

## 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>	Hammond River Valley Elementary School
<b>Principal (Signature)</b>	Nathalie Graham
<b>School District Official (Signature)</b>	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.**

Nathalie Graham (H&S Committee)	September 30	Nathalie Graham	February 24
Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
Nathalie Graham	November 26		
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
Nathalie Graham	December 10		
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
Nathalie Graham	January 20		
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 5 - Screening	September 30, 2020
Section 8 – Cleaning and Disinfection Procedures	September 30, 2020
Changes made due to move to Orange Phase (sections 4 and 6)	November 21, 2020
Return to Yellow Phase (sections 4 and 6)	December 11, 2020
Move to Orange (sections 4 and 6)	January 6, 2021
Move to Red (sections 4 and 6)	January 20, 2021
Move to Orange (sections 4 and 6)	January 27, 2021
Move to Yellow (sections 4 and 6)	March 8, 2021

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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
<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>9/8/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>8/31/2020</b>

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

- **Our school has provided Orientation to the principal/vice principal, staff, and students (first week of school). Attendance training sheets will be completed at the end of the orientation and available when requested.**
- **Our school has the “Visitor Guidelines” posted at the front door and at the reception for all visitors to review. All other entrances will not be accessible to the public.**
- **Our school communicates through voice mail, email, Facebook (Home and School), and newsletters from both the office and classroom teachers. Any changes that will apply to the students will be communicated to parents via our communication options and the Operational Plan for our school is available on the school website – <http://web1.nbed.nb.ca/sites/ASD-S/1944/Pages/default.aspx> or google “HRVES” to find the web page.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 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>8/31/2020</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, 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. The Risk to Assessment Document will be placed on the school web page at [http://web1.nbed.nb.ca/sites/ASD-S/1\\_m944/Pages/default.aspx](http://web1.nbed.nb.ca/sites/ASD-S/1_m944/Pages/default.aspx) or goggle “HRVES” to find the web page.**
- **Talk mails will be sent home the week before school starts to review operational plans to parents and guardians.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/31/2020</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>8/31/2020</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>N/A</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>  <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>8/31/2020</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.*

- We have communicated to parents that all school access will be limited. All doors will be locked from the outside during the school day. Parents will need an appointment to enter the building. Students that arrive late or parents that are dropping items off at the school must ring the doorbell at the front door. Reception will go to the door and retrieve the student or the item. Items will be sent to the classroom by the administrative assistant.
- When a visitor is permitted to enter the school, they will sanitize their hands and go straight to the office. Once at the office the administrative assistant will review the visitor guidelines (asking the questions that are on the poster) and have the visitor sign in using the district's standard sign in sheet. Visitors will then be escorted to their destination, unless they are a "regular" and are familiar with the school's protocols ex: Healthy Learners Nurse, SLP, Physiotherapist, maintenance. Each visitor must also sign out when leaving the school.
- All visitors must wear a mask while in the building.
- We will take student and staff attendance daily, anytime a student or staff member leaves for the day for any reason they must sign out at the office.
- Bus students will be dropped off at the lower door in the morning observing physical distancing (2m) with their mask on. Students will be met at the bus by an adult. Students will then be met by the SIW at the lower door. The SIW will bring the children inside where they will take off their shoes and go straight to their classroom. Masks will be worn until the student gets to the classroom. Once the students have arrived at their classroom, they will take off their coats and hang their bookbag up in the coatroom. Hands will be washed immediately upon entering the classroom. Masks will be taken off after the students wash their hands and put their designated spot (in a baggie).
- Students that are dropped off in the morning will enter through the main doors following the direction of person on duty (one person/family at a time). Students must wear a mask from the time they exit the vehicle until they reach their classroom. Students will go directly to their classroom and follow the same procedure as mentioned above.
- K-2 students being dismissed at the end of the day will exit the building through the lower front door by classroom bubble with only one class in the hallway at a time. Physical distancing (2m) will be observed. Masks will be worn from the time all persons leave the classroom until they are seated on the bus or in their own vehicle. Teachers will have students that are not going on the bus at the front of the line and bus students will be at the end of the line. Classes will be lined up by classroom bubbles outside on the side of the building. Each class will have a specific place to line up. Teachers will lead the students that are travelling by bus to their designated bus. The bus driver will see that the student sits in their assigned seat. Students travelling by vehicle will remain in their lines until after the busses leave. All students will be supervised during this time.
- Grades 3-5 students being dismissed at the end of the day will exit the school through the back stairwell. Physical distancing (2m) will be observed. Masks will be worn from the time all persons leave their classroom until they are seated on the bus or in their vehicles. Teachers will have students that are not going on the bus at the front of the line and bus students will be at the end of the line. Classes will be lined up by classroom bubbles outside on the side of the building. Each class will have a specific place to line up. Teachers will lead the students that are travelling by bus to their designated bus. Students travelling by vehicle will remain in their lines until after the busses leave. All students will be supervised during this time.



