

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	Campobello Island Consolidated School
Principal (Signature)	<i>Daphne Carter</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.**

<i>Daphne Carter</i> Name (October Review)	<i>Oct 14, 20</i> Date	<i>Daphne Carter</i> Name (February Review)	<i>Feb 26, 2021</i> Date
<i>Daphne Carter</i> Name (November Review)	<i>Nov 13, 20</i> Date	<i>Daphne Carter</i> Name (March Review)	<i>March 25, 2021</i> Date
<i>Daphne Carter</i> Name (December Review)	<i>Dec 18, 20</i> Date	_____ Name (April Review)	_____ Date
<i>Daphne Carter</i> Name (January Review)	<i>Jan 20, 20</i> 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
Added link to page 7 – NBIAA Return to Play	September 11, 2020
Change to transition time p. 12	October 14, 2020
Added Orange/red level expectations	January 19, 2021
Changed Middle School Snack time	February 22, 2021
Elementary go to gym for phys ed	March 15, 2021
High School eat in cafeteria	March 29, 2021

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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 <u>Staff</u> and Students	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	CICS COVID-19 Visitor Guidelines.docx	Done	8/19/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Parent letter 2020 CICS Refer to Guide for Parents and the Public	Done	8/19/2020

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

Visitor guidelines: [CICS COVID-19 Visitor Guidelines.docx](#)

District communication has been sent to all parents this summer. CICS will be sending a parent communique via School Messenger and Facebook the week before school starts, informing parents where to find the operational plan (will be posted on the school website). Frequent communication will occur as needed via Facebook, School Messenger, and emails, as well as through signage in the school and community. A staggered entry will be implemented the first week to facilitate orientation for students in learning the new guidelines and expectations. Tuesday - K, 5, 6, 9, 12; Wednesday - 1, 2, 4, 7,8, 10, 11; Thursday - K, 1, 6,7,8, 9,10,11,12; Friday - 2, 4, 5, 6,7,8, 9,10, 11 12
 Staff orientation will occur August 31 for teachers, and September 2 for EA’s and supply teachers. Posters and signage with reminders are posted throughout the school.

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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 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.	CICS COVID-19 Risk Assessment Questions for Schools.xlsx	Done	8/19/2020
Risk Assessment Notes: <i>Describe that the Risk Assessment has been completed, include a link to it if possible.</i>			
Risk assessment has been completed: CICS COVID-19 Risk Assessment Questions for Schools.xlsx			

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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	8/19/2020
<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>CICS Visitor Log.docx</p> <p>One Pager - Admin Assistants CICS.docx</p>	Done	8/20/2020
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 NBIAA Return to Play Webpage	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	8/20/2020

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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/visitors will be notified that they must call to make an appointment to visit the school. A visitor guideline document will be emailed to them at that point. All visitors must be buzzed in to the school during operational hours.**
- **Visitor log has been added.** [CICS Visitor Log.docx](#)
- School sports events - not applicable for our school. We will not be able to have sports teams come to our school through the U.S. border. We will keep a log for any after-school practices, for students who attend each day.
- Physical distancing for school entry and exit - all high school students will use high school entry/exit; middle school students use only middle school door; elementary students use only elementary door. Entry times in morning will be largely staggered due to varying drop-off times for parents, and busses arrive roughly 5 minutes apart. Students will wear masks while exiting the bus/car until they reach their classroom. Times for bus dismissal and pick-up dismissal are staggered. High School bus students dismissed at 2:56; Middle School at 3:00; Elementary at 3:04. Pick-up students will be dismissed after busses leave. Students will wear masks while in hall and common areas until they reach their car/bus seat.
- During Red Phase, school will be locked after 3:00 with no admittance as all sports practices will be on hold until return to Orange

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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 5 - SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>In Yellow and Orange phases, staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>In Red Phase, active screening will take place at the main door of the school. Staff have been informed that they must enter by the main door to be screened. Mrs. Carten and Mr. Conley will screen in the morning, and Barbie will do the screening for custodians arriving later in the day. Screeners will record information on template provided by ASDS.</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>	Done	1/20/2021
<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>	Done	8/20/2020

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

Screening posters have been hung on each entrance door; students and staff have been informed about the procedure for screening through district communication. Parents have been informed through district and school communication on School Messenger and Facebook about self-screening in the morning before coming to school. CICS will follow up with additional reminders as the school year progresses. In the Red phase, staff members will be actively screened before entering the building. The screeners have been identified and a plan has been made. Self-isolation space will be in the former staff room which is close to the main entry and easily accessible. Staff will be trained in the orientation in this procedure.

