

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

The following document is intended to provide a check list with spaces for each main topic area along with resources. This will help the plan owner, (school Principal), outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. The District Occupational Health and Safety Coordinator is expected to be the primary support for staff and students. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

<b>School Name</b>	Deer Island Community School
<b>Principal (Signature)</b>	Tim Davis
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

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

Tim Davis	Oct 23 <sup>rd</sup> , 2020		
Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
Tim Davis	Nov 27 <sup>th</sup> , 2020		
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
Tim Davis	Dec 11 <sup>th</sup> , 2020		
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
Tim Davis	Jan 20 <sup>th</sup> , 2021		
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date



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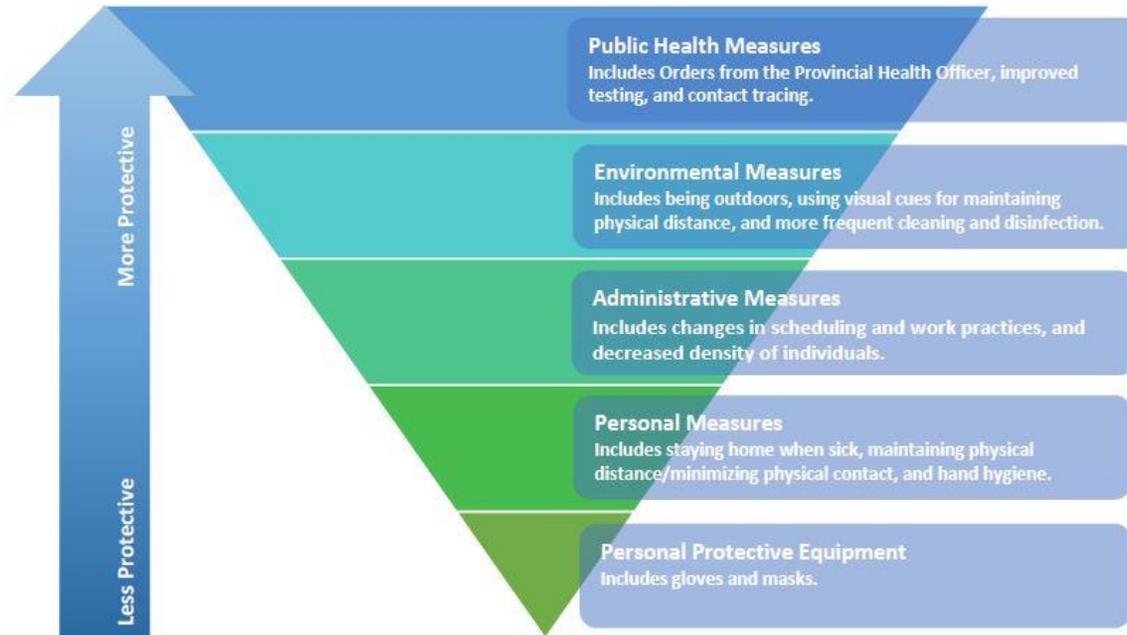
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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>

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

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

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

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

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

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

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DICS will provide orientations to all staff and students as per the orientation document. This information has been provided to all stakeholders via email, teams meetings, and face to face meetings in the fall. As well, we have the “Visitor Guidelines” posted at the main entrance for all visitors to review. We are communicating to the community that school visits will be very limited and that we ask anyone who plans on visiting the school to call ahead, self-assess, and check in at the main office upon arrival.

We will have staggered first-day arrival for our 3 bubbles. On Tuesday, September 8<sup>th</sup>, the K/1/2 Bubble will be at the school, on Wednesday, September 9<sup>th</sup>, the 3/4/5 bubble will be at the school, and on Thursday, September 10<sup>th</sup>, the 6/7/8 bubble will be at the school. On each of these 3 days, additional orientation and training will be provided by all staff. On Friday, all 3 bubbles will be in attendance and will continue the orientation process.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">Link to Risk Assessment Document</a>	<b>In Progress</b>	Click or tap to enter a date.

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

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The risk assessment will be completed with the involvement of all staff during the week of August 31<sup>st</sup>.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>In Progress</b>	Click or tap to enter a date.
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>In Progress</b>	Click or tap to enter a date.
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		
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	<b>In Progress</b>	Click or tap to enter a date.

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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 our school families that access to our building will be limited and that calling ahead to book an appointment would be desirable. At this moment, we do not have a buzz-in security system, however the main entrance will be appropriately posted to inform visitors of the process and protocols for entering. After doing the pre-screening, visitors will go directly to the main office where they will sign in and be given further direction.**

**Daily attendance will be taken every day for both staff and students. Anyone leaving the building at any time will be required to sign out at the main office.**

**During school start up and dismissal time, procedures will be in place to ensure proper physical distancing. The school bus and parent drop off will be at the main door only. The teachers on duty at these times will ensure students maintain appropriate physical distancing and well as be directed to their classrooms. Each bubble will be loaded onto the bus separately, beginning with the 6/7/8 bubble, loading the rear of the bus first, followed by the 3/4/5 bubble. The K1/2 bubble will be alone on the afternoon bus as they are dismissed early.**

**As of now, we have no plans for intramurals or sports teams. We will look at our volleyball team in the winter.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 - SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>

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<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/24/2020</b></p>
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**Screening Notes:** *Outline how screening requirements are being met.*

