

## 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.

|   |                                 |
|---|---------------------------------|
| <b>School Name</b>                          | Kennebecasis Valley High School |
| <b>Principal (Signature)</b>                | <i>JoEllen Jensen</i>           |
| <b>School District Official (Signature)</b> | Original signed by Zoe Watson   |
| <b>Plan Implementation Date</b>             | 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.**

|  |                  |  |               |
|--|------------------|--|---------------|
| <i>JoEllen Jensen</i>                    | October 2, 2020  |  |               |
| _____<br>Name ( <i>October Review</i> )  | _____<br>Date    | _____<br>Name ( <i>February Review</i> ) | _____<br>Date |
| JoEllen Jensen                           | November 4, 2020 |  |               |
| _____<br>Name ( <i>November Review</i> ) | _____<br>Date    | _____<br>Name ( <i>March Review</i> )    | _____<br>Date |
| JoEllen Jensen                           | December 1, 2020 |  |               |
| _____<br>Name ( <i>December Review</i> ) | _____<br>Date    | _____<br>Name ( <i>April Review</i> )    | _____<br>Date |
| JoEllen Jensen                           | January 11, 2020 |  |               |
| _____<br>Name ( <i>January Review</i> )  | _____<br>Date    | _____<br>Name ( <i>May Review</i> )      | _____<br>Date |



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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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>    | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 2 - COMMUNICATIONS</b>  |   |  |                  |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i> | <b>Done</b>  | <b>8/13/2020</b> |
| Communicate operational strategies, provided orientation to visitors.          | <a href="#">Refer to Visitor Guidelines</a>   | <b>Done</b>  | <b>8/19/2020</b> |
| Communicate operational strategies to parent/caregiver and school community.   | District Communications<br><br><a href="#">Refer to Guide for Parents and the Public</a>              | <b>Done</b>  | <b>8/19/2020</b> |

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

**Our school has provided Orientations to all principals/vice principals, staff, and students.**

**Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review.**

**Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 7th, 2020. 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. We will share weekly updates with families via School Messenger.**

**To help engage our students the Student Representative Council will be involved with the student orientation process.**

**Virtual welcome assembly for students.**

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| Action Items   | Resources<br><i>(Examples, Templates,<br/>Guidance Documents, Posters,<br/>Links, Reference Documents)</i> | Status<br><i>(Done, In<br/>Progress, Not<br/>Started, N/A)</i> | Date<br>Implemented |
|--|--|--|---------------------|
| <b>Section 3 - RISK ASSESSMENT</b>   |  |  |                     |
| Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure. | <a href="#">Link to Risk Assessment Document</a>   | <b>Done</b>  | <b>8/19/2020</b>    |

**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 (attached), 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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>                                  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 4 - BUILDING ACCESS</b>   |   |  |                  |
| Ensure controls are in place to prevent the public from freely accessing the operational school.   | Refer to Return to School 2020 Document Pg. 9<br><br><a href="#">Refer to Poster</a>  | <b>Done</b>  | <b>8/24/2020</b> |
| <p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p> | <p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p> | <b>Done</b>  | <b>8/17/2020</b> |
| Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.  | Refer to Return to School 2020 Document – Appendix F  | <b>Ongoing as seasons progress</b>                     | <b>8/17/2020</b> |
| <p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i><br/> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>   | Refer to Return to School 2020 Document Pg. 5   | <b>Done</b>  | <b>8/24/2020</b> |

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

**Hand sanitizer will be placed at front entrance.**

**Public Access**

- **Posted signage stating appointments are required for access. This will be communicated to families. For last-minute appointments, please call the office.**
- **Doors will be locked during operational hours, with a camera/buzz-in system monitored by admin assistants to admit visitors with appointments, in cases of people dropping off items, admin assistant will go to the door to retrieve the item (using a bin).**

**Controls for tracking**

- **Visitors will be required to sign into the log in the main office**
- **Aesop and PowerSchool will track attendance for staff and students and reflect students and staff who have left the building for extended periods of time.**

**Sports Teams**

- **AD will track the schedule and maintain team rosters**
- **Signs posted closing change rooms after school hours.**
- **During orange phase, practices on hold while cases in under 19 in our area.**

**School Start/Dismissal**

- **Students report to 1st period open classrooms. Students wait in cafeteria until 8:15. Seated. Supervised by EA.**
- **Students will wear masks at dismissal times, teachers will ensure students are wearing masks as they exit the classrooms**

| Action Items                 | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|------------------------------|--|--|------------------|
| <b>Section 5 - SCREENING</b> |  |  |                  |



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|   |   |                    |                         |
|---|---|--------------------|-------------------------|
| <p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>  | <p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p> | <p><b>Done</b></p> | <p><b>8/24/2020</b></p> |
| <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><b>Done</b></p> | <p><b>8/24/2020</b></p> |

