

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 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.

School Name	St. George Elementary School
Principal (Signature)	<i>Paddy Huizinga</i>
School District Official (Signature)	
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.**

	October 29, 2020		
Paddy Huizinga Name (<i>October Review</i>)	Date	Name (<i>February Review</i>)	Date
Paddy Huizinga and Matthew Kernighan Name (<i>November Review</i>)	November 24, 2020 Date	Name (<i>March Review</i>)	Date
Name (<i>December Review</i>)	Date	Name (<i>April Review</i>)	Date
Name (<i>January Review</i>)	Date	Name (<i>May Review</i>)	Date

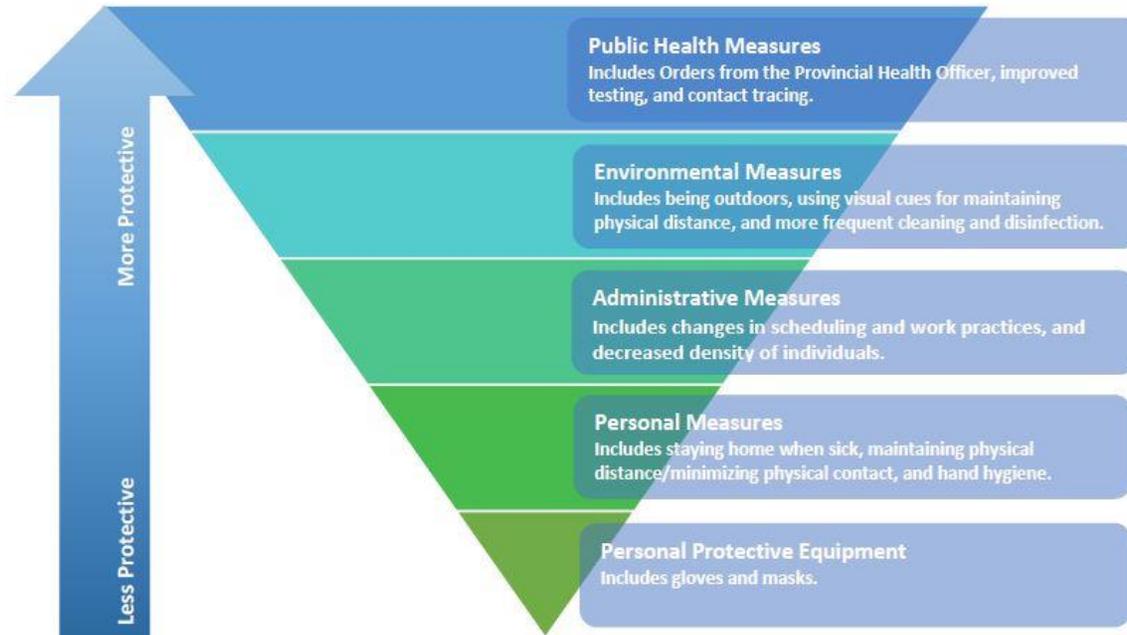
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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Instructions: Go down the list one-by-one, review the 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
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students <i>(Will be send out at a later date)</i>	In Progress	9/2/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Choose an item.	Click or tap to enter a date.
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	9/2/2020

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

Orient Staff to the plan (EAs, AA, SIW, Teachers) on August 31

Orient Custodians to the plan on August 30, 2020

Students will be oriented to the plan during the staggered entry and through continuous teaching in their classrooms (Sept. 8 – 11 and onwards.)

Operational plan will be posted on school website on September 3

Operational plan will be emailed to families via School Messenger Sept 3

Visitor Guidelines will be emailed to all identified professionals, posted at the door and at main office and attached to Aesop for supply teachers.

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A Welcome Back to School Video will be posted on the School website the week before school starts to inform parents of arrival and entering the school as well as the plan for staggered entry.

Teachers will call students in their class on August 31 – September 1 to advise of the specific dates for attendance August 31 – September 4. Each class K – 5 will ask 1/3 of their students to attend on Tuesday, Wednesday and Thursday of that week, all students will attend on Friday.

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
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	Done	8/24/2020

Risk Assessment Notes: Describe that the Risk Assessment has been completed, include a link to it if possible.
Risk assessment was completed with staff – unable at this time to attach a link to the saved document.

