

**CENTRAL NEW BRUNSWICK ACADEMY OPERATIONAL PLAN**  
**2020 – 2021**

**COMMUNICATIONS**

**School personnel:** The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, an in-person meeting will be held with staff to go over the plan. The plan will be reviewed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

**Visiting professionals:** Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, the operational plan will be provided in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.) Visiting professionals who have not provided advance notice will be provided a copy upon entering the building and will be required to read the document before proceeding beyond the administration area.

**Parents/Guardians & School Community:** Once the plan is approved, a copy of the plan will be sent by email to each family and posted to our website at <http://cnba.nbed.nb.ca> Parents/guardians will be encouraged to call the school or email [centralnewbrunswickacademy@nbed.nb.ca](mailto:centralnewbrunswickacademy@nbed.nb.ca) if they need clarification or questions answered.

**Students:** The operational plan will be communicated to students by homeroom teachers. To ensure that students are fully aware of the plan and its implementation at the school level, students will return to school on a staggered entry basis as per the following table.

Date	Grade level	Number of students
September 8	6 & 9	Grade 6 – 26; Grade 9- 32 Total: 58
September 9	7 & 10	Grade 7 – 26; Grade 10- 34 Total: 60
September 10	8, 11 & 12	Grade 8 – 27; Grade 11- 23; Grade 12- 34 Total: 84
September 11	6 - 12	Total: 202

## **BUILDING ACCESS**

**Public:** There will be limited public access to the school. Parents/guardians will be notified through School Messenger and newsletters that contact with school personnel will be mainly through phone and/or virtual means. Parents/guardians will be asked not to enter the building without an appointment. Parents/guardians who show up without an appointment will converse with the Administrative Assistant through the door security intercom system to address the nature of the visit.

Parents/guardians who are picking students up during the school day will be asked to call the office or report the absence in School Messenger. The Administrative Assistant will check School Messenger at various times throughout the day. When the parent/guardian arrives at the school, he/she is to call the main school line 365-2090 to inform school staff of arrival. The Administrative Assistant will alert the student that the parent/guardian is waiting in the parking area. Parents/Guardians without a cell phone will be asked to ring the intercom at the inside door of the school. The Administrative Assistant will inform the parent, upon appropriate identification, that the student will be retrieved from class to sign out of the school. The student will sign out in the logbook noting date, time and reason for leaving and the Administrative Assistant will transfer this data into the student's attendance in PowerSchool.

All other visitors who are permitted in the building by the Administrative Assistant, will sign the visitor's log noting name, phone number, date, and time of entry and exit.

A staff log will be placed on the bulletin board located to the right of the office door to record arrival and departure times throughout the day.

\*NOTE – All visitors will be required to wear a mask and use the hand sanitization station upon entering the school\*

All visiting District Office staff must follow the protocols of screening and signing the visitor's log regardless of whether the visit falls before, during or after school hours.

Signs will be posted on outside doors stating that masks are required.

**Students:** Students who arrive at school following the opening of school will be permitted into the building by the Administrative Assistant. The student will sign the logbook noting date, time and reason they are late. This will be recorded in PowerSchool by the Administrative Assistant and she will notify the teacher of the student's arrival.

Bussed students in Grades 6-12 will be required to wear masks and practice social distancing when exiting the bus and entering the school. Between 8:05 – 8:15, these students will disembark one bus at a time and proceed into the building through the main doors. A duty teacher will direct students to their homerooms where they will remain until all students arrive. This will keep the hallways clear for later arriving students. Students will have controlled access to their lockers that will be monitored by their homeroom teacher. These lockers have been

assigned to allow for physical distancing. There will be 2 bus duty teachers outside during student arrival and departure, one to coordinate bus students and one for non-bussed students.

Non-bussed students are expected to arrive between 8:00 and 8:15. If an earlier time is required, please contact the school and it will be reviewed on an individual basis.

Students will be dismissed at the end of the day one class at a time. They will proceed out the main doors and load on to the awaiting buses.

