



## **COVID-19 OPERATIONAL PLAN FOR SCHOOLS**

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

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

School Name Dr. A.T. Leatherbarrow Primary School

**Principal (Signature)**

School District Official (Signature)

**Plan Implementation Date**

Dr. A.T. Leatherbarrow Primary School

Risa Jardine  
Zae Watson  
August 31, 2020

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

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



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**Utilize this page to track your changes.**

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
5, 7, 10	August 31, 2020
5,14	November 1, 2020
4,5,6,7,9,10	November 23, 2020

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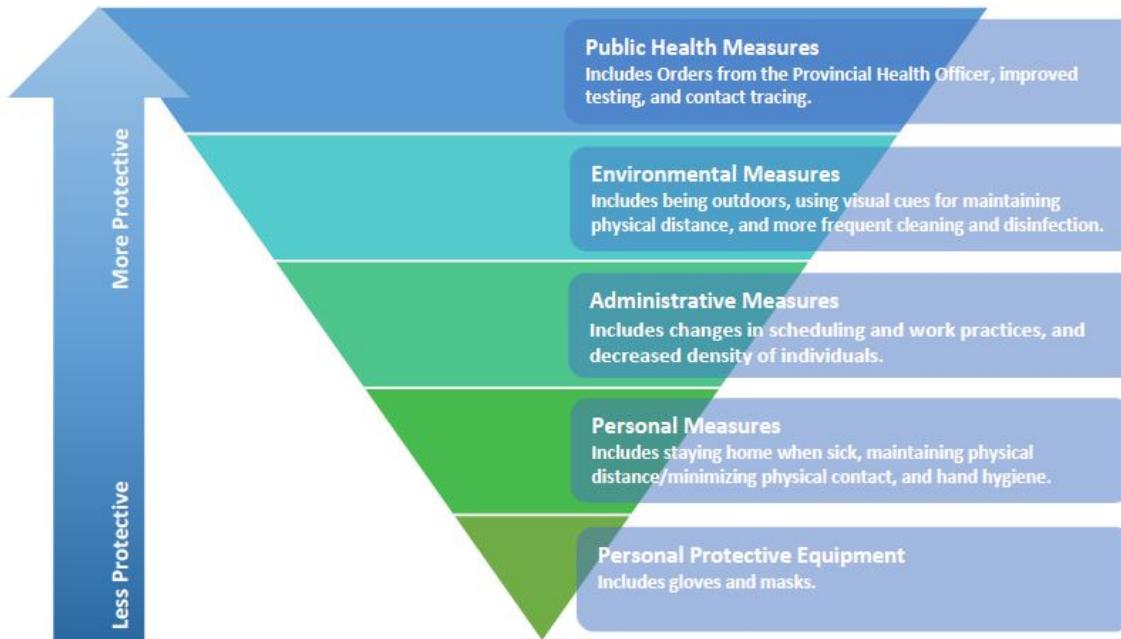
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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

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

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

Core Leadership team along with administration have met to establish Operational Plan.

Our school will provide Orientation to all staff on August 31<sup>st</sup>. Students will attend school according to a staggered entry with 1/3<sup>rd</sup> of students coming each day. During this time, teachers will teach and practice safety protocols and procedures as per our Operational Plan. The Operational Plan will be posted on our school website as well as a talkmail/email being sent home.

Link to Training Attendance Sheets

Our school has the “Visitor Guidelines” posted at Reception for all visitors to review. It will also be posted on our website. The administrative assistant will review the guidelines with any visitors upon entry to school.

Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 7<sup>th</sup>, 2020. Any changes that will apply to the students will be communicated to parents that they will be made available on the school website – <https://secure1.nbed.nb.ca/sites/ASD-S/1940/Pages/default.aspx>.

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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
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">DATL Risk Assessment Document</a>	Done	8/25/2020

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

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.

