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

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

|  |  |
| --- | --- |
| **School Name** | St. Stephen High School |
| **Principal (Signature)** | Krista Amos |
| **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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Krista Amos |  | Oct. 9/2020 |  |  |  |  |
| Name *(October Review)* |  | Date |  | Name *(February Review)* |  | Date |
| Krista Amos |  | Nov. 23/2020 |  |  |  |  |
| Name *(November Review)* |  | Date |  | Name *(March Review)* |  | Date |
| Krista Amos |  | December 9, 2020 |  |  |  |  |
| Name *(December Review)* |  | Date |  | Name *(April Review)* |  | Date |
| Krista Amos |  | January 11, 2021 |  |  |  |  |
| Name *(January Review)* |  | Date |  | Name *(May Review)* |  | Date |

**Utilize this page to track your changes.**

|  |  |
| --- | --- |
| **Section(s) Updated -** *(List the section numbers only)* | **Date Updated** |
| Section 2 | October 9th, 2020 |
| Section 4 | October 9th, 2020 |
| Section 2 | November 23, 2020 |
| Section 4 | November 23, 2020 |
| Section 6 | November 23, 2020 |
| Section 7 | November 23, 2020 |
| Section 9 | November 23, 2020 |
| Section 4 | December 9, 2020 |
| Section 5 | December 9, 2020 |
| Section 6 | December 9, 2020 |
| Section 8 | December 9, 2020 |
| Section 9 | December 9, 2020 |
| Section 9 | January 11, 2020 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Table of Contents** –*Document Owner will need to update page numbers as required* |
| Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls | [Hold “Ctrl” and Click Here](#Rationale) | Page …4 |
| Section 2 - Communications | [Hold “Ctrl” and Click Here](#Communications) | Page …5 |
| Section 3 - Risk Assessment | [Hold “Ctrl” and Click Here](#RiskAssessment) | Page …7 |
| Section 4 - Building Access | [Hold “Ctrl” and Click Here](#BuildingAccess) | Page …8 |
| Section 5 - Screening | [Hold “Ctrl” and Click Here](#Screening) | Page …10 |
| Section 6 - Physical Distancing | [Hold “Ctrl” and Click Here](#PhysicalDistancing) | Page …13 |
| Section 7 - Transition Times | [Hold “Ctrl” and Click Here](#TransitionTimes) | Page …16 |
| Section 8 - Cleaning and Disinfection Procedures | [Hold “Ctrl” and Click Here](#CleaningAndDisinfecting) | Page …18 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | [Hold “Ctrl” and Click Here](#HandHygieneRespiratoryEtiquette) | Page …20 |
| Section 10 - Personal Protective Equipment  | [Hold “Ctrl” and Click Here](#PPE) | Page …23 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | [Hold “Ctrl” and Click Here](#OHSActRegs) | Page …25 |
| Section 12 - Outbreak Management Plan | [Hold “Ctrl” and Click Here](#OutbreakMgmt) | Page …27 |
| Section 13 - Mental Health | [Hold “Ctrl” and Click Here](#MentalHealth) | Page …28 |
| Section 14 - Additional Considerations  | [Hold “Ctrl” and Click Here](#Other) | Page …28 |

**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*](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.**

**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](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) and Students *(Will be send out at a later date)* | **In Progress** | **8/21/2020** |
| Communicate operational strategies, provided orientation to visitors.  | [COVID-19 Visitor Guidelines (1).pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/COVID-19%20Visitor%20Guidelines%20%281%29.pdf)[Entering Building.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Entering%20Building.pdf) | **In Progress** | Click or tap to enter a date. |
| Communicate operational strategies to parent/caregiver and school community. | District Communications[Refer to Guide for Parents and the Public](https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf)  | **In Progress** | Click or tap to enter a date. |

|  |
| --- |
| **Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.* |
| **Our school has provided Orientations to all principals/vice principals, staff, and students. Each grade level will have a presentation on operational strategies and new protocols given by the school Principal on their first day returning to school.**[**Staff Training Sheets.pdf**](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Staff%20Training%20Sheets.pdf)**Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review. Visitor guidelines have been sent via e-mail to all visiting groups, supply teachers and other’s that we are currently aware of that will be in our building.**[**COVID-19 Visitor Guidelines (1).pdf**](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/COVID-19%20Visitor%20Guidelines%20%281%29.pdf)**Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 7th, 2020. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website** <http://web1.nbed.nb.ca/sites/ASD-S/2338/Pages/default.aspx> |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | [SSHS Risk Assessment.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/SSHS%20Risk%20Assessment.pdf) | **Done** | **8/21/2020** |

|  |
| --- |
| **Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*  |
| **Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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[Admin Assistant #.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Admin%20Assistant%20Phone.pdf)[STOP Red line.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/STOP%20Red%20line.pdf) | **Done** | Click or tap to enter a date. |
| 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.Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL | Use a visitor log - [SSHS Visitor Log.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/SSHS%20Visitor%20Log.pdf)[Student Sign Out.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Student%20Sign%20Out.pdf)[Staff Log In Sheets.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Staff%20Log%20In%20Sheets.pdf)[Refer to Administrative Assistant 1-Pager](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B5772D2C0-D89F-4C43-909C-B8933EE5A5E7%7D&file=One%20Pager%20-%20Admin%20Assistants.docx&action=default&mobileredirect=true) | **Done** | Click or tap to enter a date. |
| Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.  | Refer to Return to School 2020 Document – Appendix F  | **Done** |  |
| Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. *\*Keep in mind children walking, parent drop off, buses, etc.**\*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.* | Refer to Return to School 2020 Document Pg. 5 | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **Building Access Notes:** *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.* |
| **A new buzzer/intercom system has been installed at SSHS. All visitor guidelines will be posted outside of the front entrance each day on a board visible to all. Only visitors with an appointment or valid reason to enter the building will be permitted to enter. We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and break times) requiring each visitor arriving to stop and buzz in.** **If a visitor is permitted to enter the school, they will go straight to the first reception desk in our lobby, review the visitor guidelines, and sign in using the districts standard sign in sheet. There will be a sanitized jar of pens available and an unsanitized jar where the used pens will be placed and sanitized three times a day. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school.** **We will take student and staff attendance on a daily basis, anytime a student or staff leaves for an extended about of time for any reason they must sign out at the main office. There are sign in and sign out sheets for ALL students and ALL staff with our receptionist in the main office.** **The bus loading area is where buses will pick up and drop off students. In the morning, both bus loading doors are entrance only. At dismal time they are both exit only doors. These doors are not to be used by students during the time in between bus drop off and pick up. Cars may pick up and drop off students at the front of the building only. There will be a clearly marked entrance only door and a clearly marked exit only door on our front doors. Physical Distancing must be maintained when entering/exiting the school. Masks are to be worn before entering the building. Administration will assign duties to staff at the doors both in the morning and after school, to remind students of the proper procedures. Students are not to linger in the lobby. They are to move outside immediately at the end of the day.****When bus students arrive, they will leave the bus in single file, masks will be on, wash/sanitize their hands and enter the building following physical distancing and go directly to their lockers and then to class. No lingering in hallways or common areas.****Students who drive themselves, walk, or get dropped off are to enter the building through the front doors, have their mask on, wash/ sanitize their hands, go to locker and then directly to class. No lingering in hallways or common areas.****Bus students will sanitize their hands upon entry through the bus loading doors.** |

**When students enter the Learning Commons when they are not assigned to that space for a class, they will have to sign in and out each time.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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(optional), before leaving residences. If staff or students experience 2 or more symptoms of COVID, they should not be at school.Students of age can screen themselves or have a parent screen them daily before coming to school.  | [Refer to Screening Tool](https://www.worksafenb.ca/media/60944/covid-19-screening-questionaire-english.pdf) Refer to Return to School 2020 Document Pg. 9, 10 | **Done** | Click or tap to enter a date. |
| Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask *(medical preferred),* to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.*Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.* | Refer to Return to School 2020 Document – Appendix K | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **Screening Notes:** *Outline how screening requirements are being met.* |
| **GNB Up to Date Screening Poster will be posted on ALL entrance doors. A copy will also be sent home with each staff member and student. They will be asked to place it on their fridge at home as a daily reminder. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic, mask on at all times, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must continue to wear their mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) \*We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. There is one designated isolation room in the main office and a 2nd isolation room designated at the end of the first floor. Administration will provide supervision to both rooms if in use by a student or staff. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 *(indicate where to stand within elevator if enough space, mask use, number of persons permitted)*, staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers *(recommend not to use lockers as much as possible)*, etc.
* Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.
* Arrange furniture to promote physical distancing requirements *(including reception area).* 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 [Refer to Chartwells Operational Plan](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FFinal%20Project%20Spark%20Chartwells%20k12%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | Click or tap to enter a date. |
| Plan all assemblies or other school-wide events *virtually or outdoors.* | Refer to Return to School 2020 Document Pg. 4  | **N/A** | Click or tap to enter a date. |
| Evaluate options to reduce the number of people required onsite.  |  | **Done** | Click or tap to enter a date. |
| Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down. | [Entering Washroom.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Entering%20Washroom.pdf) | **Done** | Click or tap to enter a date. |
| Perform Evacuation Drills *(Fire Drill/Lockdown)* as normal as per NB Reg 97-150 School Administration Regulation. \*Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.  | [NB Reg 97-150](https://www.canlii.org/en/nb/laws/regu/nb-reg-97-150/latest/nb-reg-97-150.html) | **In Progress** | Click or tap to enter a date. |
| School layout guide maps to inform students, staff, visitors, and public of school layout *(directional flow, assigned entrance/exit doors)* are encouraged but not mandatory.  | District Facilities (Maps) | **N/A** | Click or tap to enter a date. |

|  |
| --- |
| **Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.* |
| **Classrooms – Have been laid out to allow 1M Distancing between desks. Extra furniture has been removed from classrooms, Library, Guidance Room, staff rooms etc. Pool table, ping pong table have been removed from the main lobby.** **Theatre – Seats have been taped off to show where 1M distancing is maintained and where people are able to sit.** **Lunchroom – We have modified the table and chair set up in the lunchroom to allow for 2M Physical Distancing. Two students per table set up only. While eating at a cafeteria table, students may remove their masks. Once they leave their table, they must wear their mask. Each student will sanitize their table upon leaving. Students will wash hands before leaving the cafeteria. Extra furniture has been removed. Limit of 50 people allowed in lunchroom at a time, lunchroom will be monitored. Cafeteria – Chartwell has completed an Operational Plan that allows for cashless transactions and physical distancing.** **Elevators – Have been limited to 2 people at a time. When in elevator people must wear a mask. Signage has been posted.** **Staff Room (2nd floor – limit of 3 at a time, 3rd floor – limit of 3 at a time, mail box room – limit of 2 at a time, Guidance Room – limit of 5 at a time) – signage has been posted.****Locker Room – Masks to be worn.****Washrooms – Masks must be worn.****No fans in classrooms or workout rooms.****All staff meetings will be held in the theatre or virtually to respect physical distancing.****No classroom shall exceed 2 staff members at any one time respecting physical distancing.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.Provide time for food preparation and mealtimes. | District OHS Coordinator *(Guidance)*Refer to Return to School 2020 Document Pg. 13, 14, 15 | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*  |
| **There will not currently be a modification to the daily bell schedule.** **Cafeteria, space by Spartan Wall of Honor, gymnasium, and outside will be used for lunch to allow students to physically distance.****Loitering in locker areas/common areas at break will be discouraged. Students will be encouraged to go to their lockers and then directly to their next class. Locker areas and common areas will have staff supervision during non-instructional times to help monitor this.****Students will go directly to their period 1 class upon arriving at school each day and exit the school immediately at the end of each day.****Subject to change if it is determined that there is too much congestion. Transition times will be assessed upon December review of this plan.****Workout Room – Limit of 2 people at a time maintaining social distancing of 2m. Equipment cleaned/disinfected between uses.** **Lockers – Lockers will be limited to storage only; expectation is they will not be visited frequently.****Washrooms –Masks must be worn in washrooms. Some bathrooms will be closed within each washroom to allow for physical distancing.** **Stairway – Has been modified to allow two way traffic with social distancing and a floor marker indicating division and traffic direction traffic.** **Hallway – Directional arrows with a line down the middle to separate people is in place in hallways. Students/staff always stay to the right.****Conference Room – Only used as a last resort for meetings. Max of 3 people. Masks to be work at all time. Signage posted.** **Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and masks are worn by all students/guests at all times in the office.** **Assemblies/Large Group activities – will be held in theater and gym with physical distancing measures in place and limited students at a time.** **Evacuation Drills – We will stagger the locations of our Muster Points so physical distancing can be maintained when outside of the school.**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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[Cleaning and Disinfection Schedule.xlsx](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Cleaning%20and%20Disinfection%20Schedule.pdf)[Refer to WHMIS Overview Document](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FOverview%20of%20WHMIS%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | Click or tap to enter a date. |
| **Washrooms:*** Equip with running tap water, liquid soap, paper towel, *(forced air dryers in many locations*), 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 at all times.
 | Refer to Return to School 2020 Document Pg. 14 | **Done** | Click or tap to enter a date. |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | **N/A** | Click or tap to enter a date. |
| Implement Outbreak Management Plan when required *(Process, PPE Requirements)*  | Refer to Return to School 2020 Document – Appendix G | Choose an item. | Click or tap to enter a date. |
| Abide by EECD Ventilation Guidelines  | Refer to Return to School 2020 Document Pg. 14 | **N/A** | Click or tap to enter a date. |

|  |
| --- |
| **Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.* |
| **Hand cleaning posters have been posted in all washrooms.** **Custodian will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc.** **Masks are required when using washrooms.** **Buses will be cleaned as per the Bus Cleaning Protocol.** **Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.** **In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.** **We will open windows whenever possible and report any issues with ventilation to our facilities team to fix.****Physical Education classes will be held outdoors as often as possible.****Age appropriate lessons on hand sanitization will be provided to students.****Hand cleaning posters/reminders will be posted and used.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Ensure hand-washing posters are posted in all washrooms. *Suggest putting them on doors* ***and*** *walls.*  | See [Table 1](#Table1)Refer to Return to School 2020 Document Pg. 11, 12, 13Schools Custodial and District Facilities Management[Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) | **Done** | Click or tap to enter a date. |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low. |  | **Done** | Click or tap to enter a date. |
| Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.Anyone bringing hand sanitizer to school must ensure it is \*FREE OF ADDED SCENTS\* Teachers will be in control of the hand sanitizer in classrooms.  | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)Refer to Return to School 2020 Document Pg. 11, 12, 13 | **Done** | Click or tap to enter a date. |
| Remind everyone about frequent hand washing and cough/sneeze etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html) | **Done** | Click or tap to enter a date. |
| K-12 Staff and Students - Community masks must be worn at all times. As of December 5th masks must be work at all times with the exception of eating, physical activity or a medical exemption | Refer to Return to School 2020 Document – Appendix A[Community Mask Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | Choose an item. | Click or tap to enter a date. |

|  |
| --- |
| **Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.* |
| **We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels.** **Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher.** **All staff and students are required to have at least two CLEAN community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom. Must also be worn within a classroom if social distancing of one metre is not possible.****As of December 5th, masks are to be worn in classrooms at all times.** |

**Table 1**



|  |  |  |  |
| --- | --- | --- | --- |
| **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.*\*To ensure that members of vulnerable populations and students with complex needs are accommodated.* | Refer to Return to School 2020 Document – Appendix C, HItinerant professional information in Return to School 2020 Document pg. 18  | **Done** | 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).  |  | **N/A** | 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:** |  | **Done** | Click or tap to enter a date. |
| Hand protection (gloves) | [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)[PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal%2BProtective%2BEquipment%2BPoster.pdf?MOD=AJPERES&CVID=mu8SU02)District Student Support Services | **Done** | Click or tap to enter a date. |
| Eye protection (safety glasses, goggles) | **Done** | Click or tap to enter a date. |
| Other PPE as determined necessary through the risk assessment *(face shield)* | **Done** | 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](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)[non-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)Refer to Return to School 2020 Document – Appendix A[Community Mask poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **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.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | [OHS Guide-Three Rights](https://ohsguide.worksafenb.ca/topic/rights.html) [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | 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](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true)  | **Done** | Click or tap to enter a date. |
| Provide staff the employee training on the work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/) – [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | Click or tap to enter a date. |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | Click or tap to enter a date. |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Done** | 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](https://ohsguide.worksafenb.ca/topic/fixed.html) | **Done** | 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](https://ohsguide.worksafenb.ca/topic/supervision.html) | **Done** | Click or tap to enter a date. |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | **Not Started** | Click or tap to enter a date. |

|  |
| --- |
| **OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.* |
| **We have reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.** **Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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**  |
| 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.Students and staff must self-monitor throughout the day. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/) - Contact with someone tested/confirmedRefer to Return to School 2020 Document – Appendix K  | **Done** | Click or tap to enter a date. |
| 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. Schools must engage the district from the beginning of the Outbreak Management Process.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. Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/)Refer to Return to School 2020 Document – Appendix K  | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*  |
| **We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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: 1-800-663-1142Accessible toll-free 24/7/365; self-register at [www.homeweb.ca](http://www.homeweb.ca) * 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](https://nactatr.com/news/guidere-entry.html) | **Done** | Click or tap to enter a date. |

|  |
| --- |
| **Mental Health Notes:** *Describe how mental health resources will be communicated to staff.* |
| **We have shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **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](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html) or [GOC Website](https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/covid19.html) | **Done** | Click or tap to enter a date. |
| External Organizations operating within school *(Obtain a copy of their Operational Plan)*  |  | **Not Started** | 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.  | [Water Fountains.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Water%20Fountains.pdf)[Water Bottle Nozzle.pdf](http://web1.nbed.nb.ca/sites/ASD-S/2338/Documents/Operational/Water%20Bottle%20Nozzle.pdf) | **Done** | Click or tap to enter a date. |
| Site Specific Considerations:*
*
*
*
 |  | Choose an item. | Click or tap to enter a date. |

|  |
| --- |
| **Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.* |
|  **We will provide bagged, pre-prepared lunches for students in need. We will ensure that persons serving the food wear gloves and a community mask. Students will not serve themselves.** **We will offer our breakfast program in the mornings before classes start. We will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves. They will not enter the kitchen area to pick up their food. They will wait outside the door, with mask on and physically distanced.****We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.** **. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.** |