**COVID controls for the classroom:** Hand sanitizing stations will be provided in all classrooms and are to be used by staff and students when entering and exiting the classroom. A cleaning supplies station will also be set up in each classroom for staff and students to use when cleaning their personal workspace. Staff and students at the high school level are expected to maintain a 1-meter distance between themselves and others while in the classroom and 2 meters outside of the classroom. High school students will not be considered as a “bubble” at any time while in the school. 1-meter and 2-meter physical distancing will always be expected depending on the students’ location within the school. Middle school students will be considered a “bubble” based on grade level. 1-meter physical distancing will be implemented where possible in the classroom. Grade bubbles will always be required to maintain 2 meters of physical distancing. Masks are to be worn by students when entering the classroom until they take their seats and when moving about and exiting the classroom. Masks will also be worn in common areas.

Students should use personal belongings. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan. Staff are encouraged to keep windows in the classroom open as much as possible. When pertinent to the curriculum, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be located.)

**Library** – The library will be available for student use on a limited basis as scheduled. The librarians will follow all protocols and guidelines that are applicable to the school as well as the safety measure guidelines put in place by the New Brunswick Public Library Service (NBPLS). Masks will be required by all visitors to the Library.

**Art/Music Room** – Only High School Art & Music Classes will be allowed to access the art supplies and music equipment within this room. The music teacher will be required to monitor/assist the students with the sanitization of any equipment or supplies used by the class prior to putting it away and the sanitization of students’ workspaces.

**Science Lab** – High school Science will be taught primarily in Science Lab. The science teacher will be required to monitor/assist with the sanitization of any equipment used by the class prior to putting the equipment away as well as the sanitization of student workspaces.

**Computer Labs**– Teachers will need to book the computer lab through the ONE site. The teacher will monitor/assist the students as they sanitize screens, keyboards, chairs, and tables prior to use and upon leaving the lab.

**Changing Rooms** – Only students enrolled in Physical Education classes will have access to the changing rooms during their scheduled class time and they will be clearly marked to allow for physical distancing.

**Cafeteria** – There will be no cafeteria services during school start-up. A service provider may be secured later. The cafeteria area will be accessible for students during lunch time. All safety, sanitation and physical distancing as outlined in this document will be followed. Microwaves will be available for student use and cleaned per the Return to School Document: Direction for School Districts and Schools. Student use of cafeteria will be coordinated by school staff following all safety/health guidelines.

**COVID controls for staff working outside of the classroom:**

Hand sanitizing stations will be provided in all work areas. All staff/students working outside of classrooms will have access to sanitizing spray and cloths to sanitize items/areas as necessary.

\*PLEASE NOTE: The above statement applies to all visiting professionals who meet with students within our facility. \*

**RISK ASSESSMENT**

The risk assessment within the school is as follows:

- Students will have interactions with others at a distance of less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in Middle School classes has a high density of people.
- The classroom setting is primarily indoors.
- Students have frequent contact with high-touch surfaces.
- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.
- The cleaning of workspaces by students may result in inadequate sanitization.
- Visiting Educational/Health professionals may be visiting multiple school locations per day.

Mitigating factors to address the risks are as follows:

- Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
- High touch surfaces/washrooms will be sanitized as per district guidelines.
- Students and school personnel will have access to hand sanitizing stations.
- Supplies are available to school personnel for sanitizing items.

- Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).
- Teachers are encouraged to take students outside while still meeting curricular outcomes.
- Provide physical distancing at Middle School level where possible.
- Physical distancing expectations will be enforced by all staff.
- Medical recommendations will support home learning for at risk (health) students.
- Homeschooling is an option.

**Signs of Illness:** A student showing signs of illness will inform a member of the school staff that he/she is not feeling well. The staff member will ensure that the student is taken to the administration area so that contact with a parent/guardian can be made. As per guidelines, the student will put on a mask when reporting to the administration area. The student will be placed in the Monitoring Room located in the Phys. Ed. office while he/she waits for a designated adult to pick him/her up. Any staff attending to the student will be required to wear a mask and gloves. This room is equipped with a washroom, if needed. The student will be monitored by a staff member, who will follow all safety regulations, until a parent/guardian is able to arrive at the school. The individual will remain in this room until pick up. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished. Only one student at a time will occupy this room.

If more than one student reports symptoms of illness, the Multi-Purpose Room will be used, which has a washroom located outside the door. The same procedures as above will be followed.

### **PHYSICAL DISTANCING:**

**Bus:** Protocols will be followed on buses as outlined by Education and Early Childhood Development (EECD). Due to the physical distancing measures and organization required for busses, CNBA will not be accommodating bus note requests for alternate bus routes at any grade level this year.

**Hallways:** All hallways will be divided with a center line and have one-way directional arrows on each side. Signage will be displayed throughout the school as a reminder to practice physical distancing and to wear masks.

**Classrooms:** Student chairs at desks will be placed 1-meter apart at the High School level. Chairs at the Middle School Level will be physically distance if the classroom space allows.

**Lockers:** Grades 6 – 8 are assigned by grade and are located near the homeroom. Access will be coordinated to allow for social distancing. Grades 9 – 12 have been assigned to allow

Grades 9 & 10 controlled access and Grades 11 & 12 controlled access and while allowing for social distancing.

**Staffroom:** Each personnel center (staff room) space is set up so that physical distancing will be respected. Several seating configurations are available; however, there is to be no more than 6 people at a time in the staffroom in the Middle School Wing with 4 allowed in the high school staff room to ensure physical distancing. This will allow for staff members to enter briefly to access their food/drink and their mailbox while still maintaining the maximum number of occupants.

Use of Keurig and coffee maker is permitted.

Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Dishes and utensils can be used by staff; however, you are responsible for putting your dirty dishes in the dishwasher. Do not leave them in the sink or on the counter for others to handle.

**Office:** When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional person in the office other than office personnel at any given time. No one uses the Administrative Assistant's workspace.

Staff meetings and Professional Learning Days will be held in a manner that will respect and allow for physical distancing.

## **TRANSITION**

Our schedule has been modified to allow time for transitioning between classes, accessing lockers, sanitizing work stations, breaks and lunchtime in a coordinated manner as to not overcrowd the hallways and cafeteria and to respect physical distancing guidelines. Students will use the cafeteria area and classroom for lunch on an assigned and rotational basis.

Grades 6 – 8 students will transition from class to class in a coordinated and safe manner with appropriate cleaning of workspaces while entering and exiting classes with school staff supervision.

Grades 9 – 12 – students will transition to and from classrooms in an organized and controlled manner as organized by the teacher. Students will disinfect personal space after use. Students entering will clean the personal space to be used to meet the standards upon entering. Cleaning will be supervised by school staff.

At this time, the cafeteria will be closed. The vending machines are still operational and will be available to students. Water fountains will be converted to fill stations only so students must have a water bottle for personal use. If the fill stations are not installed prior to school start-up,

water coolers will be available. It is strongly suggested that students have their names on their water bottles. Students will need to bring lunches from home as well as any utensils required.

Snack baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 – 3 times per week by school staff members.

## **SCREENING**

Parents/guardians/school staff will be provided with a copy of the Self-Monitoring Checklist for Students and Staff (See Appendix One) Parents are responsible for taking their child's temperature prior to the child leaving for school each morning. Parents/guardians will be required to ensure that if their child is not feeling ill, their child will remain at home and the absence reported to the school. If a student is exhibiting one or more of the symptoms outlined on the checklist, it is expected that the parents/guardians will follow the directives on the Self-Monitoring Checklist and those of Public Health in respect to COVID-19 symptoms and testing. School staff are expected to follow the same guidelines in respect to self-monitoring prior to leaving for work. If a staff member experiences symptoms of illness, he/she will inform administration and leave the building as soon as possible. School staff are strongly encouraged to take their temperature before leaving for work each morning.

Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building, wear a mask and visit the hand sanitization station upon entry.

Students and staff members are to self-monitor throughout the day. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

## **CLEANING AND DISINFECTING PROCEDURES**

Proper hand hygiene practice will be reviewed regularly with staff and students. Homeroom teachers will have copies of this procedure in their classrooms and students will be informed of the procedure and encouraged to practice good hygiene etiquette. Signs will be placed strategically throughout the school. Staff will work with students demonstrating proper handwashing and hand sanitizing before and after handling shared items.

All teaching rooms will be supplied with a cleaning supplies station which will be maintained by custodial staff and will be replenished as required. Supplies will also be available in the photocopier room to use for replenishment. Custodians must communicate with office staff when supplies are low and need replenished.

During the day, all students are responsible for sanitizing their personal workspace and any equipment used within a classroom or other work area. Teachers are responsible for their

personal items and workspace as well. Custodians will be responsible for cleaning classrooms after students have left for the day to ensure they are ready for the next day.

Washrooms will be limited to 2 students at a time and will be marked appropriately. All washrooms will be checked as per ASD-W protocols throughout the day to ensure that adequate supplies are maintained. Health protocol signs will be displayed in the washroom.

Washroom and high touch areas will be cleaned by school custodians as per ASD-W protocols.

### **FACILITIES MAINTENANCE**

If a staff member notices that the ventilation system is not working, he/she is to notify administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an “emergency” issue.

The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

### **PERSONAL HYGIENE ETIQUETTE**

Students in Grades 6 – 12 will be required to wear masks when on the bus and in common areas while in the building and when physical distancing is not possible. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It is the student’s responsibility to have a mask available for use.

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.

All classrooms/work areas will be equipped with hand sanitizer provided by ASD-W. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff or in the photocopier room. Students are encouraged to have a personal sized hand sanitizer for use when not able to access hand sanitizer supplied by the school.

Students and staff will be required to use hand sanitizer when entering and exiting each working space.



We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.htm>"

## **PROTECTIVE MEASURES**

Staff and students will be advised that masks are to be worn appropriately for personal protection and the protection of others. Other personal protective equipment will be used as required.

Visitor, staff and student log records will be maintained and kept in the office area. Visiting professionals must maintain a log of individuals with whom they have met indicating times. Classroom visitor's logs will be maintained by the teacher or Education Support Services Team (ESST). Visitation procedures have been implemented and will be followed.

## **OCCUPATIONAL HEALTH AND SAFETY**

Staff will be given the following information as well as the website to do further reading about this information.

The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

Website: <https://ohsguide.worksafenb.ca/topic/rights.html>

Staff will have access to this document. Staff will provide students with the information in this document at an age/grade appropriate level. New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.

<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

Records of orientation, training and inspections will be kept by the Principal. All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

The use of PPE will be communicated with all staff members and masks, gloves, shields and any other PPE will be available if required by staff.

Staff not following policies and procedures will be addressed by an administrator. Unresolved issues after attempted intervention, will be referred to the School District Human Resources. When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur. Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixe.html>

Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures and processes established.

This Operational Plan will be evaluated by the district. The plan will be reviewed monthly, or sooner if required, at the school level. This review will be submitted to the district as well as any updates to the operational plan.

**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 of a positive case, they must then report it to WorkSafeNB.**

#### **OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

In the event the school becomes aware of a confirmed case of COVID 19, the Principal will follow directives from the Superintendent of Anglophone West School District and/or Public Health.

If an outbreak is declared in the school, the school must follow the orders of the Provincial Public Health office. Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, the principal will adhere to all guidelines and protocols established and communicate this to staff, students and parents.

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school.

If monitoring at school is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated monitoring area is outlined previously in this document. **Pick-up is requested to occur within an hour of notification, if possible.**

Symptomatic students will be immediately placed in the monitoring room away from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain 1 meter and wear a mask and gloves.

The symptomatic individuals must wear a mask.

Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

### **ADDITIONAL CONSIDERATIONS**

Staff will be made aware of contact information for Homewood Health - EFAP and Teacher Counselling. Administration will do regular check-ins with school staff members to monitor personal wellness.

As per Department guidelines, a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required, students will be provided individual and/or group support by our school Guidance Counsellor, Child & Youth Team, Doaktown Health Center Nurse Practitioner and/or Social Worker. Parents/guardians will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child's social, emotional or physical health.

Ongoing professional learning for educational staff will occur throughout the year to support educational practices, mental health and wellness.

### **Our Mission**

**PRACTICE PATIENCE, UNDERSTANDING, KINDNESS AND FLEXIBILITY!**

## APPENDIX ONE

### SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:

Do you have any of following symptoms:

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.

If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

- A fever of above 38°C
- A new cough or a worsening chronic cough
- Sore throat
- Runny nose
- Headache
- A new onset of fatigue
- A new onset of muscle pain
- Diarrhea
- Loss of sense of taste or sense of smell
- In children, purple markings on fingers or toes

If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.

If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you had close contact within the last 14 days with a person being tested for COVID-19?
- You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
- You have been told by public health that you may have been exposed to COVID-19.

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)