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 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.

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| **School Name** | Quispamsis Middle School |
| **Principal (Signature)** | Jeff Nelson |
| **School District Official (Signature)** | Zoe Watson |
| **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.**

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| J. Nelson |  | 5 October, 2020 |  | J. Nelson |  | 3 February, 2021 |
| Name *(October Review)* |  | Date |  | Name *(February Review)* |  | Date |
| J. Nelson |  | 2 November, 2020 |  | J. Nelson |  | 11 March, 2021 |
| Name *(November Review)* |  | Date |  | Name *(March Review)* |  | Date |
| J. Nelson |  | 7 December, 2020 |  | J. Nelson |  | 6 April, 2021 |
| Name *(December Review)* |  | Date |  | Name *(April Review)* |  | Date |
| J. Nelson |  | 5 January, 2021 |  | J. Nelson |  | 5 May 2021 |
| Name *(January Review)* |  | Date |  | Name *(May Review)* |  | Date |

**Utilize this page to track your changes.**

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| **Section(s) Updated -** *(List the section numbers only)* | **Date Updated** |
| Sect 4 and 5: Updated screening tool posted on all entrances | 29/10/20 |
| Sect 4 and 5: Updated screening tool posted on all entrances | 30/11/20 |
| Sect 6 and 9: Updated to reflect additional measures for mask use during Orange Phase | 5/01/21 |
| All sections: Updated following Provincial Review to reflect consistency in language and direction. | 19/01/21 |
| All sections: Update to reflect additional measures during Red Phase. Updated screening tool posted at all entrances. | 20/01/21 |
| All sections: Review to reflect return to ‘Yellow Phase’. | 8/03/21 |
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| **Table of Contents** –*Document Owner will need to update page numbers as required* | | |
| Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls | [Hold “Ctrl” and Click Here](#Rationale) | Page 4 |
| Section 2 - Communications | [Hold “Ctrl” and Click Here](#Communications) | Page 5 |
| Section 3 - Risk Assessment | [Hold “Ctrl” and Click Here](#RiskAssessment) | Page 6 |
| Section 4 - Building Access | [Hold “Ctrl” and Click Here](#BuildingAccess) | Page 7 |
| Section 5 - Screening | [Hold “Ctrl” and Click Here](#Screening) | Page 8 |
| Section 6 - Physical Distancing | [Hold “Ctrl” and Click Here](#PhysicalDistancing) | Page 10 |
| Section 7 - Transition Times | [Hold “Ctrl” and Click Here](#TransitionTimes) | Page 12 |
| Section 8 - Cleaning and Disinfection Procedures | [Hold “Ctrl” and Click Here](#CleaningAndDisinfecting) | Page 13 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | [Hold “Ctrl” and Click Here](#HandHygieneRespiratoryEtiquette) | Page 15 |
| Section 10 - Personal Protective Equipment | [Hold “Ctrl” and Click Here](#PPE) | Page 17 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | [Hold “Ctrl” and Click Here](#OHSActRegs) | Page 20 |
| Section 12 - Outbreak Management Plan | [Hold “Ctrl” and Click Here](#OutbreakMgmt) | Page 22 |
| Section 13 - Mental Health | [Hold “Ctrl” and Click Here](#MentalHealth) | Page 23 |
| Section 14 - Additional Considerations | [Hold “Ctrl” and Click Here](#Other) | Page 24 |

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

![A screenshot of a cell phone

Description automatically generated]()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*](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.**

**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.

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 2 - COMMUNICATIONS** | | | |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for [Staff](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) and Students *(Will be sent out at a later date)* | **Done** | **8/31/202020** |
| Communicate operational strategies, provided orientation to visitors. | [Refer to Visitor Guidelines](https://nbed.sharepoint.com/:w:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B22AA0B74-5E41-4123-925A-6528BCDDAA3F%7D&file=COVID-19%20Visitor%20Guidelines.docx&action=default&mobileredirect=true) | **In Progress** | **8/24/2020** |
| Communicate operational strategies to parent/caregiver and school community. | District Communications  [Refer to Guide for Parents and the Public](https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf) | **In Progress** | **8/21/2020** |