**GNB up-to-date screening poster procedures will be posted at ALL entrance doors. Staff have been advised of screening requirements during the orientation. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask and go home as soon as possible. Parents are asked to screen their children at home prior to leaving for school on a daily basis. If a student or staff member becomes symptomatic while at school (2 or more Covid – 19 symptoms), they will be asked to put on a mask, contact home will be made, and that student will be asked to wait in the isolation room located off the main office. (1 hour max). The isolation room will be cleaned thoroughly following procedure within the Standard Cleaning and Disinfection Document.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p><b>Done</b></p>	<p><b>9/8/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
<p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p>	<p><a href="#">Refer to sample signage</a></p>	<p><b>Done</b></p>	<p><b>8/24/2020</b></p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.        *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p><a href="#">NB Reg 97-150</a></p>	<p><b>Not Started</b></p>	<p><b>9/14/2020</b></p>

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School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory.	District Facilities (Maps)	<b>Not Started</b>	Click or tap to enter a date.
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**We will have 3 bubbles in our school. K/1/2 (15 students), 3/4/5 (23 students), and 6/7/8 (20 students). Fortunately, these are also our 3 homerooms. These students will remain with their bubble, in their classroom, for the majority of the day. As well, we have designated 3 distinct play areas outside where each bubble will be assigned on a weekly basis. During the first week, bubbles will be given direct instructions for each area and be given ample time to practice and become familiar with each of the 3 outdoor play areas. When entering the school after morning recess and lunch recess, each bubble will have line up in their assigned play area and be directed into the school on an individual basis. Once a bubble group is back in their classroom, the next bubble group will be allowed to enter the school. This will avoid any chance of cross bubble contact in our common areas. If bubbles meet or pass one another by chance in the school, a 2M distance must be maintained.**

**Each bubble group will also be assigned their own set of washrooms. These washrooms will only be used by the assigned bubble group all year long. Staff will have separate washrooms from the bubble groups as well.**

**We are able to ensure that there is no more than 1 bubble group outside of their classroom at a time. (travelling to the gym)**

**Our music teacher will travel from bubble to bubble.**

**Each bubble will have their own set of gym equipment, not accessible by any other group. We will communicate to families that the majority of phys. Ed time will be outside when possible. If outside PE is not possible, there will only be one bubble group in the gym at a time.**

**All 3 bubble groups will have their morning snacks in their classrooms prior to going outside for recess. Each bubble group will exit the building through the main doors at staggered times and then proceed to their assigned outdoor play area.**

**Lunch times in the cafeteria will be staggered to ensure physical distancing. On hot lunch days, beginning the last week of September, lunch will be delivered to each student at their lunch table to avoid line ups. Cafeteria staff will be required to wear masks and all appropriate PPE will preparing and delivering the meals.**

**Furniture in staff room will be arranged to promote physical distancing and staff will be encouraged to limit their time in potential gathering areas.**

**The 6/7/8 bubble, the only group that would require the change rooms, will be the only bubble allowed in them and this is where their assigned washrooms are located. Students will have access to their lockers and cubbies but we will allow only one bubble at a time in these areas.**

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Visual 'stop' cues will be placed at the 2 doors of the main office so as to ensure all staff, students, and visitors stop before entering the office doors. The 3/4/5 Bubble will be the only group on the second floor so stairwells will not be an issue. Their washrooms will be on the second floor as well.

We will limit the number of assemblies and large group activities, however when they are necessary, they will be outside or in the gym with each of the 3 bubbles being assigned a specific area of the gym maintaining at least the 2M distance between bubbles.

We will continue our evacuation drills as per the mandate but ensure that the 3 bubbles remain intact and separated from the other 2 at the meeting place.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>8/24/2020</b>

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

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As outlined previously, we will be able to ensure physical distancing and maintain bubble groups during transition times, break/recess, accessing lockers and cubbies and lunch without any modifications to our schedule. That being said, we are still awaiting more direction on arrival times of the bus.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/24/2020</b>

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<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	<b>Done</b>	<b>8/24/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>8/24/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Done</b>	<b>8/24/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/24/2020</b>

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

**Hand cleaning posters have been posted in all washrooms.**

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

**Masks are required 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.**

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In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.

We will open windows whenever possible and report any issues with ventilation to our facilities team to fix.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>8/24/2020</b>
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		<b>Done</b>	<b>8/24/2020</b>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>8/24/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>In Progress</b>	<b>9/8/2020</b>

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
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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 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. Masks are to be worn at all times except when in class bubbles.**

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>In Progress</b>	<b>8/31/2020</b>
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>Done</b>	<b>8/31/2020</b>

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<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		<b>Done</b>	<b>8/31/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>8/31/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>8/31/2020</b>
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>Done</b>	<b>8/31/2020</b>

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

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

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

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

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

Students/Staff who are feeling unwell (2 or more Covid-19 symptoms) at the school will be provided with a medical mask to wear. Do not reuse medical masks.

A personal plan will be developed for students who can not wear a mask due to health conditions or other exceptionalities.

We will have a supply of masks available for students or staff who forget them.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>9/11/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/24/2020</b>
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>	<b>Done</b>	<b>8/31/2020</b>
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>	<b>In Progress</b>	Click or tap to enter a date.
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>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	Click or tap to enter a date.
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that public health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <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>	<b>Done</b>	<b>8/31/2020</b>

## 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 to them should they need or want them.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>9/21/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>N/A</b>	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.	<a href="#">Insert Water Bottle Signs</a>	<b>Done</b>	<b>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>		Choose an item.	Click or tap to enter a date.
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*