

## 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.

School Name	Grand Bay Primary
Principal (Signature)	<i>Rosalyn Nickerson</i>
School District Official (Signature)	<i>Z. Watson</i>
Plan Implementation Date	September 2020

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally (*by the principal or JHSC*) to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

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

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 7	October 15, 2020
Section 14	October 15, 2020
Section 2	November 25, 2020
Section 4	November 25, 2020
Section 5	November 25, 2020
Section 6	November 25, 2020
Section 7	November 25, 2020
Section 9	November 25, 2020
Section 11	November 25, 2020
Section 12	November 25, 2020
Section 14	November 25, 2020

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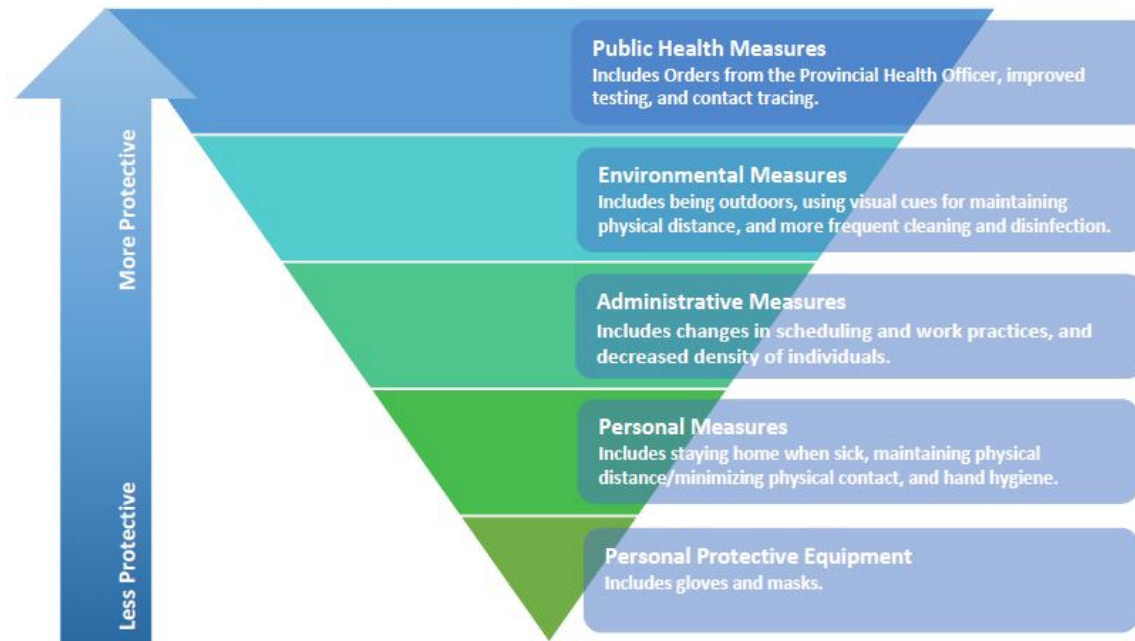
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### Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

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

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

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

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

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students (Will be send out at a later date)	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	Done	9/30/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications <a href="#">Refer to Guide for Parents and the Public</a>	Done	11/23/2020

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

Staff will review the school's Operational Plan and complete staff orientation at the first staff meeting on August 31st. The Plan will be sent to all staff the Friday before the meeting so they can review and prepare questions. During the week of August 24-28, school Administration will send a voice message and email to welcome families, give information on our staggered entry and inform them that our school's Operational Plan will be placed on our school's website on September 3/20 in preparation for the return to school of students. The communication will be sent out as a voice message and email with the Operational Plan attached. A follow up letter will also be sent home with students the first week of school with key notes for families and as a reminder of our school plan and safety procedures. Students will complete their orientation the first week back for grades one and two and the week of September 14<sup>th</sup> for the Kindergarten students.

~~Drop-in visitors will be limited, and the community use of the school will be limited.~~ Essential visitors must sign in and out using the Visitor's Log located outside the office. Covid-19 screening signage will also be posted on the front doors of the school and outside the office.