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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
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	Done	8/31/2020
Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.  Attendance is required on a daily basis for staff and students.  Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.  Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL	Use a visitor log - <a href="#">See sample visitor log.</a>  <a href="#">Refer to Administrative Assistant 1-Pager</a>	In Progress	9/8/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	N/A	
Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.  <i>*Keep in mind children walking, parent drop off, buses, etc. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i>	Refer to Return to School 2020 Document Pg. 5	Done	8/27/2020

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

Visitors to the school will not be let in at this time unless they are deemed essential or specialists. Anyone 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 recess) requiring each visitor arriving to stop and buzz in.

If a visitor is permitted to enter the school, they will go straight to office, review the visitor guidelines with the administrative assistant, and sign in using the district'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: Speech Language Pathologist. Each visitor must also sign out upon leaving the school. Staff will inform administrative assistant of any appointment.

We will take student and staff attendance on a daily basis. Any time a student or staff leaves for the day for any reason, they must sign out at reception.

Physical Distancing must be maintained when possible entering/exiting the school and masks must be worn.

Students will wear a mask in the bus/before exiting the car. They will enter the door and go directly to classroom. For dismissal, students will stay in classes. Buses will be called 2 at a time. Students will go straight to the bus through front doors or at top of ramp. Classes in the portable areas will coordinate times to get dressed for outside to ensure physical distancing.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 - SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Parents screen children daily before coming to school.</p>	<a href="#">Refer to Screening Tool</a> Refer to Return to School 2020 Document Pg. 9, 10	In Progress	9/3/2020

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<p>Create a self-isolation space. Isolation room will be “chill room”. 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><b>In Progress</b></p>	<p><b>9/8/2020</b></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 (with 2 or more symptoms), they must change from the community mask and put on a medical mask, and go home as soon as possible. Parents are required to screen children prior to entering the school and teachers will monitor throughout the day. Students will be encouraged to inform staff if feeling unwell. If a student becomes symptomatic (with 2 or more symptoms) while at school from their community mask and put on a medical mask (provided by school), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) The Isolation room (former Chill Room) must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ Classroom, gym, staff rooms, hallways, coat/boot areas, meeting rooms, washrooms, etc.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Furniture has been arranged to promote physical distancing in front lobby and staff room.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate (main area of school will have traffic only on blue lines with arrows indicating direction). Adults will be asked not to congregate in hallways.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.  Itinerant professional information in Return to School 2020 Document pg. 18</p>	<p><b>Done</b></p>	<p><b>8/27/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p><b>Not Started</b></p>	<p>Click or tap to enter a date.</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>N/A</b></p>	<p><b>8/25/2020</b></p>
<p>Evaluate the risk of individuals coming closer than two metres. Entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible.</p>	<p><a href="#"><u>Refer to sample signage</u></a></p>	<p><b>Done</b></p>	<p><b>8/27/2020</b></p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p><a href="#"><u>NB Reg 97-150</u></a></p>	<p><b>In Progress</b></p>	<p><b>9/18/2020</b></p>

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

Classrooms – Bubbles will be maintained as close to 15 students as possible. Students will be spread out as much as possible when eating.

Staff Room- 2 maximum at tables, 1 at photocopier, 1 at microwave – signage has been posted. There will be no eating in the staff room.

Guidance/Resource/Office – partitions have been ordered for these areas

Washrooms – Masks must be worn in shared washrooms at all times. Handwashing times will be scheduled for classes without a sink so only one class will be using them at a time. Urinals will be out of service. Handwashing will be scheduled to avoid more than one class in a bathroom at a time.

Hallway – Directional arrows on the blue lines to separate people is in place in hallways (walk on the right). Masks will be required in hallways. Classes travelling together will be scheduled to avoid meeting other bubbles.

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

Assemblies/Large Group activities – will be held in virtually/reassessed at a later date

Evacuation Drills – We will stagger the locations of our Muster Points so physical distancing can be maintained when outside of the school.