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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.	Elementary Schedule 2020-2021.docx Middle School Schedule.docx High School Schedule.docx Itinerant professional information in Return to School 2020 Document pg. 18	In Progress	8/20/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/20/2020
Evaluate options to reduce the number of people required onsite.		Done	8/20/2020
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	Refer to sample signage	In Progress	8/20/2020

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<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>	NB Reg 97-150	In Progress	8/20/2020
<p>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.</p>	Map	Done	8/20/2020

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

In the high school classrooms, desks will be arranged one meter apart, and in the high school hallway, lockers will be spaced. Teachers will frequently revisit regulations with students to remind them of the importance of physical distancing. Middle School students will not be using lockers for anything except their coats, and the washrooms. The elementary break schedule has been adjusted to prevent interaction between bubbles of students.

Locker rooms – middle school students will go in to changing rooms in their bubbles. Both changing rooms will be opened (2 for boys, 2 for girls) and students will be assigned to them to allow for greater space. High school students must wear masks while in changing rooms.

Reminders will be posted on the washroom doors at the middle school and high school levels for students to wear a mask and maximum occupancy restrictions for the washroom. There are barriers between the stalls, and posters will be posted by sinks to remind students to physically distance and use proper hand-washing techniques. One urinal in each of the boys’ washrooms will be covered to prevent use.

Middle School students must wear masks in the hall, and will keep their books and school supplies in desks in the classroom instead of in lockers. Lockers will be spaced so that there are 2 meters between the two class bubbles.

A physical barrier is being installed in the main office. A movable barrier has been provided for use by teachers doing close work with students.

Elementary students will have staggered breaks (see Elementary schedule) and use separate entrance and exit doors to ensure spacing between the bubbles. Students will eat lunches at staggered times in classroom. The cafeteria space will be used as a gym space for elementary students so that they will not have to pass through the middle school wing for gym class. *Change March 15, 2021 – Elementary classes go to gym for phys ed classes**

Arrows will be placed on the floors to indicate direction of foot traffic, and dots will be placed to show areas to stand and wait. People in the building will be limited to students and staff only – parents will be informed of procedures for dropping off or picking up children or items such as lunches.

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Evacuation drills will be practiced in the first two weeks of school.
 In Orange and Red, students must wear masks all day – even when outside. They may take them off while eating, or if the teacher gives them a “mask break”.

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.	Middle School Schedule.docx High School Schedule.docx Elementary Schedule 2020-2021.docx	Done	8/20/2020

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

Schedules have been modified to prevent interaction between wings of school, and to prevent students from being in the same area at the same time.
Change October 13 2020 – High School students will go to cafeteria to retrieve own snack/lunch. Students must wait in high school wing until Mrs. Carten verifies that hall is open, then students walk in a line to cafeteria, retrieve their lunch, then walk back to classroom to eat.
Change February 22, 2021 – Middle School Students will walk to cafeteria to pick up snack instead of having it delivered. They must wear a mask while in the hall.
Change March 29, 2021 – High School Students will eat lunch in cafeteria – 4 to a table to maintain distance

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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 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 CICS Cleaning and Disinfection Schedule.xlsx Refer to WHMIS Overview Document	Done	8/20/2020
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	8/20/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/31/2020

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Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	8/31/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/20/2020

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

- **Custodians, staff and students will receive training on cleaning protocols, and this will be reinforced and monitored regularly.**
- **Washrooms will be monitored by day custodians to ensure adequate supplies of soap and paper towels. Teachers will monitor students to ensure they are using proper handwashing techniques in the younger grades. Proper handwashing/sanitizing techniques will be explicitly taught at all levels.**
- **Custodians will receive training on cleaning and outbreak protocols.**
- **All ventilation systems in the school are functioning, and teachers will be instructed to leave windows open as much as possible and teach outside whenever possible.**
- **Bus drivers have received training in proper procedures and cleaning of busses.**