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**Orange Phase Changes:** Only essential school and district personnel and deliveries will be permitted entry into the school. School is closed to all visitors and families. Family members must wait outside if picking up their children early. Anyone entering the school **MUST** wear a mask for the duration of their time in the building. Families and staff are notified of pertinent changes to the Operational Plan due to moving to the Orange Phase of Recovery via school messenger (voice message and email). Staff are continually updated of changes through email, meetings and posted notices and signage.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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="#">COVID 19 Risk Assessment Grand Bay Primary.xlsx</a>	Done	8/25/2020

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

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Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.



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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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>	Done	8/24/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	Done	8/31/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	N/A	N/A
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	Done	8/24/2020



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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.*

~~We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in.~~

~~If a visitor is permitted to enter the school, they will go straight to reception desk outside the office (masked and hand sanitized), review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse/visiting teacher. Each visitor must also sign out upon leaving the school.~~

**Orange Phase Changes:** Only essential school and district personnel and deliveries will be permitted entry into the school. School is closed to all visitors and families. Family members must wait outside if picking up their children early or dropping items off.

We will take student and staff attendance on a daily basis.

Students leaving early or arriving late must be signed in/out outside the office by the Admin. team. Parents will only be permitted to open the front door for the student so they can enter on their own. Students will be met at the front door/front foyer by someone from the Admin. team. Teachers will track this attendance in Power School.

Staff leaving the school early or arriving late due to appointments, for example, must sign in and out using the Staff Log and use hand sanitizer.

A duty teacher will get on the buses when the buses arrive and instruct the students to put on their masks to prepare for entry into the building (will line up outside in designated areas). Students without a mask will have one given to them by the duty teacher. Families dropping off students will NOT be permitted inside the school. These students will also line up outside with their class (mask on) and wait to be escorted inside. One duty teacher will be outside each morning and Educational Assistants will also come out to line up their bubble class and escort students inside.

**Orange Phase Changes:** Families walking their child across the street to the school must leave their child at the top of the walkway (nearest the road) and allow the child to walk down the ramp on their own. This will prevent parents and families from mixing in with the student line ups, avoiding possible close contact.

~~Student/staff masks are to be worn at ALL times with the exception of when they are inside their own classroom (ie. their bubble) and outside play time (in their bubble). Masks will be needed to walk through the hallways, exit/enter the school, walk to the gym and go to the washrooms, for example. Fanny packs will be worn by students to store their mask when not in use.~~

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**Orange Phase Changes:** Student/staff masks are to be worn at ALL times regardless of where and what they are doing in the school. The ONLY exceptions are: 1. Phys. Ed. class (students only) 2. while eating/drinking 3. while sitting quietly reading/working (in this case students should maintain 2 metre distance from others if possible).

There will be 4 classes permitted through the main entry door and 4 classes permitted through the secondary entry door. Students will line up outside each morning before school starts and will be escorted into the building by a staff member. When entering the school, classes will be staggered to allow for the class bubbles not intertwine in the foyers and hallways. There will be 5-7 students per class who will be using coat hooks in their classrooms (those classes on the main floor). This will reduce congestion in the common areas and allow for physical distancing.

Dismissal: Students will remain in their classrooms until called by the Admin. team and/or duty staff to exit. The class in the modular room will line up in the gym and wait to be called via the intercom system. Students being picked up, along with the group going to Tiny Treasures (across the street), will also wait in their classrooms to be called to exit. There will be no families permitted entrance to the school to pick up their child. Families must wait outside while socially distancing from other families. Students being picked up will not be released until the buses have left the school area. Tiny Treasures Day Care students will be the last students to leave the school when the Admin. team and duty teachers determine that it is safe to do so.

**Orange Phase Changes:** Parents and family members picking up their children after school MUST be masked and remain at least 2 metres distant from other family bubbles.

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

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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>In Progress</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. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p><b>Done</b></p>	<p><b>8/25/2020</b></p>

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

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Students, with the aid of their parents/guardians, 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 await the pickup of a parent while waiting in our Isolation Room (maximum 1-hour).

**Orange Phase Changes: Students must ALWAYS have their mask on with the exceptions listed above. If a student moves to the Isolation Room, they are NOT permitted to remove their mask unless having a drink of water or in an emergency situation. Medical masks will be provided for anyone in the Isolation Room.**

The Isolation Room (Room 13 downstairs) must be cleaned between each use following the procedure within the Standard Cleaning & Disinfection Document. More than 1 student may be in the Isolation Room as masks are worn and 2 metre distancing must be followed. Educational Assistants waiting with a student in the Isolation Room must wear a mask and practice social distancing.