Library will be closed and reevaluated at a further time.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			

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School schedule modified to address transition times, break/recess, accessing coat hooks, lunch, etc., to promote physical distancing and respect student groupings.	Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/31/2020
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**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

There will be no scheduled morning recess. Teachers will be responsible for their own nutrition break and recess time. Lunch recess times will be staggered with different areas for each class: 2 groups will be on the field (each on half a field), one on equipment, sandboxes/Silas' Playhouse/Outdoor Class/bank of swings and one in woods. Each lunch rotation will have their own sandbox toys to be sanitized at the end of the week in preparation for new bubble the next week. Masks will be worn during recess.

For outdoor physical education and music classes, the classroom teacher will bring them outside either the door by the bathrooms or their own classroom door when applicable. The classes will enter the door by the Resource Room. If inside, students will enter the doors by the staff bathrooms and exit the doors by the main office.

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

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<p>Ensure a schedule of cleaning and disinfecting as per EECĐ 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><a href="#">Refer to Table DATL</a></p> <p><a href="#">Refer to WHMIS Overview Document</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>→ Equip with running tap water, liquid soap, paper towel, toilet paper, and garbage containers where needed.</li> <li>→ 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.</li> </ul>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p><b>In Progress</b></p>	<p><b>9/8/2020</b></p>
<p>Implement Outbreak Cleaning &amp; Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
<p>Abide by EECĐ Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>

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

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Masks are required when using washrooms.

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

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

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. Hand sanitizing will be required before and after using the photocopier.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.  Ensure hand-washing posters are posted in all washrooms by all sinks.	See <a href="#">Table 1</a>  Refer to Return to School 2020 Document Pg. 11, 12, 13  Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a>	In Progress	8/31/2020
Ensure availability of all necessary supplies for cleaning and disinfecting.  Custodial staff are responsible for monitoring supply levels and communicating with administrators when supplies are low.		In Progress	8/31/2020

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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><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</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><a href="#">Community Mask Poster</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>

**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 placed in the front lobby and staff room. Hand washing will take place before eating. Hand sanitizing will take place every time entering the classroom. Hands will be sanitized before going outside for recess or going to physical education.**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Table 1**

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			

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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).		In Progress	Click or tap to enter a date.
<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		In Progress	Click or tap to enter a date.
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	Done	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	N/A	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	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.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	In Progress	Click or tap to enter a date.

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

Masks must be worn at all times both inside and outside the school. The only exceptions for students are when they are eating (physically distanced as much as possible and talking kept to a minimum), working silently, or during physical education. The only exceptions for staff are during eating times or when in a closed class/office alone.

Every staff member will have a face shield available and is optional to wear. We will supply plexiglass “sneeze guards” as requested. Physical barriers will be place in Guidance, Resource, main office, as well as students with complex needs if needed.

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

A face shield is available for all staff 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 have 2 or more symptoms of Covid -19 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. Any students working on increasing their tolerance for wearing a mask, must have the goal stated in the Personalized Learning Plan. Physical distancing should be maintained as much as possible and anyone working closely with this student must wear a face shield and a mask.

We will have a supply of masks available for students or staff if needed.

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/31/2020
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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 of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Our school Joint Health & Safety committee along with our Core Leadership Team 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
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day. Teachers will watch students for symptoms and encourage them to disclose when they are not feeling well.</p>	<p><a href="#"><u>WorkSafeNB FAQ - Contact with someone tested/confirmed</u></a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	Click or tap to enter a date.
<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><a href="#"><u>WorkSafeNB FAQ</u></a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	Click or tap to enter a date.

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**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.

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
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### Section 14 - ADDITIONAL CONSIDERATIONS/OTHER

Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	In Progress	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		N/A	Click or tap to enter a date.
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Water Bottle Signs</a>	Done	Click or tap to enter a date.

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



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**There will be no milk until such time that there is someone who can distribute it safely.**

**We do not currently have any external organizations within our school.**

**We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed. Parents will be asked to provide a full water bottle and sent home every day to clean.**