

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 | Lakefield Elementary |
| Principal (Signature) | |
| 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.**

| | | | |
|---------------------------------|---------------|---------------------------------|---------------|
| _____ Name (October Review) | _____ Date | _____ Name (February Review) | _____ Date |
| _____ Name (November Review) | _____ Date | _____ Name (March Review) | _____ Date |
| _____ Name (December Review) | _____ Date | _____ Name (April Review) | _____ Date |
| _____ Name (January Review) | _____ Date | _____ Name (May Review) | _____ Date |

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Utilize this page to track your changes.

| Section(s) Updated - <i>(List the section numbers only)</i> | Date Updated |
|---|--------------|
| Section 6 – library books will be set aside for 72 hours after being handled | Sept 21 |
| Section 6 – All staff must wear masks in hallways | Oct 5 |
| ORANGE PHASE | Nov 20 |
| Section 6 – Masks Mandatory at all times for staff (unless eating) and students (unless working in silence or eating) | Nov 20 |
| Section 6 – Staffroom – only 2 people in staffroom at a time. No eating in staff room | Nov 20 |
| YELLOW PHASE | Dec 11 |
| Remove restrictions from orange phase | Dec 11 |
| ORANGE PHASE | Jan 6 |
| Section 6 – Masks Mandatory at all times for staff (unless eating) and students (unless working in silence or eating) | Jan 6 |
| Section 6 – Staffroom – only 2 people in staffroom at a time. No eating in staff room | Jan 6 |
| RED PHASE | Jan 20 |
| Section 6 - Staff room closed – no fridge , microwave, water, coffee maker | Jan 20 |
| Section 6 – library closed | Jan 20 |
| Section 6 – masks to be worn in phys ed classes | Jan 20 |
| Section 6 - Staffroom – only 2 people in staffroom at a time. No eating in staff room | Jan 21 |
| Section 6 – Masks mandatory for all staff and students unless eating, drinking, sitting quietly at desks | Jan 20 |
| Section 4 – Active screening | Jan 21 |
| Yellow Phase | |
| Section 6 – Staffroom open with physical distancing | March 8 |
| Section 6 – Library books set aside for 72 hours after handling | March 8 |

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|---------------------------------------|---------|
| Section 6 – class bubbles return | March 8 |
| Section 6 – Masks not required in gym | March 8 |

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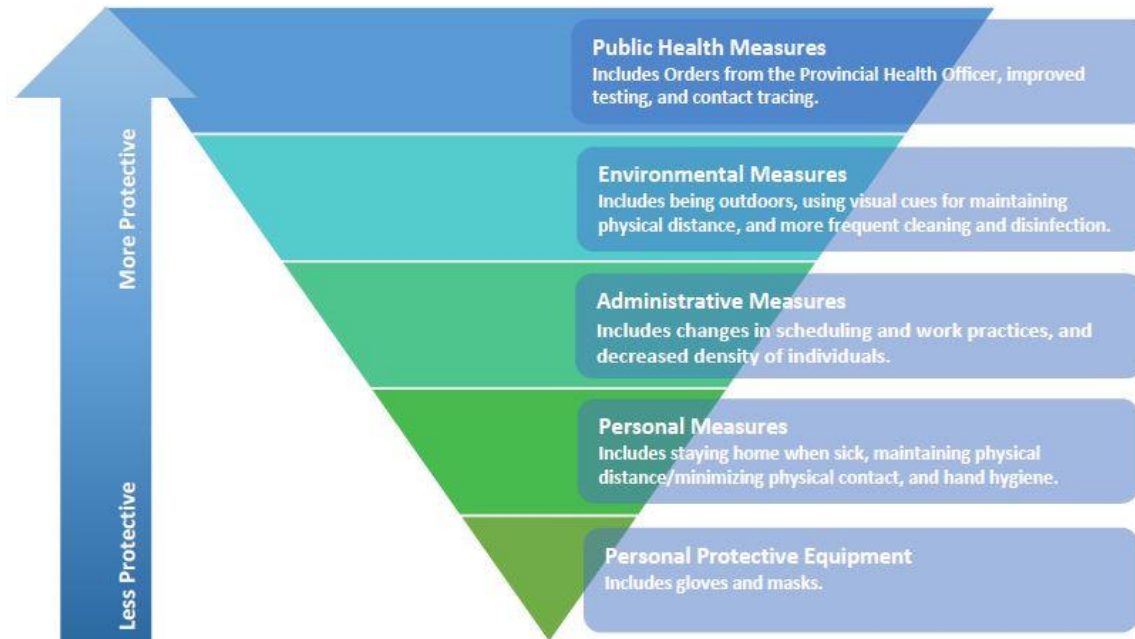
| | | |
|---|--|---------|
| Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls | Hold “Ctrl” and Click Here | Page 4 |
| Section 2 – Communications | Hold “Ctrl” and Click Here | Page 5 |
| Section 3 - Risk Assessment | Hold “Ctrl” and Click Here | Page 6 |
| Section 4 - Building Access | Hold “Ctrl” and Click Here | Page 7 |
| Section 5 – Screening | Hold “Ctrl” and Click Here | Page 8 |
| Section 6 - Physical Distancing | Hold “Ctrl” and Click Here | Page 10 |
| Section 7 - Transition Times | Hold “Ctrl” and Click Here | Page 11 |
| Section 8 - Cleaning and Disinfection Procedures | Hold “Ctrl” and Click Here | Page 12 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | Hold “Ctrl” and Click Here | Page 15 |
| Section 10 - Personal Protective Equipment | Hold “Ctrl” and Click Here | Page 17 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | Hold “Ctrl” and Click Here | Page 19 |

