

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.

St. Stephen Elementary School

Colleen Winchester

Zwei Mätkern

September 2020

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

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Utilize this page to track your changes.

Section(s) Updated - (List the section numbers only)	Date Updated
Section 4 – Building Access	October 19, 2020
Section 14 – Additional Considerations/Other	October 19, 2020
Section 2 – Communication	November, 2020
Section 4 – Building Access	November, 2020
Section 5 – Screening	November, 2020
Section 6 – Physical Distancing	November, 2020
Section 7 – Transition Times	November, 2020
Section 8 – Cleaning and Disinfection Procedures	November, 2020
Section 9 – Hand Hygiene and Cough/Sneeze Etiquette	November, 2020
Section 10 – Personal Protective Equipment	November, 2020
Section 14 – Additional Considerations/Other	November, 2020
Section 2 – Communication	January, 2021
Section 4 – Building Access	January, 2021
Section 5 – Screening	January, 2021
Section 6 – Physical Distancing	January, 2021
Section 7 – Transition Times	January, 2021
Section 8 – Cleaning and Disinfection Procedures	January, 2021
Section 9 – Hand Hygiene and Cough/Sneeze Etiquette	January, 2021
Section 10 – Personal Protective Equipment	January, 2021
Section 14 – Additional Considerations/Other	January, 2021
Section 9 – Hand Hygiene and Cough/Sneeze Etiquette	February, 2021



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Section 6 – Physical Distancing

March, 2021

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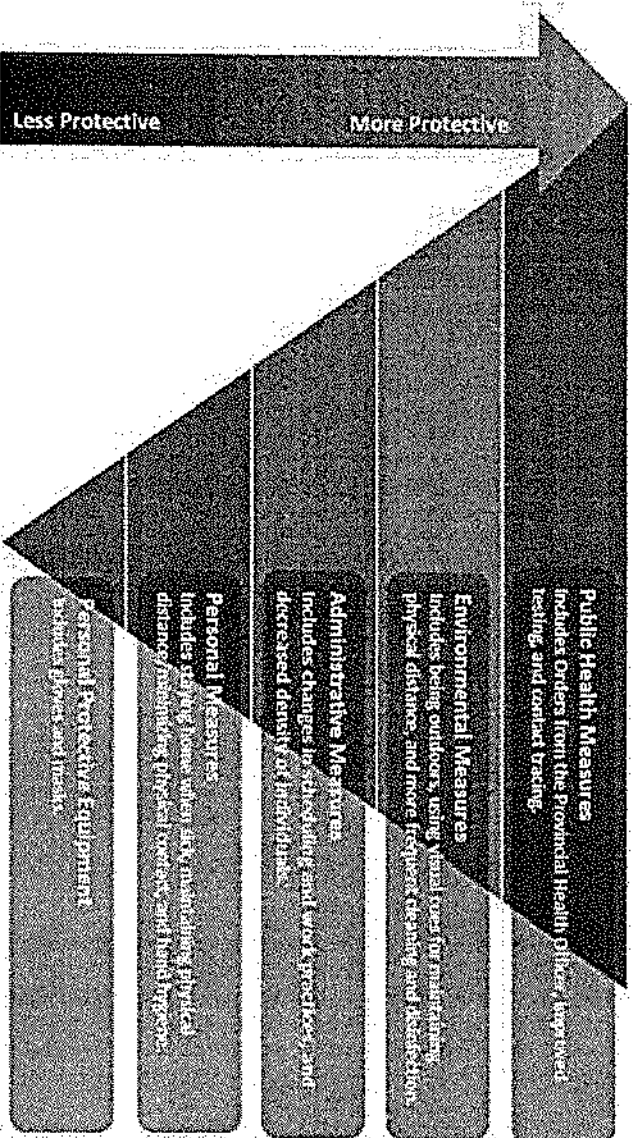
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students (will be send out at a later date)	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/20/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	8/31/2020

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

Communicate operational strategies to staff: On Monday, August 31, administration will be meeting with teaching staff, admin assistant, and custodians in the cafeteria, social distancing, to go over the orientation document and our operational plan. On Thursday, September 3, administration will be meeting with EAs and SiV in the cafeteria, social distancing, to go over the orientation document and our operational plan. Attendance will be tracked, any staff not present at the meetings will meet with administration for orientation.