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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
<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>11/23/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/25/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/25/2020</b>

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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>	Done	11/23/2020
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.	<a href="#">NB Reg 97-150</a>	In Progress	8/31/2020
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)	In Progress	9/2/2020

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

**Masks are mandatory for ALL students and adults when moving throughout the school. ~~There will be 2 metre distancing required when not in the classrooms (ie. bubbles).~~**

**Orange Phase Changes: Two metre distancing is recommended where feasible (even in classrooms).**

**Classrooms: Each classroom is considered a bubble and students/staff within each classroom do not have to socially distance from one another. Students will eat in their own classrooms ~~and when the hot lunch program begins, the Educational Assistant in each classroom will go to the kitchen (masked) to retrieve lunch and milk orders.~~ Students in each class will have their own personal set of school supplies for their own individual use.**

**Orange Phase Changes: The hot lunch program has been suspended until further notice due to the Orange Phase of recovery. Pizza lunch on Fridays will continue but will be distributed by the Administration Team. The Team will be masked and gloved and will practice required handwashing/sanitizing practices. Any eating utensils/plates etc. will be disposable.**

**Kitchen: ~~Volunteers will be masked and will practice proper hand washing and sanitizing procedures.~~**

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~~Staff room: There will only be 2 staff members permitted in the staff room at one time. Only 2 chairs will remain in the staff room.~~

~~Library: The library will be used as an extra space for staff breaks. There will be 4 permitted in this space at one time to eat lunch and have a break. A microwave will be placed in this space for staff use.~~

**Orange Phase Changes:** The Staff Room is now closed for eating and sitting. Staff may enter, one at a time to use the fridge, water cooler, kettle, microwave etc. Anything that is touched by a staff member must be sanitized after use.

The library will be open for one staff member at a time for breaks. Staff may also use the Resource Room, kitchen and their own classroom for breaks if not in use. Only one staff member at a time is permitted in the Resource and kitchen areas. On Mondays (all day) and Thursdays (after 10:15am) 3 staff members can use the gym for breaks. They must sit in the 3 corners, staying clear of the gym entrance near the kitchen.

**Hallways:** There will be directional arrows and a line down the centre to show staff and students where they are permitted to walk. Masks must be worn when in the halls, stairwells, washrooms, office and foyers.

**Stairwells:** There will be directional arrows in the stairwells.

**Office:** There will be only 1 chair permitted in the office area other than the Admin. Assistant's chair. Only 4 people will be permitted in the office area at one time (including the Admin. Assistant and Principal).

**Staff washroom:** Staff must wait behind the designated line in the front foyer until the round touch light on the office door is turned off before entering the office area to enter the washroom. If the light is on (turned on by elbow), staff know that the washroom is occupied. Staff leaving the washroom must turn the light off (with their elbow) when they leave.

**Evacuation Drills:** Classroom meeting spots outside the school during an evacuation and/or fire drill will be organized in such a way as to maintain physical distancing once outside the school. During a fire alarm there will be 5 classes lining up at the front of the school (away from the building, facing Woolastook Drive) and 3 classes lining up at the back of the school, facing the river. If students and staff must evacuate to Grand Bay Baptist Church, students will assemble in their class bubbles outside the facility and wait for direction from Administration. Masks must be worn (unless an emergency dictates otherwise).

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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
<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	Done	8/25/2020

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

**Entry: Staggered entry morning arrivals as follows:**

Bus 322	8:05am	approx. 1-4 students
Bus 340	8:15am	approx. 20 students
Bus 320	8:24am	approx. 10 students
Tiny Treasures Daycare	8:20am	14 students
Walkers	8:25-8:35am	approx. 50 students
Bus 308	8:37am	approx. 12 students

Upon arrival students line up in designated class bubble row (masked) and are immediately escorted into the school by the class Educational Assistant. There will be a teacher on bus duty to oversee this process. Walkers and students being dropped off are not permitted to line up until 8:25am so that we can stagger the entry and allow bus students to enter first. Approximately 1/3 of the students on the main school level will use coat hooks in the classroom thus alleviating congestion in the common areas. The staggered entry will give students time to remove outerwear and enter their classroom without mixing with other class bubbles.

