



MCADAM ELEMENTARY
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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, a meeting will be held with staff to go over the plan.
- Students: Specifics of the operational plan will be communicated to students/parents via the school Facebook page, School Messenger and email when necessary. We will also make a video and post it on Youtube. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table:

Date	Grade level
September 8	K (first half) and 1/2 class
September 9	K (first half), 2/3 class, 3/4 class and 5 class
September 10	K (second half) and all other classes
September 11	K (second half) and all other classes
September 14	All Classes

- Visiting professionals will be given a copy of the plan by either email or in-person. (This includes substitute teachers who are coming into the building.)

BUILDING ACCESS:

- On the first day of school for their child, the parent/caregiver of K students or students new to the school will be permitted to enter the building with their child through the main entrance of the building. The parents are to wear a mask and sanitize.
- Parents/guests/public members that enter the school are to wear a mask. When staff are interacting with them, they are to wear a mask.
- The K and 1/2 classes will enter through the main door. Symbols will be painted to indicate where they line up.

- The grade 5 students will enter the building on the side closest to the police station (closest to their classroom). A symbol will be painted to indicate where they are to line up.
- The grade 2/3 and 3/4 classes are to line up on the far side. A symbol will be painted to indicate where they are to line up.
- Parents/caregivers will be notified that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.
- Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom.
- When students arrive they are to sanitize when they enter and go directly to their hook and get the necessary things needed to start the day and then head to their assigned seat in the classroom.

Morning/Dismissal Procedures:

- Parents/caregivers will be asked to ensure that students arrive between 8:00 – 8:15. Students who are dropped off by parents/caregivers or walk to school will enter the building starting at 8:00 through their appropriate door, sanitize and (5s – left, K & 1/2 main door and 2/3 & 3/4 right door) proceed directly to their class.
- At the end of the school day students will exit through the same door they entered.

Provide COVID controls for the classroom:

- Hand sanitizing stations will be provided in all classrooms, in the gym and by the entrance doors. Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) 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 possible, 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.)
- No fans are permitted in the classrooms

PE:

- K & grade 5 classes – Will access the gym by using the stairs at the end of the hall close to their classroom.
- Grade 3/4 and 2/3 classes – Will access the gym by using the stairs at the end of their hallway close to their classroom
- 1/2 class – Will access the gym by using the stairs that are in the middle of the floor
- Teachers will bring the students to PE and pick them up.
- They will enter through the doors by the office and exit through the side doors to limit interactions between bubbles
- The students will have to sanitize as they enter the gym.
- Students will sanitize as they leave.

- Any equipment used will need to be sanitized before another group can use them.

Library

- The library will be closed to students. The librarian will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.

Art/Music Room

- Classes will be scheduled in an attempt to ensure that only one class per day will use the music room. If more than one class is using the music room, the teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized.

Resource Area/District Staff

- Small group work will be limited to students who are in the same class. Between working with students chairs, tables and any areas touched by the student(s) must be cleaned. Students must have their own materials to work with. If students have to share materials, they must be sanitized after each use.
- Other professionals visiting to work with students will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. Between students, chairs, tables and any areas touched by the student must be cleaned appropriately.
- District Personnel meeting with MES Staff – When a distance of 2 m cannot be maintained masks will be required.

PHYSICAL DISTANCING:

- Arrows will indicate the flow of traffic.
- Teachers will be provided a face shield and a plastic divider (if they wish to use them) by the district.
- Staff will have a mask on them at all time. When social distancing can't happen they are to use their mask in common areas.
- Staff room:
 - o Some chairs will be removed so that physical distancing can happen.
 - o The use of the staff kitchen and staff room will be used to have breaks and lunch (if the staff want). If there is a need to have more space the music room can be used.
- Office:
 - o When entering the office please report to the door and wait for the Administrative Assistant to direct you to come in. Only 2 additional staff person in the office besides office personnel at a given time.
 - o No student/parent are to go behind administrative assistant's desk.

Traffic/Common Areas:

- Students will access the playground by using the same door they use in the morning/dismissal.
- Students are encouraged to use a mask when in the common areas.
- Staff will wear a mask when in common areas when they can't social distance.

Supervision:

- During recess the outside area will be divided up so that students do not mingle outside their bubble. Rotation of the areas will be done as needed and age appropriate (the 4s and 5s will not need to use the small playground equipment and the basketball nets will not be used for k).

Mealtimes.

- Students will eat in their classrooms and teachers will supervise.

SCREENING:

- Parents/caregivers will monitor **If their child has 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
- Parents/caregivers will be asked to take their child's temperature prior to the child leaving for school.
- 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.
- Staff must screen themselves. If there are symptoms of COVID, they should not be at school.
- If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration.
- School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19.
- School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.
- Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their administrator immediately. Students will immediately move to isolation.
- Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

- People showing signs of illness will go to the empty classroom close to the office (classroom 2). The individual who is sick will be given a mask to wear (if he/she does not have a mask).

CLEANING AND DISINFECTING PROCEDURES

- Proper hand hygiene practiced before and after handling objects or touching surfaces.
- If staff recognize that they need more cleaning supplies, they can let the administrator or custodian know.
- Hand sanitizer will be provided to each classroom.
- 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/weekly as needed.
- High touch surfaces 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).

Washrooms

- The grade 2/3 and grade 3/4 class will use the bathroom downstairs under their classrooms
- The grade K and 1/2 class will use the bathroom next to the library.
- The grade 5s will use the library downstairs under their classroom.
- Staff will use the bathroom in the staff room
- All washrooms will have liquid soap dispensers and paper towel dispensers.
- Washrooms will be cleaned three times per day.
- Only one person per class can use the bathroom at a time. This will ensure that there are only 2 people max. at a time.
- Staff will work with students teaching them to wash their hands and/or hand sanitize frequently.
- Staff will teach students about appropriate hand and respiratory hygiene. Lessons and/or review of this will be done daily to weekly as needed.

OCCUPATIONAL HEALTH AND SAFETY

- 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.worksfenb.ca/topic/rights.html>

- Provide staff the employee training on the COVID-related work refusal process. Staff will be asked to read and view the information at the site below.
<https://www.worksfenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

- Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures and processes established.
- In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.
- In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.
- 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.