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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 <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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 Refer to Poster	Done	9/2/2020
<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 - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	9/2/2020
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		NA
<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	9/2/2020

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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.*

Parents will be informed that appointments are required to enter the building. A receptacle will be placed in the main lobby for parents to place items being delivered. Students will be called to the office for pick up. Parents will not be admitted past the outer lobby for delivery of items. Signs are posted on all doors with numbers to call for delivery of supplies, custodians will be paged to pick up at determined locations. Sign in /out sheets requiring phone numbers for all community partners, and guests entering the school. Staff will sign the same sheet if leaving early. Sheets will be collected and stored in the office each day.

Student arrival: On arrival, buses and parents will drop students at the primary side of the building. Students will go directly inside and to their classrooms where teachers await them from the classroom doors, ensuring distancing is kept in the hallways. Students will enter from the 2 doors in the primary building, students whose classes are in the basement of the primary wing will enter at the playground door, students whose classes are on the 2nd floor of the primary wing or in the intermediate building will enter the door closest to the island. Educational Assistants are paid extra hours to supervise students in classrooms from 7:45 to 8:00 when teachers are required to be on duty.

Student departure:

Students who walk or are picked up will exit before the loading of buses. They will exit the school as follows:

Students in the following classes exit through the primary doors closest to the playground. They will line up along the fence on the inside of the playground and a duty teacher will release them when visual contact is made with an adult authorized for pick up.

Kindergarten Comeau

Kindergarten Jones,

Kindergarten Thorne

1 FI Gullison

1 Dakai

1/2 Hawkins

1-2 FI Quiring

2 Gun Robertson

Students who walk or are picked up from these following classes will exit on the parking lot side of the building:

2 FI Rost Wilcox

3 Fi Hovey

3 Thomas

4/5 Doherty

4/5 Wilcox

4/5 FI Depippo

3/4 FI Dion

5 FI Nadeau

Students in grade 3 – 5 who have a younger sibling being picked up from the playground will exit from the playground door (#1) and meet their sibling outside.

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Students travelling by bus:

All students will stay in their classrooms. Announcements will be made when a bus is available for loading. All students will load buses on the Primary side of the school. Intermediate students will exit from Door # 2 in the primary building. Primary students will exit through the door closest to the playground, one bus at a time. Students will need to wear masks and distance from those not in their bubble as they load onto buses.

Community use of the facility is suspended until January when this will be reviewed again.

Red Zone Active Screening:

- A. Active Screening involves answering the most recent screening questions in person and each staff will be observed sanitizing their hands. No temperature taking will be involved. The guideline is that if you have one symptom, you do not enter the building. We had clarification that if you have had a preexisting condition (allergies, bowel condition, fatigue etc.) that this does not count as a symptom unless it is NEW or WORSENING.
- B. If many staff are unable to attend work, we will first maintain students at school that particular day by using any staff not assigned to a homerooms to cover absences. The district would also send any available supports. If too many staff absences go unfilled, a school may not be able to remain open until staff return.

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
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>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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>Choose an item.</p>	<p>Click or tap to enter a date.</p>

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

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All staff should enter at the parking lot staff door where a hand sanitizing station will be established. All staff and students will self-monitor prior to leaving home, wear masks in any common areas and follow the arrows to maintain one-way traffic in the halls. It is always imperative for staff to adhere to these protocols in the common areas to provide positive and consistent role models for students.

Screening posters will be displayed on all entrance doors.

All staff will be informed of the screening process during orientation. Parents will be informed of expectations for screening their children via School Messenger and a notice will be sent home with each child on their first day of attendance.

Staff and students should remain at home if they display Covid 19 like symptoms unless they are sure that the symptoms are caused by pre-existing conditions such as allergies. When in doubt, stay home. The usual procedures for reporting absences for both staff and students should be followed. Any staff or student who leaves early should sign out on the sheet in the lobby/office.

Anyone experiencing 2 or more symptoms should self-isolate at home and call 811. Reporting positive cases of Covid 19 and any contact tracing required will be conducted by the Department of Health.

If a staff person or student displays 2 or more symptoms of Covid 19 they will need to wear a mask immediately and proceed directly to the Calming Room inside the Resource Room by the office. Any staff interacting with the symptomatic person also needs to wear a mask and a shield if they need to enter the Calming Room. The Administrative Assistant should be informed so that calls to family can be made to have someone pick them up. The principal or vice principal and custodian should also be made aware as soon as possible. The symptomatic person's absence needs to be noted on the sign out sheet in the lobby, detailing specific time and who picked them up. Custodians will clean the isolation room after each use.