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- All students being picked up by vehicle will stay in their line until the busses have left the driveway. After the busses leave the school, vehicles that are picking up students will be permitted to enter the driveway following the same direction as the busses. Students will be walked to their pickup vehicle one at a time/or family at a time. Parents must stay in their vehicle while waiting to pick up their child. Children will not be released to parents that park and exit their car.
- Students that walk to school will enter the front door in the morning. When exiting in the afternoon these students will go with their class. Their parents will wait by the stairs of the main entrance of the school and their teacher will bring the student to the main entrance when taking the bus students to the busses. All parents must observe physical distancing (2m) and a mask will be worn by the parent and student until they leave the school property.
- Recess: There will be two recess periods each day. Students in K-2 will exit and enter the building via the primary door. Grade 3 will exit the primary door when going outside and enter through the back door. Grades 4-5 will exit and enter the building through the door at the back of the school. Class bubbles will exit the school one at a time and be led to their designated play area by their teacher. During recess, each class bubble will be assigned one of the 7 designated play zones outside. Play areas will be marked at the beginning of the school year so that students will know their boundaries. Play areas will be rotated on a weekly basis. When the bell rings to return inside, each class bubble will line up in their assigned play zone area. The duty teacher will send each class, one at a time to the door where they will be met by their classroom teacher and taken to their classroom. Masks will be worn by staff when they cannot maintain physical distancing of 2m. All students will wash/ sanitize their hands prior to going out for recess and after coming in for recess.
- When going outside for physical education students will wash/sanitize their hands before they go out and when they come back in.

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

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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>8/31/2020</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. <b>Call 811 or your health care provider as required and comply with the instructions given.</b></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>8/31/2020</b></p>

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

- GNB up to date Screening Posters 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. Parents are required to screen their children each day prior to the child getting on the bus and/or coming to school. Staff will monitor all students while they are at school. If a student becomes symptomatic with two or more symptoms while at school they must put on a mask (we will provide a medical mask), be placed in isolation with supervision while waiting to be picked up by a parent (maximum 1 hour). The isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document. The isolation room will not be used for any other purpose. Parents that take their child home due to illness will be advised to call 811 or their family doctor. Students must remain home from school until they have one or no symptoms and are feeling better at which point they may return to school.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
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  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>8/31/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>N/A</b>	<b>8/31/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/31/2020</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>8/31/2020</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. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p><a href="#">NB Reg 97-150</a></p>	<p><b>In Progress</b></p>	<p><b>10/7/2020</b></p>
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	<p>District Facilities (Maps)</p>	<p><b>Done</b></p>	<p><b>9/30/2020</b></p>

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

- **Lunchroom – not in use for students. Staff may use the cafeteria to eat their lunch. Two people are permitted at each table (one at each end) with a maximum of 10 staff members at any given time. Tables will be set 2m apart. Signage has been posted. Staff members will be required to wash their hands, clean the table before they eat and when they are finished eating. A microwave, toaster and coffee machine will be available for staff members. The microwave, toaster and coffee maker must be wiped on the outside before and after use. Sanitization supplies for the tables, microwave, toaster, and coffee maker will be placed on the counter beside the microwave. The kitchen will be locked and not used at this time.**
- **Staffroom – Seating has been removed accommodate physical distancing (2m). Seating for is available for 5 persons with physical distancing (2m). The table has been removed and there are signs on the chesterfield to mark where a person can sit. Signage for hand washing, cleaning of the microwave, toaster and coffee maker has been posted.**
- **Elevator – Limited to two people at one time (student and staff member). Masks must be worn.**
- **Sunshine Room – Limited to groups of three from the same classroom bubble. Students are not permitted to cross bubble in this room. Materials used by more than one bubble will need to be sanitized in between groups. Signage has been posted.**
- **Snoezelen Room – Limited to one adult and one child at a time. Room will be sanitized after each use. Masks must be worn in the room (by adults) if the child is from outside their bubble. Signage has been posted.**
- **Washrooms – Kindergarten and grade 2 will use the washrooms in their classroom. Only one student is permitted in the washroom at a time. If a staff member needs to enter the washroom to support students, they must wear a mask. Grades K/1, 1, 3, 3/4, 4 and 5 will use the washrooms in the hallway on their level. Students have been given a laminated name card that will be placed in a slot outside of the washroom. Two students are permitted in the washroom at a time. All students will wear a mask when using a hallway washroom from the time they leave the classroom until they return to class. Students will be required to wash/sanitize their hands when they return to the classroom.**
- **Coatrooms are part of the class bubble.**