**Recess and Lunch:** The 8 classrooms will be divided into 2 teams (Team A and Team B). Team A will play outside for recess and then come in to eat snack and Team B will eat snack first and then go outside to play. The same staggered eat/play will apply during the lunch hour.

**Playground:** Our playground has been divided into 4 zones (field by fence, playground equipment, near school windows/grassy area, lower field). The classes will rotate to a different zone each day. Students will walk through the halls and enter the playground area



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with their mask on. Once outside, students are permitted to safely remove their mask and place in their fanny pack. Masks must be put back on for re-entry. If 2 metre social distancing can be maintained between the 2 classes exiting a door, student masks will be optional. Students must wash hands or sanitize before and after outside play.

**Orange Phase Changes: Masks must worn outside at all times.**

**Dismissal:** Students will remain in their class until called to exit the school by the Admin. Team/duty staff. Buses will load first (students masked). Students will walk to their buses, maintaining 2 metres between bubbles. After the buses leave the school area, walkers will be dismissed followed by Tiny Treasures Daycare students. Students will be masked and families must wait outside when picking up students.

**Orange Phase Changes: Families gathering in front of the school at dismissal must be masked while on school property and must maintain 2 metres distance from other family bubbles.**

**Accessing washrooms:** All students will be masked when using washrooms. Teachers will work out a schedule with each other to determine when their class will collectively be in the washrooms.

**Accessing the gym:** All students will walk through the halls and enter the gym with their mask on. Upon entry, students will safely place their mask in their fanny pack and store the pack as instructed by the phys. ed. teacher.

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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
<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="#">Cleaning and Disinfection Schedule Grand Bay Primary.xlsx</a> <a href="#">Refer to WHMIS Overview Document</a>	Done	9/30/2020
<b>Washrooms:</b> → Equip with running tap water, liquid soap, paper towel, ( <i>forced air dryers in many locations</i> ), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	Done	8/24/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/25/2020
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	Done	8/25/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/25/2020

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

Hand cleaning posters have been posted in all washrooms.

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

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

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

In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Management Document, Appendix K.

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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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>	Done	8/25/2020
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		Done	9/30/2020
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Done	9/30/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	Done	8/24/2020

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K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask Poster</a>	Done	8/25/2020
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**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

**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.**

**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 and direction of the teacher.**

**~~All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.~~**

**Orange Phase Changes:** It is recommended that all staff and students have 2-3 clean community masks every day so they can be switched out should they become wet and/or dirty. Student/staff masks are to be worn at ALL times regardless of where and what they are doing in the school. The ONLY exceptions are: 1. Phys. Ed. class (students only) 2. while eating/drinking 3. while sitting quietly reading/working (in this case students should maintain 2 metre distance from others if possible).

**Training on mask wear and proper handwashing and hand sanitizing will be included in the student orientation and will be reviewed frequently during the course of the year.**

**Posters will be posted throughout the school (including washrooms) to encourage and remind students (and staff) of proper hand hygiene and mask usage.**

# 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>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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	Done	9/30/2020
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	8/25/2020
<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>		Done	9/30/2020
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services	Done	9/30/2020
Eye protection (safety glasses, goggles)		In Progress	9/2/2020
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )		Done	9/30/2020
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>	Done	8/25/2020



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested and with approval. 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.

A 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 until they can go home. 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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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>	Done	9/22/2020
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

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/24/2020
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

We have reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.

**Orange Phase Changes:** Our school's Joint Health & Safety Committee will be given a copy of the adjusted Operational Plan and informed of the Orange Phase of recovery changes. Staff will be emailed the updated version and told of the changes.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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>	Done	8/31/2020
<p>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.</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>	Done	8/31/2020

## 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.

**Orange Phase Changes:** Staff are made aware that should our school have a Covid-19 outbreak, we will take our direction from Public Health.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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.	<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</a> <a href="#">NACTATR Guide to School Re-Entry</a></p>	Done	8/31/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
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>	Done	9/18/2020
External Organizations operating within school (Obtain a copy of their Operational Plan)		N/A	8/31/2020
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>	Done	8/25/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

~~When we begin to prepare and serve hot lunch (October 19/20) we will ensure that persons serving the food wear gloves and a community mask. EAs will be responsible for retrieving lunches and milk from the kitchen area and milk fridge. Students 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 filling stations. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.