

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 | Rothesay Park School |
| Principal (Signature) | Tammy Derrah |
| 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.**

| | | | |
|---|--|---------------------------------------|------------|
| Tammy Derrah <hr/> Name (<i>October Review</i>) | October 15 th , 2020 <hr/> Date | <hr/> Name (<i>February Review</i>) | <hr/> Date |
| Tammy Derrah <hr/> Name (<i>November Review</i>) | November 16 th , 2020 <hr/> Date | <hr/> Name (<i>March Review</i>) | <hr/> Date |
| Tammy Derrah <hr/> Name (<i>December Review</i>) | December 11, 2020 <hr/> Date | <hr/> Name (<i>April Review</i>) | <hr/> Date |
| Tammy Derrah <hr/> Name (<i>January Review</i>) | January 20, 2021 <hr/> Date | <hr/> Name (<i>May Review</i>) | <hr/> Date |

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Utilize this page to track your changes.

| Section(s) Updated - <i>(List the section numbers only)</i> | Date Updated |
|---|----------------------------------|
| All sections updated for Orange phase | December 11, 2020 |
| Section 2 | January 18 th , 2021 |
| All sections updated for Red Phase | December 20 th , 2021 |
| Section 2 | December 20 th , 2021 |
| Section 4 | December 20, 2021 |
| Section 5 | December 20 th , 2021 |
| Section 7 | December 20 th , 2021 |
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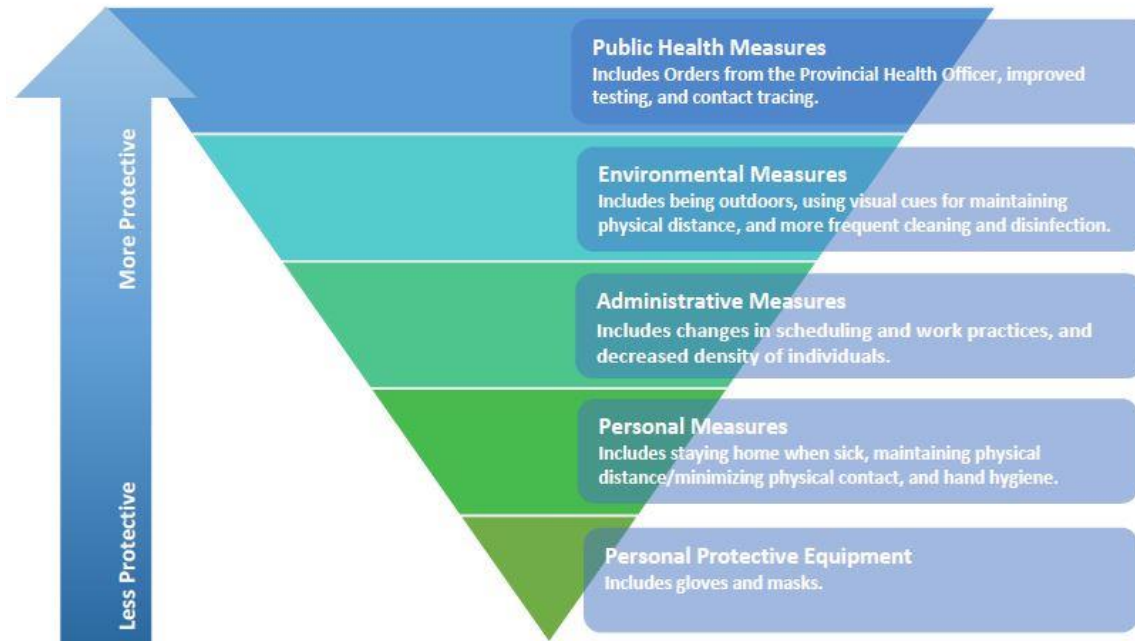
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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> | In Progress | 8/13/2020 |
| Communicate operational strategies, provided orientation to visitors. | Refer to Visitor Guidelines | In Progress | Click or tap to enter a date. |
| Communicate operational strategies to parent/caregiver and school community. | District Communications Refer to Guide for Parents and the Public | In Progress | Click or tap to enter a date. |