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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
Section 6 - PHYSICAL DISTANCING			
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 Refer to Chartwells Operational Plan	Choose an item.	Click or tap to enter a date.

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Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Choose an item.	Click or tap to enter a date.
Evaluate options to reduce the number of people required onsite.		Choose an item.	Click or tap to enter a date.
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.	Refer to sample signage	Choose an item.	Click or tap to enter a date.
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.	NB Reg 97-150	Choose an item.	Click or tap to enter a date.
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)	Choose an item.	Click or tap to enter a date.

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

Hallways, stair ways and classrooms: Signage (arrows and words) will be posted in all hallways and stairways, indicating the direction of traffic flow. Stairways are designated up or down only.

Students will not have to distance when operating within their own bubble in class and on the playground, a minimum of 2 meters must be maintained from other bubble groups. When using common areas such as the office, washrooms, library etc. students will be required to wear a mask.

Washrooms: Teachers must accompany their class bubble for scheduled hand washing and bathroom breaks. There is no limit for the number of students in the same bubble in the washrooms, but this must be supervised to ensure students from other classes are not already there or are walking in. All students should always wear a mask in the washroom. There is a limit of 4 people using the washrooms at one time without teacher supervision. Masks are mandatory under these circumstances. Signage will be posted. There will be circles on the floor to distance while waiting outside the washroom.

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Staff Rooms and Work Rooms:

YELLOW ZONE: There can be no more than 8 people in the staff room at a time. Chairs will be removed and one person per couch will maintain the distancing necessary. Signage will be posted.

Orange Phase: In the staff room, 4 people can be seated, safely distanced, eating at a time, with one person at the counter using the appliances. In the Intermediate workroom 2 people may be seated to eat, safely distanced, and one person permitted in the photocopy area. A clipboard will be placed in each room for you to provide date, name, and time in/out.

Red Phase: No staff will use the staff room or intermediate work room to eat. Alternate locations include:

- a. Outside VP office - except on Wednesdays (one person)
- b. Back Meeting room of the library except on Wednesdays and every other Friday (1 person)
- c. The Library except on Thursday (2 people)
- d. Cafeteria (5 people)
- e. Intermediate work room (1 person seated and one at the photocopier)
- f. Gym Lobby (2 people - quirky wifi but a possible lunch spot)
- g. Gym Balcony
- h. Stage Area
- i. Back room of the library
- j. Outside VP Office
- k. Staff room - Jenny is going to continue to use this as her office but one other person could be there with her as a work station but not for eating

More than 2 metres distance in all directions must be maintained when eating.

During All Phases, the appliances such as fridges, coffee makers, microwaves, and kitchen surfaces, must be sanitized after each person's use.

Elevators: No more than 2 people in an elevator at a time and masks should be worn while in the elevators.

Office: Only one visitor to the office at a time, knock on the door or enter from the lobby so that visual confirmation can be determined if it is safe to enter. – Signage will be posted. Tape has been placed on the floor, visitors need to stay to the left of the tape to establish 2 m distance to the Admin Assistant.

Evacuation Drills: Teachers are encouraged to create a system for students to store and be able to retrieve their mask (i.e. a clothes line across a wall with clothespins with names to store masks when not in use. In the case of a fire drill, students could easily get

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their mask and quickly put it on as they leave the building. The location of each class' muster point will be staggered to ensure the 2 meter distance required.

Assemblies will be held as virtual meetings on teams or in smaller groups in the gym where distancing among the bubbles can be maintained.

Library: Any books with plastic covering must be disinfected following students touching the covers. For this reason, the library will not be used by students. Teachers may check out a larger selection of books for use in the classroom. Books can be used by the students in that bubble. Upon returning the books, teachers must ensure that the books have EITHER been isolated for 72 hours prior to reshelving or wiped down with a cloth sprayed with disinfectant. It is the responsibility of the teacher to reshelve books following cleaning.

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
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 <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Choose an item.	Click or tap to enter a date.

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

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Breakfast Program: Students will be offered breakfast items in their classrooms. This will be reviewed again in October once sufficient volunteers are enlisted to support the program either in the cafeteria or the library. Volunteers will wear masks and serve students, ensuring 2 meters of distance are between those children from different classes, and completing the required disinfecting afterward.