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

**Communicate self-screening procedures to families and staff. Post up to date GNB Screening Posters at main entrance.**

- **Staff must self-monitor throughout the day and are aware that should they show 2 symptoms, 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. If a student shows 2 symptoms while at school they must put 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)**

**Self-Isolation space**

- **Nurse’s room will be available (conference room as back-up) Custodian will be notified when in use to prepare for sanitization.**

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| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|--|--|--|-------------------------------|
| <b>Section 6 - PHYSICAL DISTANCING</b>   |  |  |                               |
| Implement physical distancing protocols.<br>→ 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.<br>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.<br>→ Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible.<br>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.<br>→ Determine if installation of physical barriers, such as partitions, is feasible. | Refer to Return to School 2020 Document <i>various sections</i> .<br><br>Itinerant professional information in Return to School 2020 Document pg. 18<br><br><a href="#">Refer to Chartwells Operational Plan</a> | <b>In Progress</b>                                     | Click or tap to enter a date. |
| Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .   | Refer to Return to School 2020 Document Pg. 4  | <b>Done</b>  | Click or tap to enter a date. |
| Evaluate options to reduce the number of people required onsite.   |  | <b>Done</b>  | <b>8/24/2020</b>              |
| 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.  | <a href="#">Refer to sample signage</a>  | <b>Done</b>  | <b>8/24/2020</b>              |

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|  |                               |             |                               |
|--|-------------------------------|-------------|-------------------------------|
| <p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.<br/>         *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> | <a href="#">NB Reg 97-150</a> | <b>Done</b> | Click or tap to enter a date. |
| <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>   | District Facilities (Maps)    | <b>N/A</b>  | <b>8/17/2020</b>              |

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

**Implement Protocols**

- **One person only in elevators (2 people allowed if student requires assistance/ EA)**
- **Minimal locker use – by request only.**
- **Internal meetings will happen virtually through TEAMS or where physical distancing can be met (theatre.) During orange phase, all meetings will be virtual.**
- **Classrooms: Custodians will arrange seating to allow 1-metre physical distancing**
- **Washrooms: students will wear masks. Physical distance markers will be placed on floor. No loitering signage. Limits on bathroom capacity. 2 in small bathrooms. 3 in large bathrooms.**
- **Change rooms: practice 1m physical distancing and wear a mask. Closed after school.**
- **Cafeteria: space tables with two chairs per table, follow Chartwell’s operational plan.**
- **Staff room: remove upholstered furniture and arrange chairs/ tables for 2m physical distancing. Clean tables and chairs after use. Wipe down touch surfaces after use. Staffrooms closed for eating while in Orange level.**
- **Fitness Centre: rearrange equipment for 3m physical distancing and disinfect after use**
- **Physical Distance markers and plexiglass shields will be used in the main reception area**
- **Remove furniture from reception area**
- **Students and staff will wear masks during transition times (hallways). During orange level, students will wear masks at all times except while eating and participating in phys. ed. This includes outside.**

**Evacuation**

- **Off-site practice for different grades on different days**

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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>       | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 7 - TRANSITION TIMES</b>   |  |  |                  |
| Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.<br><br>Provide time for food preparation and mealtimes. | District OHS Coordinator <i>(Guidance)</i><br><br>Refer to Return to School 2020 Document Pg. 13, 14, 15 | <b>Done</b>  | <b>8/17/2020</b> |

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

- **Students will be instructed to keep right while in hallways**
- **Half of our student population in our large building allows for appropriate spacing during transition times, and many students leave campus during the noon hour. We will encourage people to eat outdoors.**
- **Students and staff are required to wear masks when outside the classroom.**

| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status<br><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 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><a href="#">Refer to Table – Make specific for your school</a></p> <p><a href="#">Refer to WHMIS Overview Document</a></p> | <p><b>In Progress</b></p> | <p>Click or tap to enter a date.</p> |
| <p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>→ Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed.</li> <li>→ Foot-operated door openers may be practical in some locations.</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>Done</b></p>        | <p><b>8/18/2020</b></p>              |
| <p>Implement Bus Cleaning Protocol</p>   | <p>Refer to Return to School 2020 Document – Appendix D</p>   | <p><b>Done</b></p>        | <p><b>8/18/2020</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>Done</b></p>        | <p><b>8/18/2020</b></p>              |
| <p>Abide by EECD Ventilation Guidelines</p>  | <p>Refer to Return to School 2020 Document Pg. 14</p>   | <p><b>Done</b></p>        | <p><b>8/18/2020</b></p>              |

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

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- Hand washing posters have been posted in all washrooms
- Custodians will maintain stock in washrooms and classrooms
- Students will be responsible for cleaning/disinfecting their chair, desk, and any equipment/materials after using.
- Students and staff will be instructed to wear masks in common areas. In orange phase, students and staff must wear masks at all times except while eating or participating in phys. ed.
- Buses will be cleaned as per the Bus Cleaning Protocol. During orange phase, students must wear masks at all times on busses.
- Cleaning of equipment will follow the Standard Cleaning & Disinfection Document
- We will report any issues with ventilation to our facilities team

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| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents,<br/>Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>   |   |  |                  |
| <p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>  | <p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management<br/><a href="#">Handwashing Poster</a></p> | <b>Done</b>  | <b>8/18/2020</b> |
| <p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>   |   | <b>Done</b>  | <b>8/24/2020</b> |
| <p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p> | <p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>  | <b>Done</b>  | <b>8/24/2020</b> |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>   | <p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>   | <b>Done</b>  | <b>8/24/2020</b> |

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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<br/><a href="#">Community Mask Poster</a></p> | <p><b>Done</b></p> | <p><b>8/24/2020</b></p> |
|--|---|--------------------|-------------------------|

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

- **Students are to use hand sanitizer upon entering each classroom**
- **Handwashing posters will be posted in bathrooms**
- **Communicate to staff, students, and families that personal hand sanitizer brought to school must be free of added scents**
- **Remind staff/students to wash hands frequently**
- **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.**
- **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. During orange phase, masks are to be worn at all times except when eating or during phys ed. This includes outside.**

**Table 1**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|---|--|--|-------------------------------|
| <b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>   |  |  |                               |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.<br><br><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<br><br>Itinerant professional information in Return to School 2020 Document pg. 18 | <b>In Progress</b>                                     | 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).   |  | <b>Done</b>  | <b>8/18/2020</b>              |

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| <b>Provide personal protective equipment – only for those situations that require it:</b>   |  |             |                  |
|---|--|-------------|------------------|
| Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>                  |  | <b>Done</b> | <b>8/18/2020</b> |
| Hand protection (gloves)  | <a href="#">OHS Guide-PPE</a>  | <b>Done</b> | <b>8/18/2020</b> |
| Eye protection (safety glasses, goggles)  | <a href="#">PPE Poster</a>   | <b>Done</b> | <b>8/18/2020</b> |
| Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )  | District Student Support Services  | <b>Done</b> | <b>8/18/2020</b> |
| Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | <a href="#">Health Canada information on non-medical masks and face coverings</a><br><br>Refer to Return to School 2020 Document – Appendix A<br><br><a href="#">Community Mask poster</a> | <b>Done</b> | <b>8/18/2020</b> |

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

- Every teacher will have a face shield available. Plexiglass “sneeze guards” will be provided 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 single-use medical mask to wear.
- A personal plan will be developed for students who can not wear a mask due to health conditions or other exceptionalities.
- We will have a supply of masks available for students or staff who forget them.
- We will provide PPE for those PLPs that require them

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents,<br/>Posters, Links, Reference Documents)</i> | Status<br><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><br><a href="#">Refer to Orientation</a>                         | <b>Done</b>  | <b>8/31/2020</b>              |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.                                       | <a href="#">Refer to Orientation</a>   | <b>Done</b>  | <b>8/31/2020</b>              |
| Provide staff the employee training on the work refusal process.   | <a href="#">Right to Refuse – Refer to Orientation</a>   | <b>Done</b>  | <b>8/31/2020</b>              |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.   | <a href="#">Refer to Orientation</a>   | <b>Done</b>  | <b>8/19/2020</b>              |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | <a href="#">Refer to Orientation</a>   | <b>Done</b>  | <b>8/31/2020</b>              |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.                                 | <a href="#">OHS Guide-JHSC</a>   | <b>In Progress</b>                                     | Click or tap to enter a date. |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.              | <a href="#">OHS Guide topic-Supervision</a>  | <b>Done</b>  | <b>8/31/2020</b>              |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|   |                    |      |           |
|---|--------------------|------|-----------|
| *School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | Done | 8/24/2020 |
|---|--------------------|------|-----------|

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

**Orientation and review of protocols/ procedures scheduled for August 31 at 9am.**

**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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 12 - OUTBREAK MANAGEMENT</b>  |   |  |                  |
| <p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>   | <p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p> | <b>Done</b>  | <b>8/31/2020</b> |
| <p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p> | <p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>   | <b>Done</b>  | <b>8/31/2020</b> |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>                  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|---|---|--|-------------------------------|
| <b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>   |   |  |                               |
| Ensure schools that provide food abide by applicable regulations.   | Return to School document Pg. 13, 14, 15<br><br><a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a> | <b>Done</b>  | <b>8/31/2020</b>              |
| External Organizations operating within school<br><i>(Obtain a copy of their Operational Plan)</i>                |   | Choose an item.  | Click or tap to enter a date. |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | <a href="#">Insert Water Bottle Signs</a>   | <b>Done</b>  | <b>8/31/2020</b>              |



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

|  |  |                        |                                      |
|--|--|------------------------|--------------------------------------|
| <p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> |  | <p>Choose an item.</p> | <p>Click or tap to enter a date.</p> |
|--|--|------------------------|--------------------------------------|

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

**We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.**

**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.**