Communicate operational strategies to students: Students will receive orientation within their bubble classrooms by their homeroom teacher the first day and reviewed.

Throughout the year, any updates to the plan will be communicated to all staff, parents and students. Any adjustments to the plan will be documented in the monthly reviews. When adjustments are made, operational plan will be updated on our website.

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Communicate operational strategies to parent/caregiver and school community: Parents will receive frequent communication via email. ASD-S sent a standard message home to parents via email on August 6th, 2020. ASD-S sent the Return to School 2020 document via email to parents on August 13th, 2020.

SSES has created video clips to provide parents with clarity regarding changes reflected in the operational plan. The videos will go to parents via School Messenger through email during August 20th until September 4th. These videos will also be placed on our website. St. Stephen Elementary School will upload our Operational Plan to our school website (sses.nbed.nb.ca).

Orange Phase – ASDS has sent regular communication to ASDS families and school staff regarding updates to the Return to School Guidelines and Protocols.

Red Phase – ASDS has sent regular communication to ASDS families and school staff regarding updates to the Return to School Guidelines and Protocols.

Communicate operational strategies for Visitor Guidelines: Our school will post the "Visitor Guidelines" in the reception/office area for all visitors to review. These guidelines will also be placed on our school website.

When necessary operational procedures will be communicated to essential volunteers through our Community School Coordinator.

St. Stephen Elementary School COVID-19 Contact Tracing Binder: This binder has staff contact information, student information, schedules, EAL, Resource, Guidance Log, Bus List, and Active Screening Reports.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 3 - RISK ASSESSMENT			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	Link to Risk Assessment Document	In Progress	8/17/2020

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

Risk Assessment: Our school has completed the above mentioned Risk Assessment. All known risks have been assessed and we have implemented controls to minimized the risk as described in this operational plan. Note link above for school's completed Risk Assessment. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
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	In Progress	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 - See visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	In Progress	8/21/2020
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		
<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></p> <p><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	In Progress	9/8/2020

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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.*

Controls to prevent the public from freely accessing the operational school:

We have communicated to parents that school access will be limited and provided them with options for communicating with the school. All doors will remain locked from the outside during the day (excluding: arrival and dismissal times). This will require each visitor to check in at the office window. An intercom system has been put in place for visitors to notify our administrative assistant.

Tracking people entering the school: If a visitor is permitted to enter the school, they will stop at the reception area, review the visitor guidelines ([Link to Visitor Guidelines](#)) and sign in using the visitor log ([Link](#)). Each visitor will be escorted to their destination, unless they are a regular visitor and are familiar with the school's protocols (ex: SLP, OT, PT, Healthy Learners Nurse). Each visitor must sign out upon leaving the school.

Red Phase: Active Screening for each employee when they enter the building each day during Red Phase.

Attendance: We will take student and staff attendance daily. Daily report is received and reviewed by administrative assistant. Principal is notified if necessary.

Tracking all staff and students leaving the building: Anytime a student or staff member leaves for the day for any reason, they must sign out at reception.

School start and dismissal times:

Arrivals: A staff member will be on duty to remind students and families to keep physical distance while entering and moving throughout the hallways. All students in grades kindergarten to grade two being dropped off or walking to school, must enter the building at the main office doors. All students in grades three to grade five being dropped off or walking to school, must enter the building at the kiss and drop doors. All students being transported to school by bus will enter the building at the bus turn doors. All students are required to enter the building wearing a clean mask. There will be circles on the floor to identify 2m (6ft) apart throughout our main hallways.

All staff will enter the building at the main office doors during the Red Phase.

Dismissals: All students being picked up or walking home will be walked to the cafeteria with their teacher. Inside the cafeteria will be circles, physically distanced, for each homeroom. Students will wait at their designated area until the duty teacher calls their homeroom. They will exit out the cafeteria doors. Duty teacher will remind students to remain physically distanced when leaving the building. All students are required to leave the building wearing a mask. All students in kindergarten to grade two using bus transportation will remain in their classrooms until the duty teacher calls the bus number. Students will social distance by watching the circles on the floor that will be 2m (6ft) apart to get on their bus and will be required to wear their mask for their whole bus run during the Orange Phase and Red Phase. All students in grades three to grade five using bus transportation will move to their assigned class bubble bus waiting area and wait for their bus numbers to be called by the duty teacher. Students will social distance when walking in hallway to get on their bus and will be required to wear their mask for their whole bus run during the Orange Phase and Red Phase.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 5 – SCREENING			
Ensure that all staff entering the building understands and implements the screening process.			
Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.	<u>Refer to Screening Tool</u> Refer to Return to School 2020 Document Pg. 9, 10	Done	8/21/2020
Students of age can screen themselves or have a parent screen them daily before coming to school.			
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.	Refer to Return to School 2020 Document – Appendix K	In Progress	9/8/2020
<i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i>			

Screening Notes: Outline how screening requirements are being met.

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Staff Screening Progress: GNB screening posters will be placed on all entrance doors. Updated screening posters has posted on all entrance doors. Along with provide to each staff member to take home to screen before coming to work. Staff have been advised of screening protocols within 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.

Red Phase: All staff entering the building will complete an Active Screening Process.

Student Screening Progress: Parents will be informed of the screening protocols via email and will be provided a home copy in the Back to School Information Package. Parents are required to screen their children and proceed follow the protocols. Parents received the updated screener, sent home in bookbags and updated on website.

Self-Isolation Space: If a student becomes symptomatic while at school, they must put on a mask and be moved to an isolation area designated in the main lobby and await pick by a parent. Isolation area must be cleaned between each use following the protocols laid out within the Standard Cleaning & Disinfection Document.

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Action Items	Resources (Examples: Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<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 various sections. Itinerant professional information in Return to School 2020 Document pg. 18 <u>Refer to Chartwells Operational Plan</u>	Done	8/21/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/21/2020
Evaluate options to reduce the number of people required onsite. 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.	<u>Refer to sample signage</u>	In Progress	9/8/2020

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<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.</p> <p>*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	Click or tap to enter a date.
<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>	District Facilities (Maps)	N/A	Click or tap to enter a date.

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

Physical Distancing:

Classrooms: Classrooms will operate as bubble groups, therefore social distancing and masks will not be required while they are in their bubble. During Orange Phase, all students and staff will be required to wear a mask. Members of class bubbles are asked to physically distance whenever possible.

Cafeteria: Students will now be eating lunch in their classroom bubbles. Lunches purchased through Chartwells will be delivered to classrooms by a Chartwells staff member wearing a mask. Parents will be encouraged to make Chartwells purchases through their School Lunches Online program.

Staff Lounge/Workrooms: Our staff lounge and workrooms are posted for maximum capacity following protocols (Maximum: 2 staff members per workroom and 3 staff members in the lounge). Extra furniture has been removed to reflect these changes. Masks will be worn when necessary. During the Orange Phase, masks must always be worn unless eating or drinking. During the Red Phase, employees must on use the staff lounge/workrooms for eating or drinking.

Gymnasium: The retractable curtain wall will be left in the down position providing two areas to be used simultaneously by two classroom bubbles. Classes coming to Physical Education will come through the cafeteria and wait for the physical education teacher's signal before proceeding into the gymnasium. This will allow for physical distancing to be maintained while other classes are leaving the gymnasium. During the Orange Phase, students and staff must maintain physical distancing of 2 meters whenever possible in gym class, especially whenever masks are removed. During the Red Phase, students must maintain physical distancing, and continue to wear their mask.

Music Room: Bubble classes will proceed to the music room through the main hallways staying tight to the right to maintain physical distancing.

Main Hallways: Students and staff can travel the main hallways keeping tight to the right to maintain physical distancing.

Narrow Hallways: The narrow side and back hallways leading to classrooms, washrooms, and staff rooms will be posted as one-way traffic to maintain physical distancing.

External Meeting Room: This room will be designated to be used by social workers, C & Y Team, etc. Limited of two people in this location.

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Primary Resource Room: This room will be designated to be used for required face-to-face case conference meetings. Physical distancing will be maintained. During the Orange Phase, there will be no face-to-face meetings.

Main Office: Traffic at the main office will move in a one-way direction from entrance to exit; entering the main office door and exiting through the back hallway and health room door. Plexiglass will be installed at the Administration Assistant's desk. (Maximum: 1 additional person at a time in the main office area.)

Administration Offices: Furniture has been placed to maintain physical distancing with visitors/staff. (Maximum: 3 people in Principal's office and 2 people in Vice Principal's office.)

Throughout the school appropriate labelling in the above-mentioned areas (posters, signs, arrows, circles) will be in place to follow all protocols.

Guidance Office: Guidance Counsellor will be able to work with bubble classroom groupings in her office. Maximum 3 people to maintain physical distancing.

Community School Coordinator Office: Maximum 2 people to maintain physical distancing in this office.

Cafeteria: Cafeteria tables will be set up so that staff members can physically distance while on breaks and eating lunch. Eating spaces will be clearly marked to maintain physical distancing during lunch. Staff will need to bring each day all necessary food items.

Library: Library is in the process of being renovated. The library was not used in first term or second. We are hoping to have it up and running in third term. An Operational Plan will be created before it is open. During the Orange Phase and Red Phase, library will be closed.

Playground: Seven separate areas have been identified and will be posted (ex: Area 1, Area 2, etc). Students will go to recess with their bubble class and will play in their assigned area, therefore physical distancing will not be required in these areas.

Assemblies: All assemblies will need to be virtual due to unable to physical distance.

Evacuation Drills: We will stagger the locations of our muster points so physical distancing can be maintained when outside the school. One bubble class per muster point – physically distanced from other muster points.

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Action Items	Resources (Examples: Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.	District OHS Coordinator (Guidance) Refer to Return to School 2020 Document Pg. 13, 14, 15	In Progress	8/21/2020
Provide time for food preparation and mealtimes.			

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

School Schedules:

Morning/Afternoon Recesses: We have scheduled four recess rotations to allow for students to play outside within seven identified areas on the playground, making it possible for bubble groups to play without interacting with other bubble groups. Five-minute transitioning time between scheduled recesses. Classes going to recess were selected so that there is only one bubble classroom in a coatroom area at a time. Classes will proceed to playground as a bubble group and will re-enter the building as bubble group.

Transitioning to Music: Classes will travel to and from music class via the main hallways as a bubble group. Teachers will lead the line to make sure physical distancing is maintained.

Transitioning to Physical Education: Classes will travel to the gymnasium through the cafeteria and wait in the cafeteria for the physical education teacher to proceed them to the gym. Classes will travel from the gymnasium via the main hallways as a bubble group, teachers will lead the line to make sure physical distancing is maintained.

Lunch: Classes will be eating lunch in their bubble classrooms.

Arrivals: All students in grades kindergarten to grade two being dropped off or walking to school, must enter the building at the main office doors. All students in grades three to grade five being dropped off or walking to school, must enter the building at the kiss and drop doors. All students being transported to school by bus will enter the building at the bus turn doors. All students are required to enter the building wearing a clean mask which will be removed when they reach their bubble classroom. During Orange Phase and Red Phase, masks must remain on after arrival in bubble classrooms.

Staff will enter the building through the main office doors or the Kiss and Drop doors.

Dismissals: All students being picked up or walking home will be walked to the cafeteria with their teacher. Inside cafeteria will be circles, physically distanced, for each homeroom. Students will wait at their designated area until the duty teacher calls their homeroom. They will exit

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out the cafeteria doors. All students are required to leave the building wearing a clean mask which can be removed when they reach their family member. During the Orange Phase and Red Phase, students must keep their mask while outdoors. All students in kindergarten to grade two using bus transportation will remain in their classrooms until the duty teacher calls the bus number. Students will social distance when walking in hallway to get on their bus and will be required to wear their mask until they reach their bus seat. During the Orange Phase and Red Phase, students must keep their mask on for the duration of their bus route. All students in grades three to grade five using bus transportation will move to their assigned class bubble bus waiting area and wait for their bus numbers to be called by the duty teacher. Students will social distance when walking in hallway to get on their bus and will be required to wear their mask until they reach their bus seat. During the Orange Phase and Red Phase, students must keep their mask on for the duration of their bus route.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G <u>Refer to SSES Schedule Table</u> <u>Refer to WHMIS Overview Document</u>	Done	8/21/2020
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	Done	8/21/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/21/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	8/21/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/21/2020

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

Washroom:

Hand cleaning posters will be posted in all washrooms, staff lounge, office kitchen, and classroom sink areas throughout the building. Custodians will periodically check to ensure washrooms are adequately stocked up with soap, toilet paper, and paper towel when necessary. Masks are required when using washrooms.

Bus Cleaning: 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. During the Orange Phase and Red Phase, cleaning of equipment, frequently touched and shared materials in all classrooms must be sanitized daily.

Our new photocopiers require any personal to sanitize their hands before and after use. Signage has been placed at all copiers. Outbreak: In the event of an outbreak, we will ensure proper areas are cleaned as per Appendix K of the Return to School 2020 document.

Ventilation: We will open office windows whenever possible. Will report any issues with ventilation system to our facilities team for maintenance/repairs.

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

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K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.

Refer to Return to School 2020 Document – Appendix A
Community Mask Poster

In Progress

9/8/2020

Hand Hygiene and Cough / Sneeze Etiquette Notes: Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.

Hand Hygiene: We will be posting Hand Hygiene Practices in each of the washrooms and sink areas throughout the school. Teachers will educate and regularly review proper hand washing hygiene. Students and staff will be required to wash or sanitize their hands as per the recommendations outlined in Table One in Section Nine of the Operational Plan.

Red Phase: We set up two tables with hand sanitizer for Active Screening in the morning.

Supplies for cleaning and disinfecting: Custodians will monitor cleaning and disinfecting supplies and advice administration when supplies are low. 362 cleaning/disinfecting bottles will be placed in each classroom and common areas.

Hand Sanitizer: Will be placed in each classroom and common areas and at the main entry to the school to be used in the event that hand washing is not a feasible option at that time/location. Only scent-free hand sanitizer permitted in the building. This will be communicated to families.

Cough/Sneeze Etiquette: Teachers will educate and regularly review appropriate cough/sneeze etiquette with their students. Cough/Sneeze etiquette posters will be posted throughout the building upon arrival.

Community Masks: All staff and students are required to have a clean face masks readily available at school each day. Masks are to be worn whenever students leave their bubble and at arrival and dismissal times. This is being communicated to families. Teachers will educate and regularly review proper wearing of masks with students. Masks are to be worn whenever staff can not maintain physical distancing of 2m (6ft). Staff will also wear a mask when entering our building as outlined in Return to School 2020 Document – Appendix A.

During the Orange Phase, all students are required to wear their masks throughout the day unless – eating, drinking, working independently without talking or in gym class. Students have been asked to bring at least two masks to school each day. Staff members can have mask breaks in within their bubble class when sitting at desk, distance from students, and while students are working independently.

During the Red Phase, all staff members and students are required to wear their masks throughout the day unless, eating, drinking, or when working independently without talking.

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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.

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

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

Personal Protective Equipment: Each staff member will be provided a face shield. The reception area/administrative assistant will have plexiglass barriers installed at her desk area. Plexiglass dividers will be provided to teachers for classroom use if requested and approved. Plexiglass divider is provided for SLP use. Plexiglass was ordered for library, Guidance Teacher, Resource Teachers, and Community School Coordinator. During Orange Phase and Red Phase, all staff members are required to wear a face shield if a student they are working with in close proximity is unable or unwilling to wear a mask.

Toileting: Staff working with students with toileting needs and students regularly displaying bodily fluids, will be provided with the necessary personal protective equipment (gloves, safety glasses, face shield, lab coats/scrub coats).

Masks: Students and staff who exhibit symptoms of illness must wear a mask immediately. These will be provided when necessary, and a supply will be kept on hand. We will not reuse masks. A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities. We will have a supply of masks for students and staff who forgot them. During Orange Phase and Red Phase, all students have been asked to bring two clean masks per day.

Custodians: Custodians must wear gloves when cleaning the isolation room.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<u>OHS Guide-Three Rights</u> <u>Refer to Orientation</u>	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.	<u>Refer to Orientation</u>	In Progress	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	<u>Right to Refuse – Refer to Orientation</u>	In Progress	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<u>Refer to Orientation</u>	In Progress	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.	<u>Refer to Orientation</u>	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.	<u>OHS Guide-JHSC</u>	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.	<u>OHS Guide topic-Supervision</u>	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	Done	8/7/2020
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OH&S Act and Regulations Notes: Outline how the requirements for OH&S within a COVID response are being met.

We will review the Orientation with all our staff including information about employee rights, protocols, Right to Refuse Process, vulnerable persons, etc.

We will review the COVID Operational Plan for St. Stephen Elementary School with all staff members. The Operational Plan for SSES will be available for examination by visitors. The Operational Plan for SSES will be posted on our school's website for parents/community members to review.

Our school's Joint Healthy & Safety Committee will be involved with the monthly reviews of the Operational Plans at SSES.

Administration will monitor staff, students, and visitors to ensure compliance with the Operational Plan.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<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><u>WorkSafeNB FAQ - Contact with someone tested/confirmed</u></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p>In Progress</p>	<p>Click or tap to enter a date.</p>
<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><u>WorkSafeNB FAQ</u></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p>In Progress</p>	<p>Click or tap to enter a date.</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Outbreak Management: We will review the Outbreak Management plan (Appendix K – Return to School 2020 document) with all staff members in our Operational Plan Orientation. We will follow all protocols outlined in the EECD Outbreak Management plan.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 13 - MENTAL HEALTH			
<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<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><u>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</u></p>	<p>In Progress</p>	<p>Click or tap to enter a date.</p>

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

Mental Health Resources: These resources will be shared with staff during orientation. We will periodically give reminders to staff regarding the importance of looking after their mental health and reminding them of resources available. We will post avenues where staff can seek mental health support in staffroom areas and in areas commonly used by staff.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <u>Refer to GNB Website or GOC Website</u>	In Progress	Click or tap to enter a date.
External Organizations operating within school (Obtain a copy of their Operational Plan)		In Progress	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.	<u>Insert Water Bottle Signs</u>	In Progress	8/11/2020
Site Specific Considerations: <ul style="list-style-type: none"> Any time we are involved with an outside agency, we share our Operational Plan with them, and we request a copy of their Operational Plan (ex: We Got Your Back Program, St. Croix Water Way Estuary Commission Field Trip) Chartwell's Food Service Terry Fox Walk 		In Progress	8/11/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<ul style="list-style-type: none"> • Ducks Unlimited Field Trip • Gift Card Fundraiser Campaign • Santa Helper's • Book Fair • Cooking Club • Good for Kids Intervention Plan • Big Brother and Big Sister Mentor Program 			
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Additional Consideration / Other Notes: *Describe how any additional considerations are being met.*

Food: All staff will be informed of all the necessary food distribution protocols. The Community School Coordinator will monitor the safe distribution for food for our Breakfast Program and necessary student lunches. The school will review the Operational Plan for the Chartwells cafeteria to ensure compliance with Return to School protocols.

Water Bottle Filling Stations: Each student will be provided with a water bottle. Fountains will be turned off and students will be required to use the water bottle filling stations for drinks. Staff will educate and regularly review appropriate procedures for using the water bottle filling stations. Staff will continue to use the water bottle filling coolers located in the common staff areas. Signage will be posted at these areas. Parents will be informed. Tables have been placed in and outside the gymnasium for students to put their water bottles when having physical education classes.

Terry Fox Walk: Donations were made online through School Cash Online. Each class went as a bubble with an EA for proper supervision. Classes left 10 minutes between each other to stay physically distanced. We picked this route because these are not high traffic streets. The route taken was:

1. Down Princess Street
2. Turn left onto Armstrong Street
3. Turn left onto Churchill Street
4. Turn left onto Queen Street East
5. Turn right back to Princess Street to return to school.

Ducks Unlimited Field Trip: Grade Five classrooms would be going on this field trip in their class "bubble". Our Community School Coordinator will go with each class for proper supervision. Ducks Unlimited sent in their Operational Plan, and administration reviewed. The following COVID-19 guidelines were followed: physical distancing, wearing of mask, and sanitizing/washing of hands when necessary.

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Gift Card Campaign: This is a fundraiser that we have done for several years now. It involves 4 business from the community. The businesses donate 10% of the total sales back to the school.

Steps:

- Staff will call businesses to organize their participation/for wear mask and keep 2M distance when visit store.
- Set up order sheets, send home with students.
- Students are not to sell door to door. With parental assistance, will reach out to friends and family by phone or virtually instead.
- Friends and family place orders. Can use Cashless Schools or cash to pay.
- Parent sends order to school.
- School staff organize order while remaining physically distanced or wear mask, and washing hands after handling money.
- School notifies businesses of orders required, businesses send or drop off cards to the school without entering.
- School staff create packages to fill orders placed by students.
- Teacher reaches out to parent to organize pick up date and time for cards.
- Families pick up cards, remain physically distanced from each other and do not enter building.
- Families give out cards to those who placed orders, respecting physical distance requirements for those outside of their family (ie, doorstep drop offs).

Santa Helper's: This would be a program similar to the Empty Stocking Fund in Saint John, assisting families for Christmas in Charlotte County. The CHCO Television station comes to the school and records the children singing. It is then played on the television on the Santa's Helpers program and community members can make donations to the program. The schools in the area provide most of the entertainment for this program.

Steps:

- Depends on phase (yellow or orange) and on community transmission.
- Complete screening before TV staff / Santa's Helpers' committee member enter.
- TV staff /visitor wear mask to enter, complete log, hand sanitize, and go directly to designated area (cafetorium).
- Bubble-class based performance.
- No spectators/audience.
- TV Station staff /visitor may remove mask when they reach their destination and can physically distance themselves. Singing is taped by TV Station, while remaining 2M away from the staff and students.
- Students return to class after performance and hand sanitize upon entry to their classrooms.
- TV staff/visitor will sign out when completed.

Book Fair:

- Every person who enters the book fair will wear a mask and sanitize their hands at the entrance to the book fair.
- Students are not to touch any items in the book fair unless they are certain they will buy them.

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- Any items touched by students and not bought will be put on the sanitization cart to be sanitized with 362 before being returned to the shelf.
- Cashier will wear a mask and have hand sanitizer at the cashier desk to sanitize between each transaction.
- Book fair will be extended by 1 week to allow time for classes to visit in class bubbles.
- Time will be given for sanitizing surfaces with 362 between each class.

Cooking Club: (Only in Yellow Phase)

- Students will come to cooking club in bubble groups only.
- Students and staff member will wash hands upon entering the kitchen.
- Staff member will wear mask at all times.
- Students will wear masks while cooking and only remove once seated at the table to eat.
- Staff member will keep 2m distance while students are eating.
- Kitchen surfaces will be sprayed with 362 before and after cooking club.

Good For Kids FI Intervention Program:

When you arrive at a school, below is the procedure to follow:

- Review school operational plan on school website, prior to going to the school. Operational plans are updated monthly.
- Interventionists are to wear mask while on school property. (Inside and Outside)
- Review screening questions posted on front door.
- Buzz into school/ phone school to gain entry.
- Sanitize hands upon entering with school provided sanitizer.
- Review visitor guidelines.
- Sign-in at visitor log at every visit.
- Ask school administrative assistant what the process would be for Emergency procedures such as fire drill, lock down, evacuation etc.
- Interventionists will be escorted to workroom upon first visit. Once familiar with the schools COVID-19 procedures, Interventionist will may go to the workroom on their own, after signing in.

While working with students in either a classroom or dedicated workroom:

- The interventionist and the students they are working with will need to continuously wear a mask. Since 2M physical distancing may be difficult, in addition to the mask, the interventionist needs to wear either wear a face shield or use a desktop plexiglass barrier.

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- a. Face Shields will be provided by the district prior to first session. Interventionist may label face shield with their name and leave it at school or take it home. Face shields must be wiped down at end of day with 362 cleaner. Face shields are not to be shared.
- b. Desktop plexiglass barriers will be available in the workroom. Desktop plexiglass barrier to be wiped down at the end of each day with 362 cleaner.
- While eating/drinking/or alone in work room, protective equipment may be removed. However, there must be 2M physical distance around the Interventionist from all staff and students. Be aware many rooms have 1-way traffic, and occupancy limitations - look for signage/arrows.
- Students will sanitize hands with school provided hand sanitizer upon entering the work room. Interventionist should sanitize hands between bubbles.
- There will be hand sanitizer (EZ Pure), 362 cleaner, and paper towel available in all classrooms/common areas of every school.
- Tabletop and shared common materials (including plastic covers of books) to be disinfected with provided 362 cleaner and paper towels between each class bubble.
- Prior to leaving at the end of the day:
 - Remember to sign-out.

Big Brother and Big Sister Mentor Program: (Yellow Phase Only)

When mentors arrive at school, below is the procedure to follow:

- Review school operational plan on school website, prior to going to the school. Operational plans are updated monthly.
 - Mentors are to wear mask while on school property. (Inside and Outside)
 - Review screening questions posted on front door.
 - Buzz into school/phone school to gain entry.
 - Wash or sanitize hands upon entering with school provided sanitizer.
 - Review visitor guidelines.
 - Sign-in at visitor log at every visit.
 - Ask school administrative assistant what the process would be for Emergency procedures such as fire-drill, lock down, evacuation etc.
 - Mentors will be escorted to mentoring room upon first visit. Once familiar with the school's COVID-19 procedures, Mentors may go to the workroom on their own, after signing in.
- During mentoring sessions:
- The mentor and mentee will need to continuously wear a mask and should sit opposite each other at the table, not side by side. Since 2M physical distancing may be difficult, in addition to the mask, the mentor may either wear a face shield or use a desktop plexiglass barrier if they choose.

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- a. Face Shields will be the school. The mentor may label face shield with their name and leave it at school or take it home. Face shields must be wiped down at end of the mentoring session with 362 cleaner. Face shields are not to be shared.
- b. Desktop plexiglass barriers will be available in the mentoring room on request. Desktop plexiglass barrier to be wiped down at the end of each session with 362 cleaner.
- Be aware many rooms have 1-way traffic, and occupancy limitations – look for signage/arrows.
- Students will sanitize hands with school provided hand sanitizer upon entering the mentoring room.
- There will be hand sanitizer (EZ Pure), 362 cleaner, and paper towel available in the mentoring room.
- Tabletop and shared common materials (including plastic covers of books) to be disinfected by the mentor with provided 362 cleaner and paper towels after every mentoring session.
- Games or items that are not easy to disinfect can be put into 72-hour quarantine bin provided in mentoring room.
- Prior to leaving at the end of the mentoring session:
 - Remember to sign-out.
 - Wash hands or sanitize on your way out of the building.