Lunch: Students will be required to bring lunches every day for the first several weeks. Chartwells Cafeteria service will resume at a date to be determined. Students will eat lunch in their classroom or outside under an adults' supervision. Mme. Quiring's class will eat in the cafeteria to accommodate the needs of a child with anaphylactic milk allergies.

Recess: Each homeroom teacher will supervise their own students during recess. Across all grades, there will be 4 sessions of 20 minute outdoor recesses so that each bubble has one scheduled recess. Teachers will provide daily opportunities for outdoor play for cross curricular activities as much as possible throughout the rest of the day, continuing to maintain a 2m distance from other bubbles. There are 5 areas on the school grounds which will be designated as play areas for one bubble of students at a time. These are: the island, the playground, 2 identified areas on the field, and the wooded outdoor classroom area. Classes will rotate through these play areas each day to offer a variety of activities. There will be designated spots at the above-mentioned entry doors for each bubble to line up so that distancing between classes is maintained upon reentry into the school. Students will enter from the play area as a bubble and return directly to class, maintaining the required distance from other bubbles as they enter and travel back to class.

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
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 Refer to WHMIS Overview Document .. \SGES Cleaning and Disinfection Schedule.xlsx	Done	9/2/2020

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Washrooms: → 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	In Progress	9/2/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Choose an item.	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Choose an item.	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Choose an item.	Click or tap to enter a date.

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 when using individually. Scheduled bathroom breaks with a bubble will not require mask use.

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
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<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 and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	Choose an item.	Click or tap to enter a date.
<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>		Choose an item.	Click or tap to enter a date.
<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>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Choose an item.	Click or tap to enter a date.
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Choose an item.	Click or tap to enter a date.

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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 Community Mask Poster</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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.*

Students will be taught proper handwashing, cough and sneeze etiquette and distancing as part of their classroom procedures.

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.

Table 1 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.

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

Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.

A personal plan will be developed for students who 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.

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

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

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Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document – Appendix C, H</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<p>If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).</p>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
Provide personal protective equipment – only for those situations that require it:			
<p>Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:</p>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<p>Hand protection (gloves)</p>	<p>OHS Guide-PPE</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<p>Eye protection (safety glasses, goggles)</p>	<p>PPE Poster</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<p>Other PPE as determined necessary through the risk assessment (<i>face shield</i>)</p>	<p>District Student Support Services</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p>Health Canada information on non-medical masks and face coverings</p> <p>Refer to Return to School 2020 Document – Appendix A</p> <p>Community Mask poster</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>

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

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Every teacher and EA will have a face shield available. The office reception area is equipped with a glass barrier.

Sneeze guards will be provided as requested and approved.

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

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

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

Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.

A personal plan will be developed for students who 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.

During Yellow Phase: Masks should be worn in common areas. Students do not have to wear them when in their classroom bubble or outside.

During Orange Phase all students will wear face masks both inside and outside except when eating or quietly working at desks, or during strenuous exercise. Whenever possible in the classroom a 2 m distance should be maintained when masks are off. Teachers are encouraged to space students in the classroom and identify a safe area (2 metres in all directions from others) for mask breaks. Staff must wear masks unless eating or alone in their personal workspace with the door closed.

During Red Phase: All staff and students must wear masks at all times, except when eating or sitting silently at desks and then physical distancing must be diligently observed. Students must wear masks outside and in Phys. Ed.

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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
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 Refer to Orientation	Choose an item.	Click or tap to enter a date.
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Choose an item.	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Choose an item.	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Choose an item.	Click or tap to enter a date.
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	Choose an item.	Click or tap to enter a date.
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Choose an item.	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.	OHS Guide topic-Supervision	Choose an item.	Click or tap to enter a date.

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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 & Safety committee will be involved with the monthly reviews of this Operational Plan.

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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
Section 12 - OUTBREAK MANAGEMENT			
<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>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Choose an item.	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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Choose an item.	Click or tap to enter a date.

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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
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.	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca</p> <ul style="list-style-type: none"> • 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 <p>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p>	Choose an item.	Click or tap to enter a date.

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Mental Health Notes: *Describe how mental health resources will be communicated to staff.*

Access to Mental Health Services will be advertised in weekly messages and posted in staff areas. All staff will be coached on how to access Guidance or Child and Youth Services through our ESST referral system.

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
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 or GOC Website	Choose an item.	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Choose an item.	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.	Insert Water Bottle Signs	Choose an item.	Click or tap to enter a date.

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

When we distribute lunches or breakfast food, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.

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

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