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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>	In Progress	8/20/2020
<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>	Hand sanitization stations (see below)	In Progress	8/20/2020
<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>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	In Progress	8/20/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	In Progress	8/20/2020

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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>In Progress</p>	<p>8/20/2020</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.*

- Handwashing posters are printed and will be posted in each bathroom.
- The head custodian will be assigned to monitor supplies, and all other custodians will also report any issues they find to the head custodian.
- Hand sanitizer posters have been printed and will be posted at each station. Stations will be set up in each classroom, each entrance, and in common areas as soon as supplies arrive.
- Hand sanitization procedures, cough/sneeze etiquette, proper use of mask, hand washing will be taught to students and reinforced on a regular basis in class. Parents will receive regular communication via School Messenger and Facebook with regard to the education in these procedures.
- Staff will be advised to use the gnb COVID Prevention site as a teaching tool and for reference in answering questions.
- Community Mask posters have been printed and will be posted in hallways and at entrances. Staff will be advised to use the posters as a teaching tool.

Table 1

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
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			

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<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document – Appendix C, H</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to guidelines for itinerant (visiting) professionals</p> <p>Refer to Process for Providing in-School Support to Students with Complex Needs During COVID-19</p> <p>EECD Document Refer to Risk Assessment Document – Support Services</p>	<p>Done</p>	<p>9/1/2020</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>Done</p>	<p>9/2/2020</p>
<p>Provide personal protective equipment – only for those situations that require it:</p>			
<p>Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:</p>		<p>Done</p>	<p>8/31/2020</p>
<p>Hand protection (gloves)</p>	<p>OHS Guide-PPE</p>	<p>Done</p>	<p>8/31/2020</p>
<p>Eye protection (safety glasses, goggles)</p>	<p>PPE Poster</p>	<p>Done</p>	<p>8/31/2020</p>
<p>Other PPE as determined necessary through the risk assessment (<i>face shield</i>)</p>	<p>District Student Support Services</p>	<p>Done</p>	<p>8/31/2020</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>Done</p>	<p>8/31/2020</p>

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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. Reception areas will all have plexiglass barriers.

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

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

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

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

A personal plan will be developed for students who 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.

Proper training will be provided for staff and PPE signage will be displayed. Customized “Viking Strong” community masks are being provided for all staff.

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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	In Progress	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	In Progress	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/20/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/20/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	In Progress	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	In Progress	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	In Progress	Click or tap to enter a date.

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	N/A	Click or tap to enter a date.
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

Orientation for teachers on August 31, EA's and supply teachers on September 3, and have reviewed and discussed with custodians. We will hold a JHSC meeting during that week as well, to brief members on the COVID-19 protocols and expectations.

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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>	In Progress	8/31/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning 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>	In Progress	8/31/2020

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

Reviewed the recommended documents with teaching staff on August 31, and CUPE staff on September 2. We have had one situation where students had to isolate, and Public Health was efficient and prompt in their communication with the school.

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.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <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 Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	In Progress	8/31/2020

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

Reviewed these with teaching staff on August 31, CUPE staff on September 2, and revisit them regularly throughout the year at staff meetings.

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	Done	8/26/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	CICS Cafeteria Operational Plan	Done	8/26/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	In Progress	8/20/2020

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<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> We are operating in a community that is permitted to cross into the US for Essential Services. We need to monitor the Maine CDC site for possible cases and outbreaks in Downeast Maine. We also need to communicate consistently with parents regarding regulations in terms of border crossings, parents living and working on both sides of the border, and quarantine. 	<p>Maine CDC</p>	<p>In Progress</p>	<p>8/20/2020</p>
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Additional Consideration / Other Notes: *Describe how any additional considerations are being met.*

Water bottle signs have been printed and will be put up by fountains.

A plan has been started with volunteers for the breakfast program and communication to parents will be sent out soon regarding this. Meeting with food service provider on August 24 went well – we worked together on developing a plan for the cafeteria.