

## 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 28<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 is intended to provide a check list with spaces for site-specific point for each main topic area and resources to help the plan owner, the principal, outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. District Occupational Health and Safety Coordinator is expected to be primary support with staff and students in consideration. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

<b>School Name</b>	Belleisle Regional High School
<b>Principal (Signature)</b>	
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020
<b>Plan Revision Date</b>	August 24, 2020

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; October to May, minimum monthly review, 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.**

_____ Micheal Chaisson Name ( <i>October Review</i> )	_____ October 21st Date	_____ Name ( <i>February Review</i> )	_____ Date
_____ Micheal Chaisson Name ( <i>November Review</i> )	_____ November 18 <sup>th</sup> Date	_____ Name ( <i>March Review</i> )	_____ Date
_____ Name ( <i>December Review</i> )	_____ Date	_____ Name ( <i>April Review</i> )	_____ Date
_____ Name ( <i>January Review</i> )	_____ Date	_____ Name ( <i>May Review</i> )	_____ Date



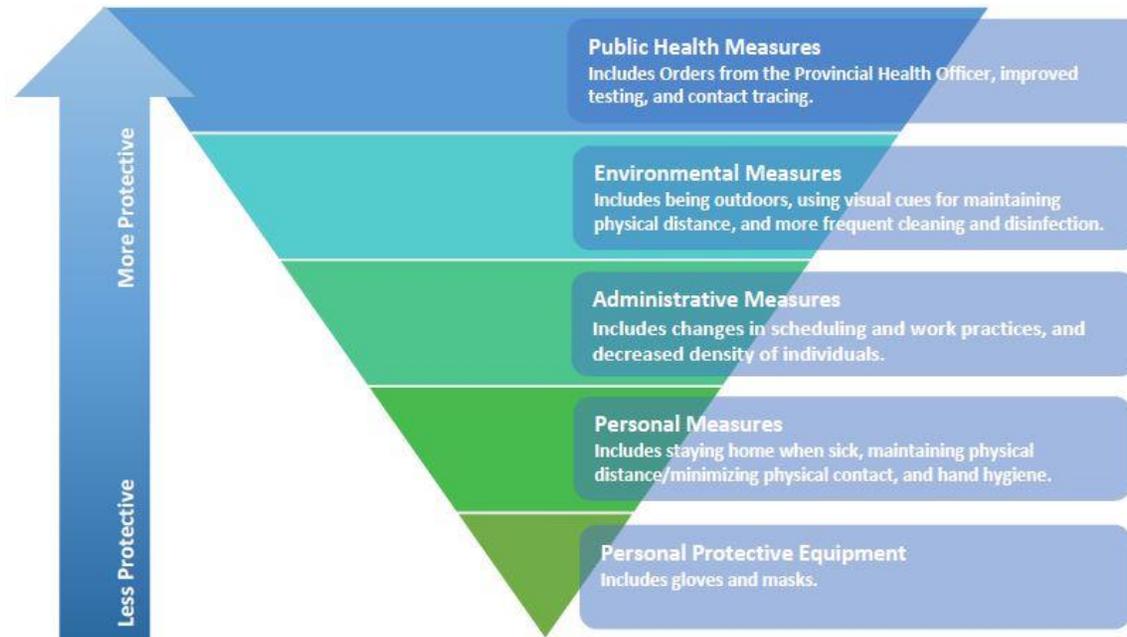
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 reference materials as applicable. Describe in “Notes” boxes below 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 Staff and Students	Done	7/30/2020
Communicate operational strategies, provided orientation to visiting professionals.	<a href="#">Refer to Visitor Guidelines</a>	Done	8/24/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications  Refer to Letter Home to Parents	Done	8/24/2020

**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 and school messenger to parents/caregivers and we have sent out the standard letter home to parents on August 24th, 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 – <https://secure1.nbed.nb.ca/sites/ASD-S/1945/Pages/default.aspx>.**

**To help engage our students/parents/caregivers the homeroom teachers of BRHS will be making phone calls regarding the student orientation process beginning the week of August 31<sup>st</sup> 2020. Also BRHS’s Student Representative Council will be involved with the student orientation process once school begins for all students.**

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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>	Done	8/25/2020

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

**Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. 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.**

**It is impossible to mitigate all possible risks, but it is possible to do our due diligence to ensure all Covid 19 protocols are followed to ensure the highest level of safety for all BRHS students and staff. Breaks, class changes and lunch time will carry a higher risk as students will be in the hallways and moving around the school in larger numbers. To keep the risks to a minimum all Middle school student will stay in their bubble in the classroom and their teachers will travel to them except for music, Art, and Phys Ed. At lunch time they will eat in their classrooms. Masks will be worn in all common areas.**

**All our High school, grades will be in the building every day. In the past several grade 11 and 12 students left the building for lunch and I suspect that trend will continue this school year. This will decrease the number of high school students in the building.**