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- **Stairway** – One person or class bubble will be permitted on the stairway at a time. Others will wait at the bottom or top of stairs at a marked red circle is 2m from the stairway until the person or persons on the stairs have cleared. Signage will be posted on the stairs.
- **Hallway** – Directional arrows have been placed in the hallways. The hallways at HRVES span 2m. Staff will supervise students to see that they are walking on the right-hand side of the hallway, as close to the wall as possible. The goal is to not have two classes in the hallway at one time.
- **Offices** – The maximum number of persons outside of the administrative assistant will be three. When walking through the office area to staffroom or the photocopier masks must be worn when physical distancing (2m) is unable to be maintained.
- **Photocopier** – Only one person may use the photocopier at a time. The photocopier is to be sanitized after each use and material to sanitize will be provided.
- **Assemblies** – will not be held at this time.
- **Evacuation Drills and Lock Down Drills** – will follow Provincial guidelines. Muster stations will be assigned and observe physical distancing (2m) between classroom bubbles.
- **School Map** – is posted in the office to show direction of flow in the building.
- **Library** – currently not in use.
- **Resource Room** - Maximum number of students is 3 and the teacher. All students must be from the same classroom bubble. The Resource Teacher will wear a mask when working with students in her classroom or visiting other classrooms.
- **ISD Room** – Maximum of 2 persons at a time and they will follow Provincial Guidelines.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 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.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>8/31/2020</b>

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

- **No food preparation until October. This plan will be revisited at that time.**
- **Currently there will not be a modification to the schedule. Students will eat snack and lunch in their classrooms. Transition times will be assessed upon review in October as they are addressed above.**
- **Recess times have been staggered to avoid the K-2 students entering the school at the same time as the 3-5 students going out for recess. This is reflected on the classroom schedule.**
- **PHYSED AND MUSIC will follow the protocols set out by EECD and the Department of Health. Physical Education classes will be held outside as often as possible.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
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  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/31/2020</b>

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<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>8/31/2020</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>9/8/2020</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>8/31/2020</b></p>

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

- **Hand washing posters have been posted in all washrooms and classrooms. Students and staff have been trained in proper handwashing procedures. When using the hall washrooms, students will wash/sanitize their hands after they use the washroom and again when they return to the classroom. Teachers and EAs will ensure student hands are properly washed when they leave the washroom. Hands will be washed before students leave the school for recess and when they come back inside, before and after music and physical education. Handwashing will take place before eating snack and lunch and again after eating.**
- **Custodian will check periodically throughout the day to ensure all washrooms and classrooms that have sinks are adequately stocked with soap, paper towel, toilet paper etc. The washroom off the kitchen in the cafeteria can not have extra supplies stored in the room. This is following directive from Public Health. These supplies will be stored in the laundry room next door. We will not be using this washroom at this time.**
- **Masks are required for students and staff that leave the classroom to use the washroom.**
- **Busses will be cleaned as per the Bus Cleaning Protocol.**

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- Cleaning of equipment, frequently touched item, and surfaces will be per the Standard Cleaning and Disinfection Document. All PE equipment will be sanitized after use, all musical instruments that meet the guidelines to be used will be cleaned after use, teachers will be responsible to disinfect laptops, computers, and iPads after each use.
- Students or teachers will disinfect their desks before and after eating snack and lunch.
- Custodian will clean desks at the end of each day.
- Staff will clean and sanitize electronic (i.e. microwave, coffee maker, toaster, and fridge door handle) equipment used in the staffroom after each use.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 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 <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>9/6/2020</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>8/31/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A</p> <p><a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>

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

- Handwashing and sneezing etiquette will be taught to all staff and students. Handwashing will follow the protocol outlined in this document. Staff will be required to monitor student handwashing and reteach, as necessary.
- A supply of 362 Cleaner/Disinfectant will be provided. The custodian will dilute product and put into pre-labeled bottles. There will be at least one bottle available in every classroom, the office, cafeteria, gymnasium, and staffroom. The custodian will monitor supply levels throughout the day.
- Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use. Hand sanitizer is to be used under the supervision of a teacher or EA. Hand sanitizer will be placed at each entrance/exit of the school and in the office area. Hand sanitizer brought from home must have no scent added.
- 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 to go to the washroom or where the 2m of physical distancing cannot be maintained (i.e. staff member is doing playground duty and needs to interact with an injured child). Staff will be provided face shields by the employer. A face mask must be worn with a face shield.