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| Section 12 - Outbreak Management Plan | Hold "Ctrl" and Click Here | Page 21 |
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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>

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

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

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

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

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| Section 2 – COMMUNICATIONS | | | |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i> | Done | 8/13/2020 |
| Communicate operational strategies, provided orientation to visitors. | Refer to Visitor Guidelines | Done | 8/31/2020 |
| Communicate operational strategies to parent/caregiver and school community. | District Communications Refer to Guide for Parents and the Public | In Progress | 8/18/2020 |

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

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We have created condensed documents for staff **INSERT LINK** students **INSERT LINK** and visitors **INSERT LINK**

We will provide orientation to all staff and students

Visitor guidelines will be posted in office

Community – We will use school messenger, post our plan to website

| 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 | 8/18/2020 |

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

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We have completed Risk assessment. We will be implementing controls to minimize risks. We will adjust as 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 |
|--|---|--|------------------|
| 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 | 8/31/2020 |
| <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 | 8/31/2020 |
| 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 | |
| <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 | Not Started | 8/31/2020 |

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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.*

Parents will be informed that school access will be limited. They will be asked to phone the school to set up a phone conversation. If a parent needs to come into the school, they will be asked to wear a mask and enter through the main doors. They will go immediately to the sanitation station and wash hands, proceed to the office to sign in. Because of contact tracing, it is imperative that every person who enters the school sign in. The parent will review visitor guidelines. We will call child to the office for – parents will be asked not go to the classroom.

We will take staff/student attendance daily.

Students will be taught by teachers the rules for entering, exiting and moving throughout school.

We will send families information through messenger, and our website. We will also have signs posted which outline our protocols at all entrances.

Jan 21 – Active screening – all staff must be screened actively upon arrival. Custodian will do this until 7:15. At 7:15 SIW will do the screening for staff members. After 8:00, Admin Assistant will complete task

| 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>8/31/2020</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>Done</p> | <p>8/18/2020</p> |
|---|---|--------------------|-------------------------|

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

Screening Poster will be on all entrance doors. Staff will be aware of screening through our orientation. Staff must self-monitor, if they become develop 2 symptoms, they must put on a mask and leave as soon as possible. Parents will need to go through screening with their children daily. If student becomes symptomatic, they must put on a mask and await pick up. They will wait in isolation area which is a small room in back hallway behind office. The isolation area will be cleaned after each use. Parents will inform school if their child has chronic allergies/sinusitis. We will ensure that all staff, students and families understand the screening tool. We will send to families and we will post on website.

| 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 6 - PHYSICAL DISTANCING | | | |

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| <p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. | <p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p> | <p>In Progress</p> | <p>8/31/2020</p> |
| <p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p> | <p>Refer to Return to School 2020 Document Pg. 4</p> | <p>Done</p> | <p>9/8/2020</p> |
| <p>Evaluate options to reduce the number of people required onsite.</p> | | <p>Done</p> | <p>9/8/2020</p> |
| <p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p> | <p>Refer to sample signage</p> | <p>Done</p> | <p>8/31/2020</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>NB Reg 97-150</p> | <p>In Progress</p> | <p>9/11/2020</p> |

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| School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory. | District Facilities (Maps) | Done | 8/31/2020 |
|---|----------------------------|------|-----------|

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

Library will be wiped down between classes.

Coatrooms will have a shower curtain to keep the 2 classes that share the area separate

Gym changerooms – 1 class at a time

Staffroom – Traffic flow – we will have arrows and one way traffic through staff room. The maximum number allowed in will be 12

Washrooms - Classroom washrooms will be utilized by those classes equipped. If a student needs to use the washroom, they must wear a mask.

Stairways will be one direction. Signs will be posted

Hallways – one directional – they are wide enough to safely allow 2 way traffic

Assemblies – will be held outside or virtually

Evacuation drills – we will ensure muster points are 2M apart

We will have arrows on floor indicating traffic flow. We will be staggering entry so that classes are very small first 2 days so that teachers have a lot of time to review new protocols. Masks are mandatory when students are traveling throughout school on their own.

Designated playground areas are more than 2 meters apart.

Teachers will escort their class to the door at recess time and ensure the class keeps 2 meters away from any other class that may be exiting at the same time.

