion in the hallways we will not be using the school library. Teachers may choose to sign out a series of books and make these available for their class on a rotational basis.

Staggered Return to School - We will be limiting the number of students attending school for the first two days. [See attached schedule below](#)



HES Staggered entry
first week back .docx

Orange Phase Updates (Jan 2021): On the Grade 4/5 side of the building, when a teacher deems the “Hill zone” is unacceptable due to ice, this zone will be relocated to the back of the school.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			

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<p>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.</p>	<p>Refer to Return to School 2020 Document – Appendix G</p> <p>Refer to Table – Make specific for your school</p> <p>Refer to WHMIS Overview Document</p>	<p>Done</p>	<p>8/19/2020</p>
<p>Washrooms:</p> <ul style="list-style-type: none"> → 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. 	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>8/19/2020</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p>N/A</p>	<p>Click or tap to enter a date.</p>
<p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p>Done</p>	<p>8/19/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>8/19/2020</p>

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 check three times per day to ensure washrooms are adequately stocked up with soap, paper towels, etc.

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Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

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

In the event of an outbreak, we will ensure proper areas are cleaned as per Appendix K – Outbreak Management Document.



HES Cleaning and
Disinfection Schedule.

Orange Phase Updates (Jan 2021): Increased cleaning and disinfection is required. Staff are required to sanitize after themselves at all touch points in the staff room including fridge door, coffee machine, microwaves etc.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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>	In Progress	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>		In Progress	8/19/2020
<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>	In Progress	8/19/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/19/2020

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/19/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

Hand cleaning posters have been posted in all washrooms.

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

Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher. Hand sanitizer will be place in the front lobby and the staff room. Hand washing will take place before eating. Hand sanitizing will take place ever time entering classroom. Hands will be sanitized before going out for recess or going to Phys. Ed.

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

Orange Phase Updates (Jan 2021): Masks are to be worn at all times unless unless eating, drinking or working quietly at desk.

Table 1

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> 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 <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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	In Progress	Click or tap to enter a date.
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	8/19/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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	Click or tap to enter a date.
Hand protection (gloves)	OHS Guide-PPE PPE Poster District Student Support Services	In Progress	Click or tap to enter a date.
Eye protection (safety glasses, goggles)		In Progress	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)		In Progress	Click or tap to enter a date.
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	In Progress	Click or tap to enter a date.

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

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

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

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

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

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

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

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

Orange Phase Updates (Jan 2021): Additional PPE supplies received and available for staff use as requested including back up masks for students and staff, gowns, personal shields for anyone who needs a replacement and wipes for disinfecting.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	Click or tap to enter a date.
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	Click or tap to enter a date.
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	Choose an item.	Click or tap to enter a date.
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	Click or tap to enter a date.
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress	Click or tap to enter a date.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	8/19/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/19/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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.	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	Done	8/19/2020

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

We have shared 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.


****See HES Safe Return to Work Staff Plan file above**

EST-Guidance or access to C&Y will be provided for students depending on their level of need to provide mental health support. Resources will be made available to teachers by the EST-G to support students mental health needs when and if needed.

Orange Phase Updates (Jan 2021): Staff memo Jan. 8th focused on mental health support for staff and reiterated the external services available for support.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	N/A	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	<p>Go Go After School Program Operational Plan</p>  <p>Go-Go Group Inc. Operational Plan</p> <p>HALL Preschool Program Operational Plan</p>  <p>HALL Playtime Learners Preschool fir</p>	In Progress	Click or tap to enter a date.

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Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	In Progress	Click or tap to enter a date.
Site Specific Considerations: <ul style="list-style-type: none"> • Music • Phys Ed • Skating (not in Orange Phase) 	<p style="color: red;">1-Pagers will also be available for – music, sports, community use of schools, laptop assistance, international students.</p> <div style="text-align: center;">  One Pager - Admin Assistants.pdf </div>	Choose an item.	Click or tap to enter a date.

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

There will be no milk offered this year. Hot lunch Pizza will be offered on Friday's and the office will distribute directly to classes with two disposable gloves for the teacher to distribute slices to students.

We have turned off all fountains and will only be using bottle fillers. Students are encouraged to bring their water bottle already filled from home to begin the day. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.

History of Phase changes for 2020-2021 Saint John Zone 2:
 November 20-December 10 Orange
 December 11-January 5 Yellow
 January 6-19 Orange
 January 20-26 Red
 Jan 27-March 7 Orange
 March 8-present Yellow