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| **Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.* |
| Information pertaining to the opening of school (by grade level) and the requirement for all persons to have a Non-Medical Mask (NMM) was communicated to parents via email, and posted on the QMS website 31 Aug, 2020.  Staff Orientation sessions took place on 31 Aug (teachers) and 4 Sept (EAs). Student orientation took place on Sept 8 (Grade 6); Sept 9 (Grade 7); and Sept 10 (Grade 8).  Visitor Guidelines are posted at the front entrance and at reception for all visitors to review.  The school will continue weekly communication via email to parents/caregivers. Any changes to this plan (e.g. change in alert levels) that apply to the students will be immediately communicated to parents. The Operational Plan for our school has been made available on the school website < <http://web1.nbed.nb.ca/sites/ASD-S/1946/Pages/default.aspx>> |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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](../../OneDrive%20-%20EECD%20EDPE/QMS%20COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx) | **Done** | **8/24/2020** |

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| **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 review this plan on a monthly basis and adjust the plan as necessary to ensure the risk to all stakeholders remains as low as possible.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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  Intercom system and remote door entry to be installed. | **Done** | **9/3/2020** |
| 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.  Attendance is required on a daily basis for staff and students.  Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.  Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL | Use a visitor log - [See sample visitor log.](https://nbed.sharepoint.com/:w:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BCBF9A979-BE35-4C6C-93F7-D6F587FC2FF0%7D&file=Sample%20Visitor%20Log.docx&action=default&mobileredirect=true)  [Refer to Administrative Assistant 1-Pager](https://nbed.sharepoint.com/:w:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B5772D2C0-D89F-4C43-909C-B8933EE5A5E7%7D&file=One%20Pager%20-%20Admin%20Assistants.docx&action=default&mobileredirect=true) | **In Progress** | **8/24/2020** |
| 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** |  |
| Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.  *\*Keep in mind children walking, parent drop off, buses, etc.*  *\*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.* | Refer to Return to School 2020 Document Pg. 5 | **Done** | **9/4/2020** |

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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.* |
| **Doors to the school will always be locked. Students arriving late will enter via the main door using the video intercom system. Visitors to the school will only be granted access if they have a scheduled appointment and have a non-medical mask. Visitors will adhere to the ‘Visitor Guidelines’ as posted, and applicable screening questions. All visitors must read and meet the self-screening questions (as posted), have a mask, sign the ‘Contact Tracing Log’ upon entry, and wash / sanitize their hands. During Red Phase, active screening will be implemented for all staff and visitors. Students will continue to self-screen at home, with the assistance of parents as required.**  **Parents picking up a child that is ill or has an appointment will use the intercom system to identify themselves to the office, then wait for their child outside. Parents dropping off items will be permitted to bring the item(s) to the office (provided the meet with the screening requirements), except during the Red Phase, in which case the item(s) will be left outside on a table and retrieved by either the student or staff member.**  **Top floor classes will enter the school via the door closest to the field and exit via the main doors. Main floor classes will enter via the main door and exit via the door closest to the field.**  **Signage has been posted at the main entrance which is now equipped with a video intercom system for entry. Additional signage has been posted at the staff entrance and door closest to the field. During Red Phase all staff will enter the building via the main door for active screening.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 5 - SCREENING** | | | |
| Ensure that all staff entering the building understand and implement the screening process.  Staff and students must screen themselves, and take their temperatures before leaving residences. If there are symptoms of COVID, they should not be at school. | [Refer to Screening Tool](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf)    Refer to Return to School 2020 Document Pg. 9, 10 | **Done** | **8/31/2020** |
| Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask *(medical preferred),* to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.  *Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.* | Refer to Return to School 2020 Document – Appendix K | **Done** | **9/8/2020** |