October 5 – All staff must wear masks in hallways at all times

Nov 20 ORANGE PHASE -

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|---|
| Masks Mandatory at all times for staff (unless eating) and students (unless working in silence or eating) |
|---|

| |
|---|
| Staffroom – only 2 people in staffroom at a time. No eating in staff room |
|---|

DECEMBER 11 YELLOW PHASE

Remove orange restrictions

January 6 ORANGE PHASE

Re-introduce Nov 20th changes

January 20 – RED PHASE

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Red Phase – Keep all restrictions from orange

Students must wear masks in Phys, Ed

March 8 – Yellow Phase – follow September 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 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 | 9/8/2020 |

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

We will have 2 different outdoor playtimes. Each class will have a specified area in which they play.

We have no food preparation

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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 8 – Outbreak Management Plan | | | |
| 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 | Done | 9/8/2020 |
| Washrooms: → Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. | Refer to Return to School 2020 Document Pg. 14 | Done | 9/8/2020 |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | Done | 9/8/2020 |
| Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i> | Refer to Return to School 2020 Document – Appendix G | Done | 9/8/2020 |

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| Abide by EECD Ventilation Guidelines | Refer to Return to School 2020 Document Pg. 14 | Done | 9/8/2020 |
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Cleaning and Disinfection Notes: *Describe the cleaning and disinfection procedures and how they are being managed.*

Hand cleaning posters will be posted in all washrooms and in front of classroom sinks
Custodians will have a schedule to check washrooms and ensure they are adequately stocked
Masks are required when using washroom if not in bubble
Buses will be cleaned as per bus cleaning protocol
Cleaning of frequently touched items and surfaces will follow the standard cleaning and disinfection protocol
In event of outbreak, the outbreak cleaning and disinfection protocol will be followed
Classroom windows will be open as much 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 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 | 9/8/2020 |
| <p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p> | | In Progress | 9/8/2020 |
| <p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p> | <p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> | In Progress | 9/8/2020 |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p> | <p>Coronavirus disease (COVID-19): Prevention and risks</p> | Done | 9/8/2020 |

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|---|---|--------------------|-----------------|
| K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. | Refer to Return to School 2020 Document – Appendix A Community Mask Poster | In Progress | 9/8/2020 |
|---|---|--------------------|-----------------|

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

Hand washing will occur upon entering classroom, before and after recess, before and after eating. Handwashing etiquette will be taught and enforced by teachers and staff. Posters will be in all classrooms and washrooms.
Each class will have a bottle of 362 cleaner/disinfectant
Each class will have a supply of hand sanitizer which will be used under direction of teacher
All staff and students must have 2 clean community masks readily available. They will be worn when physical distancing is not possible

Table 1

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

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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 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 | 8/31/2020 |
| If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s). | | Done | 9/8/2020 |
| Provide personal protective equipment – only for those situations that require it: | | | |
| Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options: | | Choose an item. | Click or tap to enter a date. |
| Hand protection (gloves) | OHS Guide-PPE | In Progress | 8/31/2020 |
| Eye protection (safety glasses, goggles) | PPE Poster | In Progress | 8/31/2020 |
| Other PPE as determined necessary through the risk assessment (<i>face shield</i>) | District Student Support Services | In Progress | 8/31/2020 |
| Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster | In Progress | 8/31/2020 |

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

Every teacher will have a face shield available – if wearing a face shield – a mask must also be worn. If requested, teacher may also request a plexiglass “sneeze guard”

Gloves will be available to staff, however, frequent handwashing is preferred. Custodians must wear when cleaning isolation room

Safety glasses/goggles are available to staff upon request

Students and staff must wear a medical mask if feeling unwell

A personal plan will be developed for students unable to wear masks

We will have a supply of masks for those staff/students who forget

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| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS | | | |
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations. | OHS Guide-Three Rights Refer to Orientation | In Progress | 8/31/2020 |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | Refer to Orientation | In Progress | 8/31/2020 |
| Provide staff the employee training on the work refusal process. | Right to Refuse – Refer to Orientation | In Progress | 8/31/2020 |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | Refer to Orientation | In Progress | 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. | Refer to Orientation | In Progress | 8/31/2020 |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document. | OHS Guide-JHSC | In Progress | 8/31/2020 |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | OHS Guide topic-Supervision | In Progress | 8/31/2020 |

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| *School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | In Progress | 8/31/2020 |
|---|--------------------|--------------------|------------------|

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

We will review all documents with staff on August 31st. – We discussed duties, right to refuse process and outbreak management.

Our Joint health and safety committee will review operational plan monthly

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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 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 | 8/31/2020 |
| <p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p> | <p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p> | In Progress | 8/31/2020 |

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

We will follow the Appendix K OUTBREAK MANAGEMENT

| 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 | 8/31/2020 |

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

We will address this in our meeting on August 31st

We will revisit this throughout the school year

EAP posters will be visible

Mental health must be a focus for students as well

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

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| | | | |
|--|--|------------------------|--------------------------------------|
| <p>Site Specific Considerations:</p> <ul style="list-style-type: none"> • KidZone Daycare • • • • | | <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 have a daycare that operates in our school. We have a copy of their operational plan, and we will give them a copy of our plan.