**With Physical distancing in affect we will be able to use the cafeteria and the gym for high school students to eat their lunch. They can space out in either setting ensuring they are following COVID 19 restrictions.**

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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. 7  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/25/2020</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>Teachers must take attendance on a daily basis for students.</p> <p>Schools should track all staff and students leaving the building on breaks for contact tracing purposes.</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p>Refer to Return to School 2020 Document Pg. 8</p>	<b>Done</b>	<b>8/25/2020</b>
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, busses, 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>8/25/2020</b>

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

**It has been a long-standing expectation that staff, and students sign in and out of the school. All staff sign in when they arrive at the building and sign out when they leave for an appointment, go home sick or for any other reason. Students are to sign in when they arrive late for school and they are to sign out when they are leaving the school early for an appointment, going home sick or for any other reason.**

**All doors leading into the school will be locked once the first morning bell goes. Students, parents, service providers and guests will need to ring the school doorbell in order to gain access to the front office. We have an automatic front door buzzer that also has a**

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camera feature included to screen and monitor who is coming to the building. Parents will not be allowed in the building. It will be communicated to all our stakeholders that they are to call ahead to set up meeting times reducing the number of drop-in or impromptu meetings that have taken place in the past. All individuals entering the school will have to be wearing proper PPE (mask) to gain access to the building. All parent meeting, staff meetings and any other meetings with the staff will be held virtually until we are out of the Orange Phase and back into the Yellow Phase. This will limit the number of face to face meeting held at the school. Professional staff (ISD) will sign the visitors log and will be guided to the location of the meeting that they have previously arranged with the staff or student they are scheduled to meet. Students who come late to school will have to ring the buzzer and will have to wait to be buzzed into the school. They will be directed to the established sign in sheet before they are permitted to attend their class. We will post instructions on the front doors on how to communicate with the school Administrative Assistant for support.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 - SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p>	<p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Letter Home to Parents</p> <p>Refer to Return to School 2020 Document Pg. 8</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Create a self-isolation space. Isolate persons showing signs of COVID-19 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>Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. 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 ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 12</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>

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

**GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) \*We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.**

**Staff showing two or more symptoms listed in screening questions of Covid 19 of must check in with the office to ensure administration is made aware that they must leave the building. In the past staff would remain at school until a replacement arrived at the building. This is no longer the case. Once staff has informed administration, they are to leave the building and administration will ensure there is coverage for the staff's duties. A replacement staff person will be called in for the day or possibly longer if needed.**

**Students showing two or more symptoms listed in screening questions of Covid 19 should be kept at home and not be attending school. Students who come to the building that begin to show two or more symptoms listed in screening of Covid 19 will be isolated in the BRHS conference room and it is expected that they will be picked up from school with in a hour of the contact with parent/guardian. They will be supervised by a staff member in cafeteria where there is room to physically distance many students if need be.**

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>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, coat/boot areas, meeting rooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>)</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Refer to <b>Itinerant professional plans</b></p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 7</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>Done</b></p>	<p><b>8/25/2020</b></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><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 10-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>Done</b></p>	<p><b>8/25/2020</b></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)	<b>Done</b>	<b>8/25/2020</b>
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**Now that we are in the Orange Phase, all individuals entering BRHS will always have to wear a mask. Students must stay a minimum of 2 meters apart when they have their mask off for eating purposes. All individuals entering Belleisle Regional High School will be instructed on the expectations related to health and safety protocols. Individuals trying to enter the school without a mask will be provided with one before they can enter. If an individual refuses to wear a mask they will not be granted access to the building. If a student refuses to wear their mask it will then become a discipling matter to be addressed by administration. If said student refuses to wear a mask at this point, they will be removed from the school. Masks and hand sanitizing will be the key to keeping the possibility of anyone becoming infected with 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 7 - TRANSITION TIMES</b>			

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<p>Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.</p> <p>Provide time for food preparation and mealtimes.</p>	<p>District OHS Coordinator (<i>Guidance</i>)</p> <p>Refer to Return to School 2020 Document Pg. 6</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
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**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

**There will not currently be a modification to schedule however staff and students are encouraged to eat lunch outdoors. Subject to change if it is determined that there is too much congestion, transition times will be assessed upon review of this plan, masks will be worn in halls. Also, the cafeteria and gym will be open for high school students to eat lunch in, and middle school students will remain in their classroom bubbles to eat. In inclement weather middle school students will remain in their classroom bubble, but we will try to have them go outside as often 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
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</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. Suggest putting them on doors <b>and</b> walls.</p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 8, 10</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>8/25/2020</b>
<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>→ Grade K-5 can go to the washroom with their members of their bubble group. Staff will be required to wear masks if physical distancing cannot be maintained.</li> <li>→ Staff in middle/high schools are required to wear masks when they leave the classroom area if physical distancing cannot be maintained.</li> </ul>	<p>Refer to Return to School 2020 Document Pg. 10</p>	<b>Done</b>	<b>8/25/2020</b>

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Implement Bus Cleaning Protocol	<p style="color: red;">Refer to Bus Cleaning Protocol</p> <p>Refer to Return to School 2020 Document Pg. 6</p>	<b>Done</b>	<b>8/25/2020</b>
Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	<p style="color: red;">Refer to Standard Cleaning &amp; Disinfection Document</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>Done</b>	<b>8/25/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	<p style="color: red;">Refer to Outbreak Cleaning and Disinfection Protocol</p>	<b>Done</b>	<b>8/25/2020</b>
Abide by Ventilation Guidelines	<p>Refer to Return to School 2020 Document Pg. 10</p>	<b>Done</b>	<b>8/25/2020</b>

**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 to be worn at all times in the school during the Orange Phase.**

**Buses will be cleaned as per the Bus Cleaning Protocol.**

**Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.**

**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
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</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>8/25/2020</b>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p style="text-align: center;"><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>Done</b>	<b>8/25/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>Done</b>	<b>8/25/2020</b>
<p>K-5 (Staff and Students) – are not required to wear a mask in the classroom but will be asked to wear a community face mask if they are unable to physically distance outside of their class “bubbles”.</p> <p>6-12 (Staff and Students) – are not required to wear a mask in the classroom but will be asked to wear a community face mask when they are unable to physically distance, such as in common areas like washrooms, hallways, and locker areas.</p>	<p>Refer to Return to School 2020 Document Pg. 10, 12, <a href="#">Insert poster</a></p>	<b>Done</b>	<b>8/25/2020</b>

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

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels. In Middle School our students will be responsible for cleaning their personal workstations once they have completed their morning classes and again after they leave at the end of the day. High school students are expected to clean their workstation at the end of each class.

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 in all common areas until staff or students re-enter a classroom.

All masks are to be washed on a regular basis to ensure their cleanliness

A sneeze guard will be provided for the admin assistant and teachers requesting sneeze guards for conferencing with students. Clear face shields will be provided to all staff in the building.

Meeting have been held with the Health and Safety committee at the school, which is comprised of the C2 at the school so all stakeholders are aware of the cleaning and disinfected procedures.

### Table 1

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When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene		
<ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after taking medications;</li> <li>after playing or learning outside; and</li> <li>whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after giving/taking medications; and</li> <li>after playing or learning outside.</li> <li>before and after handling food;</li> <li>after helping a student use the toilet;</li> <li>after breaks;</li> <li>after contact with bodily fluids;</li> <li>after handling garbage;</li> <li>after removing gloves;</li> <li>before and after giving medications; and</li> <li>whenever hands are visibly dirty.</li> </ul>		
Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			

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<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document Pg. 4, 10</p> <p><b>Refer to guidelines for itinerant (visiting) professionals</b></p> <p><b>Refer to Process for Providing in-School Support to Students with Complex Needs During COVID-19 EECD Document</b></p> <p><b>Refer to Risk Assessment Document – Support Services</b></p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>If a child requires to be toileted, the accompanying persons if not within the child’s regular bubble, must wear community masks.</p>		<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p><b>Provide personal protective equipment – only for those situations that require it:</b></p>			
<p>Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b></p>		<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Hand protection (gloves)</p>		<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Eye protection (safety glasses, goggles)</p>	<p><a href="#">OHS Guide-PPE</a> <a href="#">PPE Poster</a></p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Other PPE as determined necessary through the risk assessment (<i>face shield</i>)</p>	<p>District Student Support Services</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
<p>Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. <b>Note* Middle/High Staff/students should wear masks when outside their classroom. Including walking in from busses, at lockers, washrooms, etc.</b></p>	<p><a href="#">Health Canada information on non-medical masks and face coverings</a></p> <p>Refer to Return to School 2020 Document Pg. 10, 12, <a href="#">Insert poster</a></p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers.

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

Safety Glasses and Goggles are available to staff who request them.

All teachers will have a face shield to wear when physical distancing cannot be maintained. Note\* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.

Students/Staff who are feeling unwell at the school will be provided with a 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.

## 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>  Refer to Orientation	Done	8/25/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/25/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – Refer to Orientation	Done	8/25/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/25/2020
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	Done	8/25/2020
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>	Done	8/25/2020
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	8/25/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

**We have reviewed the Orientation with all 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
<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 ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 11, 12</p>	Done	8/25/2020
<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.</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 of a positive case, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document Pg. 11</p> <p>Refer to ASDS Outbreak Management Plan</p>	Done	8/25/2020

## 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
<b>Section 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul>	<b>Done</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

	Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry		
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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
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 11  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>8/25/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</b>	<b>8/25/2020</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>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Site Specific Considerations		Done	8/25/2020
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

**When we hold our provided lunches, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.**

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

**We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.**