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| **Screening Notes:** *Outline how screening requirements are being met.* |
| **All students and staff will self-screen prior to arrival at school. Parents have been advised of the requirements and will assist as necessary with the self-screening of younger children. Additional ‘active’ screening will be done for all staff / visitors on a daily basis during Red Phase. This includes a verbal response to the screening questions, hand sanitizing, and the signing of a screening log. This will be required on initial entry only on a daily basis while in the Red Phase.**  **Students and staff are to remain at home if they present with two or more symptoms or have a fever (Yellow and Orange Phase), or 1 symptom in Red Phase. If students present with symptom(s) while at school a self-isolation room will be used to separate the student, and home will be contacted to pick up. We ask that parents have a plan in place should they have to pick up their child. It is expected that pick up not take longer than 1 hour from the time of contact. All students in ‘self-isolation’ will be required to wear a non-medical mask. Three spaces have been created within the cafeteria. This space will be disinfected and sanitized after each use. Students will remain within the identified area until picked up by parent / guardian. Staff members who present with symptom(s) during the day will immediately advise the Principal / Vice Principal and leave the building.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 6 - PHYSICAL DISTANCING** | | | |
| Implement physical distancing protocols.   * Classroom, lunchroom, elevators *(indicate where to stand within elevator if enough space, mask use, number of persons permitted)*, staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers *(recommend not to use lockers as much as possible)*, etc. * Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. * Arrange furniture to promote physical distancing requirements *(including reception area).* 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 *various sections.*  Itinerant professional information in Return to School 2020 Document pg. 18  [Refer to Chartwells Operational Plan](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FFinal%20Project%20Spark%20Chartwells%20k12%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **9/3/2020** |
| Plan all assemblies or other school-wide events *virtually or outdoors.* | Refer to Return to School 2020 Document Pg. 4 | **Done** | **8/24/2020** |
| Evaluate options to reduce the number of people required onsite. |  | **In Progress** | **8/31/2020** |
| 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. | One-way hallways / stairwells in place. | **Done** | **8/25/2020** |
| Perform Evacuation Drills *(Fire Drill/Lockdown)* 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. | [NB Reg 97-150](https://www.canlii.org/en/nb/laws/regu/nb-reg-97-150/latest/nb-reg-97-150.html) | **In Progress** | **9/16/2020** |
| School layout guide maps to inform students, staff, visitors, and public of school layout *(directional flow, assigned entrance/exit doors)* are encouraged but not mandatory. | District Facilities (Maps) | **Done** | **8/24/2020** |

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| **Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.* |
| **Students will physical distance (2m) and wear a non-medical mask (NMM) from the time of arrival at school until they are within their ‘classroom bubble’. Once inside their bubble they may remove their mask, but should maintain a minimum of 1m distance whenever possible. Students will not be permitted to visit or interact with other ‘bubbles’ during the day. In Orange Phase, students will wear masks at all times except when eating, drinking, sitting alone quietly, or during PE class physical activity. In Red Phase students will wear masks during PE class. Staff will physical distance from students to the greatest extent possible, and maintain a 2m distance from other staff. Staff will wear a mask at all times except when eating or drinking, or within their homeroom bubble (Yellow phase). In Orange and Red Phases, staff will wear their mask at all times except when eating / drink, or when alone in their personal workspace.**  **Classrooms will establish a seating plan on the first day which will be followed by all teachers and visitors to that class. Furniture within the class will not be moved / rearranged.**  **Hallways and stairwells have been designated as ‘one-way’. Visual cues and signage will be placed throughout the school, and students will receive a detailed orientation during school start-up.**  **Use of the elevator is by permission only, and is restricted to those with mobility issues. The elevator will be single use, unless a student requires assistance from an adult (i.e. EA).**  **All students will remain within their bubble unless escorted to Phys Ed or PRA (Tech; Music; Art), or escorted outside by their teacher. A plan for the Gym change rooms has been communicated to students by our Phys Ed staff.**  **The cafeteria began operation on 14 Sept, however, due to the size of the school the cafeteria will not be used for eating. All meals, either brought from home or purchased online through the cafeteria website will be eaten in the classroom. The cafeteria will be used by staff for eating lunch (max 7 persons).**  **The staffroom furniture and seating arrangement has been established in accordance with physical distancing requirements. Furniture will not be moved / rearranged. Signs have been posted with respect to the maximum number of people allowed in the room as well as the requirements for sanitizing common equipment (fridge, microwave, etc.). During Red Phase, the staffroom, and all breakrooms (e.g. custodial room) will be closed, and the use of common equipment such as fridges, microwaves, coffee makers, etc. will be prohibited. Eating in the staffroom (breakrooms) will be suspended during Orange and Red Phases. The staffroom will be available as a workroom only for up to a max of 4 teachers during their prep period only.**  **Full school assemblies will be held virtually. Smaller assemblies may be held in the gymnasium / cafeteria for groups under 50, or outside for larger groups during Yellow Phase only. All assemblies of more than one classroom bubble will maintain physical distancing.**  **Washrooms will be limited to 2 persons and require all users to wear a mask and practice hand washing.**  **Emergency Drills (Fire / Lock Down) will be practiced as required without change from previous years. In the case of an emergency evacuation students may leave the classroom without a mask and will evacuate the school in the quickest and safest fashion, as per previous years. Once outside the building, students will reform into their ‘classroom bubble’ and follow instructions for re-entry.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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 *(Guidance)*  Refer to Return to School 2020 Document Pg. 13, 14, 15 | **Done** | **8/24/2020** |