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Table 1**

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 – PERSONAL PROTECTIVE EQUIPMENT</b>			
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	<b>N/A</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>9/8/2020</b>
<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>9/4/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services	<b>Done</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)		<b>Done</b>	<b>9/3/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )		<b>Done</b>	<b>9/3/2020</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>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>Done</b>	<b>8/31/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- Every staff member will have a face shield available. Plexiglass “sneeze guards” are available for the resource teacher and the guidance teacher. Reception areas will all have plexiglass barriers.
- Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning the 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. People who can not wear a mask must notify the administration right away and proper steps will be taken with the employer.
- Students/staff who are feeling unwell at school will be provided with a medical mask to wear. Medical masks are not to be reused. Those feeling unwell will need to go to the isolation room while they wait for the person coming to take them home.
- A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.
- A supply of masks will be available in the office for students or staff who forget them.
- Staff that are supporting students that need to be toileted must wear a mask.
- Educational Assistants that are working with students outside of their bubble must wear a mask.
- The physical education, music and resource teachers will wear masks when working with students and they can not maintain 2m of physical distancing.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">Refer to Orientation</a>	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a> We meet each month -	In Progress	2/24/2021
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>	Done	8/31/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/31/2020
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

- This document has been reviewed with all staff members and employee rights, protocol training, right to refuse processes/vulnerable persons have been discussed.
- Training has been provided to all staff members and students on the applicable policies and processes implemented regarding COVID. Training for staff took place on the first day they returned to work. Students will be trained during the first week of school. One third of the students will attend class during the first three days of school for orientation and training. All students will attend school on Friday, September 11 when a review of the orientation will take place with the whole class.
- Training will be reiterated throughout the school year as needed.
- The school Joint Health and Safety committee will be involved with the monthly reviews of the Operational Plan.
- The Occupational Health and Safety Binder and the Operational Plan will be posted in the staffroom. The Operational Plan will be placed on the school website, e-mailed to all staff members, and placed in the reception area.
- The Administrative Assistant will greet visitors coming into the building, review the protocol with them, ensure that they have sanitized their hands, signed the log book, and take them to their destination, where the person the visitor is meeting with will assume responsibility for the visitor. The administrative assistant will page the custodian to meet any contracted maintenance personnel in the office when they enter the building. After they review the protocol for entrance, sanitize their hands and sign in the custodian will walk them to their work area.
- Staff that do not comply with the guidelines of the operational plan will be referred to Human Resources or the protocol that is set out by the district.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</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.*

- All staff members have reviewed the Outbreak Management Procedures during their orientation on the first day back to work.
- All staff members are aware the Public Health will take the lead in the event of an outbreak.
- All staff are aware of and know that we will follow all protocols outlined in the EECD Outbreak Management Plan.
- All staff members are aware of their responsibility to keep information surrounding an outbreak confidential and that it is the responsibility of Public Health and the School District to provide the public with information.
- The District will notify WorkSafeNB if a staff member has tested positive for COVID-19.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 13 - MENTAL HEALTH</b>			



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <p><a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

- **Mental Health resource information was given to staff members during their orientation. Reminders will be put in weekly messages and information posted in the staff room.**
- **The Guidance Counselor will be available for students when needed.**
- **Teacher's will be given resources to support student mental health issues.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>N/A</b>	Click or tap to enter a date.
External Organizations operating within school (Obtain a copy of their Operational Plan)		<b>Done</b>	<b>8/17/2020</b>
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>
Site Specific Considerations: • • • • •		Choose an item.	Click or tap to enter a date.

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

- **Hot Lunch has started and is served on Monday and Friday. Operational Guide has been placed on school web page. Pizza is brought into the school on Thursdays and delivered to the classroom by an adult that works in the building.**
- **Currently the only external organization within our school is GoGo After School Program. Their Operational Plan will be added to our website by September 3, 2020.**
- **Water fountains have been removed and bottle filling stations are installed. Signage has been posted to remind students not to touch their water bottle to the spout. Students will be supervised by an adult when water bottles are filled. Students will come to school each day with a clean water bottled that is filled with water and has their name on it.**
- **Staff and students will not bring food into the school for community sharing. Staff members may bring food into the building to share with other staff members if the food it is individually wrapped.**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS