



Gibson-Neill Memorial Elementary School Operational Plan Summary for Parents & Public

Plan Implementation Date: September 2020

Updated: October 8th, 2020

Dear Parents & Caregivers,

The following is a summary of information most relevant for you and your child. The complete 21-page Operational Plan for Gibson-Neill Memorial Elementary is also available for you to review. It can be found on the GNMES school website or by following the link on the Gibson-Neill Home and School Facebook page.

Should you have comments or concerns you can call the main office at 453-5429 and a member of the administration team will speak with you when available.

Thank you.

Communications

- **Thursday, September 3rd** – Plan will be shared with parents via email, GNMES website and GNMES Facebook page
- **Staggered Entry for Students** - the procedures and routines from the Operational Plan will be shared with students during the first week of school's staggered entry (and routinely thereafter). The schedule for the staggered entry is:

Date	Portion of Students
Tuesday, September 8th	½ of students K-5
Wednesday, September 9th	½ of students K-5
Thursday, September 10th	All students K-5
Friday, September 11th	All students K-5


- **Sharing the Operational Plan Summary**
 - **Classroom teachers** – will send the summary to each family
 - **School** – summary will be posted on the school website and Facebook page
 - Parents/caregivers who have questions can send them through voice mail message or through the school's email address. Those with additional concerns can ask to speak with an administrator.

Building Access

- **Screening at Home**

- Parents are asked to use the following checklist (as per the direction of EECD from the WorkSafe NB website) to screen their child(ren) for signs of Covid-19 prior to them leaving home in the morning.

NOTICE



Screening for COVID-19

**PLEASE DO NOT ENTER THE BUILDING
WITHOUT ANSWERING THE FOLLOWING QUESTIONS**

1. Do you have any of following symptoms:

- Fever/feverish
- Sore throat
- Headache
- Runny nose
- New cough or worsening chronic cough
- New onset fatigue or muscle ache
- Diarrhea
- Loss of taste or smell
- In children, purple markings on fingers or toes

If you answered **YES, and have ONLY ONE symptom**, you may phone 811 to discuss COVID-19 testing, but you do not need to self-isolate. 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.

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

- a) Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- b) You have been diagnosed with COVID-19 within the past 14 days?
- c) 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)?
- d) Have you 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.

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<https://www.worksafenb.ca/media/61042/notice-screening-for-covid-19.pdf>

- Should a child have 2 or more symptoms of COVID-19 they are required to stay home, and parents are asked to call 811 for further direction regarding testing.
- **First day of school for Kindergarten Students and New-to-GNMES Students**
 - **One parent/caregiver of these students only** will be permitted to enter the building through the main entrance or the Kindergarten entrance.
 - Parent/caregiver will be required to wear a mask while in the school

- Parent/caregiver of Kindergarten students will be asked to exit through the door on that wing.
- **After the first day of school**
 - Parents/caregivers will require a **scheduled appointment** to enter the school or prior approval by the administration
- **Meetings with School Personnel**
 - Parents/caregivers will communicate with school personnel by phone and/or by virtual means.
 - In person meetings will be by appointment only and masks will be required.
- **Picking Up Students**
 - Parents/caregivers are asked to **write a note** (email, text, E-message, or paper) to the homeroom teacher and/or call the office and indicate the following information:
 - **What time** the student will be picked up
 - **Who** will be picking up the student.
 - **Upon arrival at school to pick up students**
 - Parents/caregivers will be asked to call the main school line (453-5429) to indicate they have arrived.
 - Parents/caregivers without a cell phone will be asked to ring the doorbell.
 - The administrative assistant will ask who the parent/caregiver is picking up and will then notify the student's teacher to send them to the office.
 - The administrative assistant will walk the student to the main entrance and record who picked up the child and at what time the child left.
 - **Students arriving after the start of the day**
 - Students will be permitted into the building by the administrative assistant
 - The administrative assistant will record when the child arrived as well as the reason the child was late.
 - **Passive screening will be expected by all who enter the building**
 - The checklist provided previously is posted on the main entrance to the school and all who enter are required to review it before entering the school.
 - **Visitors who have permission to come to the school will be required to wear a mask.**
- **Music Class**
 - Students **will be required to wear a mask** during Music class unless medical documentation is provided to indicate otherwise.

- ***Updated October 8th, 2020 – all Music classes are now held in homeroom classrooms. Where students are in their own physical classroom, they are not required to wear a mask. The Music teachers will wear a mask while they are teaching as they travel from classroom to classroom.***

Student arrival and dismissal procedures

- Each student will be required to wear a mask during arrival and dismissal at times.
- Once the students are in their classroom, they can remove their mask.
- ***Updated: October 8th, 2020 – Beginning Tuesday, October 13th, 2020, students will no longer sanitize at the front doors. The students will proceed to their classrooms where they will wash or sanitize their hands.***

Recess times

- Kindergarten to Grade 5 students will enter the school through the door nearest to their classroom.
- Belongings will be hung on their hooks and students will proceed directly into their classroom (monitored by the homeroom teachers to allow easy cleaning).
- Process will be reversed at the end of the day; students will collect belongings and proceed outside.
- Each classroom teacher will walk their classroom bubble out to the busses ensuring they keep 2 metres from the other bubbles.

Provision of Food Items for Celebrations -Added October 8, 2020

- Prepackaged store-bought treats only (no prepackaged homemade goods, fruit trays, etc.); nut free is preferred.
- Homemade treats are not permitted to come from students' homes; prepackaged treats are permitted

Risk Assessment

- **Should a student show signs of illness:**
 - They will be given a mask to wear if they do not have one
 - They will sit at a cafeteria table where they will be supervised until they are picked up within an hour of call home being made
 - Parents will be requested to contact 811. If testing is not required students can return once fever (with no medication) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional.
- **Transition Times**
 - Students will eat in their bubble (classroom)
 - On the playground, students will have specified areas to play with the students within their bubble.

- There will be 3 recesses and 3 lunch times in order to provide adequate bubble space on the playground.
- Students will be supervised when on the playground.

Cleaning and Disinfection Procedures

- **Hand sanitizer**
 - Teachers will teach and monitor appropriate hygiene after items are touched
 - Hand sanitizing stations will be provided in all classrooms
 - When items (i.e. games, math tools, etc.) are shared they will be sanitized by the teacher
 - *“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.html>”*
- **Washrooms**
- Numbers will be limited (no more than 2 if from a different classroom bubble) unless the whole bubble is taken to the washroom by the teacher
- **Schedule (after breaks)**
 - Custodians will clean all push bars, handrails, etc. Washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

Personal Hygiene Etiquette

- Students are required to bring 2 clean masks with them each day to school
- Masks will be worn by all students and visitors if the 2 metre physical distance cannot be maintained outside of their bubble
- Classrooms will be equipped with Handwashing Posters and Hand Sanitizer Posters
- Teachers will teach, and monitor, good respiratory hygiene and cough etiquette to students

Outbreak Management

- In the event of an outbreak, the school will follow the direction of the Regional Public Health Office.

Orange Phase Guidelines for Yellow Phase Cross-Over – As per the direction of the Department of Education and Early Childhood Development (October 13th)

- *Travel between Orange and Yellow zones - everyone traveling between Orange and Yellow zones must self monitor and wear a mask for 14 days and must follow directives in accordance with the Mandatory Order as if they were in the Orange Phase. This applies to traveling professionals, supply teachers, all school personnel and students,*

and all employees of early learning and childcare facilities/homes and all children attending early learning and childcare facilities and homes.

- *This also applies to families who have not traveled, but who have hosted someone from the Orange Zone.*
- *Everyone who has traveled to an orange zone is prohibited from participating in all intramural, interscholastic, extra-curricular, and all other school activities for 14 days.*
- *All students in grades K-12 are required to wear a mask on a school bus, even when sitting with a sibling or alone.*
- *For students in grades K-8, masks are required at all times when at school, except when they are sitting at a desk working silently or eating. This includes when the students are outside.*
- *For all school personnel, masks are required at all times when at school, except when they are eating. This includes when they are outside.*

This Operational Plan is a living document that will have changes made as the year progresses and the current circumstances change.

We appreciate your support as we continue to embark on this journey together. -