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| **Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.* |
| **Upon arrival at school, all students will immediately proceed to their homeroom class. Students will not wait outside. The day will officially begin at 8:30. Breaks of 10 mins each have been added between all periods. Students will remain within their class between periods as teachers change rooms. Teachers are encouraged to teach outside as much as possible during the nice weather. Students moving to Phys Ed or PRA will do so only under teacher escort. During Red Phase staff will not arrive at school before 7:30 AM.**  **Lunch has been reduced from 50 mins to 30 mins in order to provide the additional breaks between periods. Students will eat in their classroom. Cafeteria service may begin on or after 14 Sept. Online orders from the cafeteria will be delivered direct to classrooms. Due to Fire Marshal regulations, microwaves are not permitted within classroom so students / parents should plan accordingly when packing lunches. Each day, one grade level will be given 20 minutes of outdoor time following lunch. This will occur on a daily rotational basis.**  **All water fountains have been reduced to bottle filler stations only. All students should have a water bottle at school.**  **Dismissal will be at 2:40. All students will be dismissed by the Duty Teacher and leave the school as a ‘whole class’. Once outside, they will disperse to their assigned bus, the student pick up area, or proceed home if they walk.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 8 - CLEANING AND DISINFECTION PROCEDURES** | | | |
| Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc. | Refer to Return to School 2020 Document – Appendix G  [QMS Cleaning Schedule](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/COVID%20Reference%20Documents/Cleaning%20and%20Disinfection%20Schedule.xlsx?web=1)  [Refer to WHMIS Overview Document](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FOverview%20of%20WHMIS%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **In Progress** | **9/8/2020** |
| **Washrooms:**   * Equip with running tap water, liquid soap, paper towel, *(forced air dryers in many locations*), 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 | **In Progress** | **8/24/2020** |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | **N/A** | Click or tap to enter a date. |
| Implement Outbreak Cleaning & Disinfection Protocol when required *(Process, PPE Requirements)* | Refer to Return to School 2020 Document – Appendix G | **Not Started** | Click or tap to enter a date. |
| Abide by EECD Ventilation Guidelines | Refer to Return to School 2020 Document Pg. 14 | **Done** | **8/24/2020** |

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| **Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.* |
| **Approved cleaning products will be provided to all classrooms for use in daily cleaning (as per QMS Cleaning and Disinfecting Schedule above). Hand sanitizer will also be provided in all classrooms. Students will be required to sanitize their hands upon entry to the classroom. Students should not share school supplies. Shared items (e.g. computers, texts, instruments, PE equipment) will be disinfected after each use by the user under supervision of the teacher. Proper handwashing will be explicitly taught, and reinforced through PA announcements and visual cues within the washrooms.**  **Staff will sanitize their hands upon entry to the school and as required throughout the day. During active screening in the Red Phase, all staff, once screened, will sanitize their hands in the presence of the screener and enter their information in the staff screening log.**    **In the event of a confirmed case at school, all areas connected to the confirmed case will be disinfected and sanitized. During Red Phase, should a confirmed case be reported, the school will close for students only for a period of 3 days (including weekends) for deep cleaning.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE** | | | |
| Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.  Ensure hand-washing posters are posted in all washrooms. *Suggest putting them on doors* ***and*** *walls.* | See [Table 1](#Table1)  Refer to Return to School 2020 Document Pg. 11, 12, 13  Schools Custodial and District Facilities Management  [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) | **Done** | **8/24/2020** |
| Ensure availability of all necessary supplies for cleaning and disinfecting.  Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low. |  | **Done** | **8/24/2020** |
| Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.  Anyone bringing hand sanitizer to school must ensure it is \*FREE OF ADDED SCENTS\*  Teachers will be in control of the hand sanitizer in classrooms. | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)  Refer to Return to School 2020 Document Pg. 11, 12, 13 | **Done** | **8/24/2020** |
| Remind everyone about frequent hand washing and cough/sneeze etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html) | **Done** | **9/10/2020** |
| 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](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **Done** | **9/10/2020** |

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| **Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.* |
| **Student orientation to the operational plan took place on the first day of school based on the applicable grade (Sept 8-10).**  **Proper hand hygiene and coughing / sneezing etiquette will be reinforced through the use of direct instruction (e.g. discussion, videos) and visual aids (e.g. posters).**  **Anyone bringing hand sanitizer to school must ensure it is \*FREE OF ADDED SCENTS\***  **Community masks / non-medical masks (NMM) must be worn at all times by all persons within the school when outside the ‘classroom bubble’ while in Yellow Phase, or as additionally required during Orange / Red Phases. The school has limited capacity to provide masks. All students / staff are required to bring a clean mask each day. Those without a mask will be sent home. Anyone refusing to comply with this provincial policy will be denied entry to the school.** |

**Table 1**



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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 10 - PERSONAL PROTECTIVE EQUIPMENT** | | | |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  *\*To ensure that members of vulnerable populations and students with complex needs are accommodated.* | [Refer to Return to School 2020 Document – Appendix C, H](file:///C:\Users\jeff.nelson\Desktop\Return%20to%20school%20aug%207%20-%20clean.pdf)  Itinerant professional information in Return to School 2020 Document pg. 18 | **Done** | **8/24/2020** |
| 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:** |  | **Done** | **8/24/2020** |
| Hand protection (gloves) | [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)  [PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal+Protective+Equipment+Poster.pdf?MOD=AJPERES&CVID=mu8SU02)  District Student Support Services | **Done** | **8/24/2020** |
| Eye protection (safety glasses, goggles) | **Done** | **9/4/2020** |
| Other PPE as determined necessary through the risk assessment *(face shield)* | **Done** | **8/24/2020** |
| Use masks *(medical preferred)* for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | [Health Canada information on](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)  [non-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)  Refer to Return to School 2020 Document – Appendix A  [Community Mask poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **In Progress** | **9/8/2020** |

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| **Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.* |
| **Plexi-glass barriers have been installed in the main office for use by all persons requiring direct interaction with office staff (visitors, ill students, etc.). Additional barriers have been provided to all teachers that require them for conferencing with students. Face shields have been provided to all staff, and gloves will be provided as required. Gowns are available as required, and will be used during toileting of students. Staff have been trained on the use of all PPE issued.**  **Face shields are encouraged to be worn by all staff, especially during Orange and Red Phases. Shields, in addition to a mask, will be worn by all staff that interact with students who are unable to wear face masks while the school is in Orange or Red Phase.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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](https://ohsguide.worksafenb.ca/topic/rights.html)  [Refer to Orientation](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | **8/31/2020** |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | [Refer to Orientation](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | **9/10/2020** |
| Provide staff the employee training on the work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/) – [Refer to Orientation](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | **9/4/2020** |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | [Refer to Orientation](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | **9/4/2020** |
| 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](https://nbed.sharepoint.com/:p:/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | **9/4/2020** |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document. | [OHS Guide-JHSC](https://ohsguide.worksafenb.ca/topic/fixed.html) | **In Progress** | **10/5/2020** |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html) | **In Progress** | **9/8/2020** |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | **In Progress** | Click or tap to enter a date. |

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| **OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.* |
| **Orientation for all staff took place on Aug 31st (teachers) and Sept 4th (EAs). Orientation for students took place during the first day of school with continued review following.**  **The school JHSC will review this plan on a monthly basis and make recommendations for revisions.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 12 - OUTBREAK MANAGEMENT** | | | |
| 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.  Students and staff must self-monitor throughout the day. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/) - Contact with someone tested/confirmed  Refer to Return to School 2020 Document – Appendix K | **In Progress** | **8/31/2020** |
| Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.  Schools must engage the district from the beginning of the Outbreak Management Process.  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.  Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/)  Refer to Return to School 2020 Document – Appendix K | **In Progress** | **8/31/2020** |

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| **Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.* |
| **All visitors to the school must complete a visitor log to assist with contact tracing should the need arise. Staff and students leaving during the day must sign in/out in the office. Active screening during Red Phase for all staff and visitors will be required. This includes the signing of a screening log each day.**  **Appendix K to the Return to School document will be followed in the case of an outbreak.**  **During Red Phase, a confirmed case within the school will immediately invoke a 3 day closure for students. During this time, students will shift to virtual learning, and the school will undergo a deep clean. The school may also be used as a testing site by Public Health during this period.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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](http://www.homeweb.ca)   * 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 Physical, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry](https://nactatr.com/news/guidere-entry.html) | **In Progress** | **8/31/2020** |

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| **Mental Health Notes:** *Describe how mental health resources will be communicated to staff.* |
| **Discussion with staff took place during the initial orientation session, and throughout the year during staff meetings. Mental Health supports for students will be coordinated by the School Guidance Counselor in consultation with Administration, the School Educational Support Services Team (ESST), and the Child and Youth Team. As part of the School Improvement Plan (SIP) the school will focus on, and promote, Social Emotional Learning (SEL) strategies for all students. Our staff Wellness Lead, and our School Counsellor will focus on initiative which promote staff / student mental health respectively.** |

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| **Action Items** | **Resources**  *(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status**  *(Done, In Progress, Not Started, N/A)* | **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](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html) or [GOC Website](https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/covid19.html) | **In Progress** | **9/4/2020** |
| External Organizations operating within school *(Obtain a copy of their Operational Plan)* |  | **N/A** | Click or tap to enter a date. |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | [Water Bottle Signs](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FWater%20Bottle%20Signs%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/24/2020** |
| Site Specific Considerations:   * All persons entering the school **must** have a community mask. * All students should have a water bottle for use at the filler stations. * At this point, no extra-curricular activities (sports teams, band, drama, etc.) will be offered. After initial transition back to school takes place, this will be revisited. * Lockers will not be used. Prior to the arrival of inclement weather this will be revisited. * The cafeteria plan will be communicated during the first week of school. All students will eat in their homeroom. Microwaves will not be available to heat food. |  | **Done** | **9/4/2020** |

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| **Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.* |
| **Students on partial day plans will be accommodated following the procedures outlined within this plan. Home Learning Plans (HLPs) will be developed upon receipt of a letter from the student’s family doctor or health care provider which identifies them as being unable to attend school due to a diagnosed medical condition. HLPs will be staffed through ESS Connects to the District Office for their action.**  **Parents are requested to develop a plan for emergency pick-up in the case that their child / children develop symptoms while at school.**  **Maximum use of outdoor learning is strongly encouraged during favorable weather. Students should dress appropriately to be outside during the instructional day.**  **Windows will be opened and provided fans may be used (in accordance with prescribed protocols that they do not directly blow on students) to increase classroom air circulation.**  **Cell phones / personal electronic devices may not be shared with others. Cell phones must be kept in bookbags and are not permitted for use during instructional time. Phones / devices may be used between periods and at lunch provided students respect the established expectations. Infractions will result in the loss of privilege to bring phones / devices to school.** |