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. Link to Training Attendance Sheets

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

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Staff is required to let office know if they are leaving and if they are going anywhere other than to their home. Sign in sheet in 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 |
|--|--|--|------------------|
| 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 | 8/11/2020 |

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. [Link to schools completed Risk Assessment.](#)

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

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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 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 | In Progress | Click or tap to enter a date. |
| <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> | In Progress | Click or tap to enter a date. |
| 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 | | |
| <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> | Refer to Return to School 2020 Document Pg. 5 | In Progress | Click or tap to enter a date. |

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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.

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and 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 (wearing a mask) 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 (wearing a mask) will then be escorted to their destination unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school. We will take student and staff attendance daily, anytime a student or staff leaves for the day for any reason they must sign out at reception. Grade 6 and 8 students will come in the middle front doors closest to their bubbles. Grade 7 will come in the lower gym from doors closest to their lockers. Physical Distancing must be maintained when entering/exiting the school. Students being dropped off by parents or walking will enter the building in the same manner as bus students.

| 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, 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>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p> | <p>In Progress</p> | <p>Click or tap to enter a date.</p> |

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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>In Progress</p> | <p>Click or tap to enter a date.</p> |
|---|---|---------------------------|--------------------------------------|

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 with the help of their parents and self-monitor throughout the day. If a student becomes symptomatic (2 or more symptoms of COVID) while at school they must put on a mask (we will provide a medical mask), and await the pickup of a parent while waiting in our isolation area (maximum 1-hour) The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document. The isolation room will be in 205 which is directly across from the office for supervision purposes.

We now have a sign in sheet for the students who are in the sick room that is with the admin assistant in the office that indicates who when and for how long they remain in the sick room waiting to get picked up.

In Red phase staff is actively screened before entering the building

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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 | 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 | In Progress | Click or tap to enter a date. |
| Evaluate options to reduce the number of people required onsite. | | In Progress | Click or tap to enter a date. |
| 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 | Click or tap to enter a date. |

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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> | NB Reg 97-150 | In Progress | 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) | In Progress | Click or tap to enter a date. |

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

Classrooms – Have been laid out to allow for more space in the room. Physical distancing is not required in their bubble classroom. Extra furniture has been removed from classrooms. Library, Guidance Room, etc. Have all been modified to allow proper physical distancing and extra furniture has been removed.

Outside Classes – we have purchased 2 covered and divided tents to put up for teachers to use as outdoor classrooms when the weather allows. As well, we have identified an area outside of the gym entrance where chairs can be set up to accommodate an outdoor classroom. All three areas have electrical access for the teacher as well.

Lunchroom – The lunchroom will be used as an extra space for teachers to use as a classroom to allow for physical distancing. It may at times be used by staff who are on their prep time as well. The tables that are used will be cleaned between times being used. **Closed for remainder of the year to students**

Cafeteria – We are not using the space for students to eat. The cafeteria is being used as a staffroom during the break and lunch times if the teacher is not on duty. When the cafeteria becomes operational, lunches will be delivered to the classrooms. The cafeteria is now used (November, 2020) as a staffroom. As of January 18th, staff is required to sign

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in and out of the staffroom. This is the one location that they can eat or drink and therefore do not have to wear their masks.

In Red phase the cafeteria/staff room is closed. Staff cannot use the fridge, microwaves, or coffee makers in staff room. Staff is asked to eat in a room alone or behind their plexiglass at their desk and not speak to students.

Elevators – Have been limited to 1-person at a time unless a student required an attendant, they wear a mask. Signage has been posted.

Guidance Room (limit of 2) – signage has been posted. Masks are to be worn.

Locker Room – limited to 5 people at a time – signage has been posted.

Lockers – Lockers will be limited to storage only; expectation is they will not be visited frequently. Teachers will distance each bubble from another.

Washrooms – limited number of people, signage posted at doorway, there will be green/red signage at entry that will be flipped to green when non occupied and flipped to red when occupied. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in washrooms.

Stairway – Has been modified to allow one-way direction traffic. Signage and arrows posted.

Hallway – Directional arrows to separate people is in place in hallways.

Conference Room – Limited to 3 people. Signage 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 – will be virtual.

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

Outside time at lunch – students will be in 5 separate bubbles. Grade 6 EFI, LFI and Prime as well as 7 Prime (split in two groups) will be outside for the first rotation. The grade 7 EFI, LFI and all grade 8 students will be eating at that time. After the 15 minutes, they switch. At no time will there be more than 5 bubbles outside.

| 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 | In Progress | Click or tap to enter a date. |

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

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Students will enter the building in the AM and go directly to their bubble classrooms. Teachers will move to the classrooms apart from Art, Tech, Music and PE.

Break will be in the bubble classrooms. **In Red phase students will eat at their desk and when not eating put their mask on. Students are not allowed to wander around the room or sit in groups.**

Lunch will be in the bubble classrooms for ½ of the allotted time and then flip for the other ½ to allow for physical distancing outside. Communication has taken place with the Town of Rothesay to allow RPS to make use of a larger area of The Commons. This will allow us to have 5 bubble areas that students will rotate through on a daily schedule while outside.

In Red Phase students are required to wear their mask while outside all the time.

This will be revisited in October to determine if there are improvements to be made.

| 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 | | | |
| Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc. | Refer to Return to School 2020 Document – Appendix G Refer to Table – Make specific for your school Refer to WHMIS Overview Document | In Progress | Click or tap to enter a date. |

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| <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>In Progress</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>In Progress</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>In Progress</p> | <p>Click or tap to enter a date.</p> |
| <p>Abide by EECD Ventilation Guidelines</p> | <p>Refer to Return to School 2020 Document Pg. 14</p> | <p>In Progress</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.*

Hand cleaning posters have been posted in all washrooms.

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

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

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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 the Outbreak Cleaning & Disinfection Protocol.

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

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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 | Click or tap to enter a date. |
| <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 | Click or tap to enter a date. |
| <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 | Click or tap to enter a date. |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p> | <p>Coronavirus disease (COVID-19): Prevention and risks</p> | In Progress | Click or tap to enter a date. |

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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</p> <p style="text-align: center;">Community Mask Poster</p> | <p>In Progress</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.*

We will have a supply of 362 cleaner/disinfectant, custodian will dilute product and put into the 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.

Students will all receive the orientation on handwashing and wearing a mask properly the first day they are in school.

Table 1

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| 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). | | In Progress | Click or tap to enter a date. |

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| 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 | In Progress | Click or tap to enter a date. |
| Eye protection (safety glasses, goggles) | PPE Poster | In Progress | 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. | 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 area will 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.

Plexiglass has been provided to each room in the building.

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 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 | In Progress | Click or tap to enter a date. |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | Refer to Orientation | In Progress | 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 | In Progress | 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. |

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|--|---------------------------|---------------------------|--------------------------------------|
| <p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p> | <p>School District HR</p> | <p>In Progress</p> | <p>Click or tap to enter a date.</p> |
|--|---------------------------|---------------------------|--------------------------------------|

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> | In Progress | Click or tap to enter a date. |
| <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> | 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 <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 | In Progress | Click or tap to enter a date. |

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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.

| 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 | In Progress | Click or tap to enter a date. |
| External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i> | | In Progress | Click or tap to enter a date. |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | Insert Water Bottle Signs | In Progress | Click or tap to enter a date. |

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| <p>Site Specific Considerations:</p> <ul style="list-style-type: none"> • • • • • | | <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.*

Additional considerations MAY be added following the first staff meeting on August 31st.