

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply 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.

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

Refer to EECD's *Return to School, September 2020* document and its appendices for primary support for the requirements listed below.

School Name: **Priestman Street School**

Principal (Signature): _____

School District Official (Signature): _____

Plan Implementation Date: **September 2020**

Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date

RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing 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 respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

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 on-site communication regarding 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.

Communications	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Communications		
Communicate operational strategies, provide orientation to school personnel and students.	School Communications	
Communicate operational strategies, provide orientation to visiting professionals	School Communications	
Communicate operational strategies to parent/caregiver and school community.	District Communications	

Describe how school operational strategies are being communicated

Communication Strategies:

Communicate operational strategies, provide orientation to school personnel and students:

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 virtual 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.

Students: The operational plan will be communicated to students by homeroom teachers. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the table in the following section. Morning announcements will be used to communicate and review safe expectations regarding classroom washroom, hallway, bussing, and playground areas.

Communicate operational strategies to parent/caregiver and school community: Once the plan is approved, a summary of the plan will be sent by mail to each family. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail directed to our school admin assistants. These questions will be answered either through an email or phone calls. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

Communicate operational strategies, provide orientation to 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, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. Substitute teachers who are entering the building will have the plan reviewed with them during their first visit in the school by school personnel. A logbook will be kept that indicates the date they received their orientation.

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<u>Building Access</u>		
Controls are in place to prevent the public from freely accessing the operational school.		
Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.		
Provide COVID controls for staff working outside of the classroom.	<i>Return to School</i> document	

Describe how access to the school is being controlled and communicated. All usual security measures must be maintained. E.g., use

Building Access:

Prevention of Public from Freely Accessing the Operation School:

On the first day (September 8th) of school for all grade 1- 5 students will be in attendance. Kindergarten students will not be attending Tuesday Sept 8th. Parents/caregivers will be asked not to enter the building.

Kindergarten Start-Up in September 2020

Grades 1-5 students only will be attending on September 8, 2020 to allow staff to support them with the new guidelines and to begin learning about how their bubble will work.

Kindergarten students will arrive through a staggered entry beginning Wednesday, September 9, and Thursday, September 10 to learn how their bubbles will work. Kindergarten classrooms will be divided into two groups. Group A will attend Wednesday morning and Group B will attend Thursday morning (see chart below to determine the day and time your child is to attend).

On Friday, all students (including Kindergarten) will attend school. We will follow the same procedure as with the Kindergarten Orientation - We ask that you take your child to the playground behind the school. School staff members will be there to meet the students and escort them inside upon their arrival. Staff members will escort the children back outside to meet their parents at 10:30.

Family members accompanying the child will be asked to wear masks if a teacher needs to come within 2m of them to encourage the child to join them to come inside. To follow the guidelines set out by the province, parents will be remaining outside when the staff members escort the children into the school. On Friday, September 4, you will be contacted by your child's teacher for the 2020-2021 school year to introduce themselves.

Schedule for Staggered Entry on September 8-11, 2020

Time	Assigned Students
September 8 8:10 AM	Grades 1-5 students
September 9 8:10 AM	Grades 1-5 students
September 9 8:45-10:30	Kindergarten students with last name beginning with A, B, C, D, E, F, G, H, I, J, or K
September 10 8:10 AM	Grades 1-5 students
September 10 8:45-10:30	Kindergarten students with last name beginning with L, M, N, O, P, Q, R, S, T, U, V, W, X, Y or Z
September 11 8:10 AM	All students K-5

As outlined in the *EECD Return to School Parent Guide* parents and caregivers will be asked to contact school personnel through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only when required.

Parents/caregivers who are picking students up will be asked to contact the teacher in advance. The teacher will then provide this information to the office. The parent/caregiver will need to indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 453-5424 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell/intercom to communicate directly with office staff at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom to meet their parents at the front door. Parents/caregivers may be required to show identification. The administrative assistant will meet the student and record who picked up the child and the time that the child left.

Students who arrive at school following the opening of school 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. Parents will be asked to remain outside of the school when dropping their child off at the main front entrance.

Procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:

All bussing students will enter through the main front entrance and move directly to their classrooms following physical distancing guidelines and signage.

All walking/drop off students of the following K-2 classrooms will enter through the K-2 entrance off the back-parking lot:

Kindergarten

K-S, K-R, K-E, K-M, K-R, K-C, K1-M

Grade 1

1-C, 1-S, 1-Cr

Grade 2 (English and Immersion)

2-B, 2-F, 2-Bo, 2-M, 2-D

All walking/drop off students in the following classrooms will enter through the playground library entrance off the K-2 playground:

Grade 1 Immersion

1-D, 1-M, 1-G

Grade 2

2-LC

Grade 3-5 (English and Immersion)

3-H, 3-P, 4-V, 4-C, 5-C, 5-T, 5-M, 5-V

All walking/drop off students in the following classrooms will enter through the entrance leading to the portables.

2-R, 3-G, 3-K, 4-D, 4-C, 5-CH

All students will go directly to their rooms to unpack book bags and belongings. Students will be asked to hang their outdoor clothing up in their designated cubbies. Bookbags will be kept in the classroom along with water bottles and lunch boxes. The homeroom teachers will monitor this. Students will not be permitted to leave the room unless granted permission from the teacher. (i.e. washroom required).

Parents/caregivers will be asked to ensure that students arrive between 7:50 – 8:05.

At the end of the day students who are walkers and or pick-ups will remain in their classrooms until the bus students in their room have been dismissed. These students will exit out their designated doors escorted by homeroom teacher to a designated outdoor space for parent pick up.

Non-related walking students will be expected to maintain physical distancing requirements while on school property.

Provide COVID controls for the classroom:

Hand sanitizing supplies will be provided to all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students. Students will be allocated their own set of school supplies as there should be little to no sharing 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, a log will be kept in the office as to when the class exits the building. The teacher will notify the office upon returning to the classroom.

As needed, carts will be provided for any teachers/librarians who will be required to travel from class to class.

Library – The library will be closed to students. The librarian will visit each class to read to the students. Books will not be available for sign out this year.

Music Room – Classes will be scheduled to ensure that only one class at a time is in the hallway. The music teacher will be required to sanitize any equipment used by the class prior to the next class entering or when putting the equipment away. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized.

iPad Cart – Teachers will need to book the iPad cart through the staff shared T-Drive. Teachers will be required to properly sanitize the iPads and iPad cart after each use. Teachers will be required to put the iPads back in the cart (not students).

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing supplies will be provided in all work areas.

Break-Out Rooms – Staff working in this area will require masks, shields, and hand-sanitizer.

All other people working outside of classrooms will be provided with disinfecting spray and paper towel to sanitize items/areas, as necessary. This includes all programming rooms.

Resource Area - Small group work will be limited to students who are in the same class. Between groups all chairs, tables and any areas touched by the student(s) must be cleaned with disinfecting solution. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

Guidance Area – Small group work will be limited to students who are in the same class. Between groups chairs, tables and any areas touched by the student(s) must be cleaned with disinfecting solution.

SLP – Must meet the student in the classroom and escort them to the designated work area. Masks must be worn if social distancing is unable to occur. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables, and any areas touched by the student must be cleaned with disinfecting solution by the SLP. The disinfecting solution will be provided by the school.

Child and Youth – Must meet the student in the classroom and escort them to the designated work area. Masks must be worn if social distancing is unable to occur. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables, and any areas touched by the student must be cleaned with disinfecting solution. The disinfecting solution will be provided by the school.

District Personnel meeting with PSS Staff – When 2 metres cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at PSS.

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Risk Assessment	Risk Assessment Guideline Health Canada	
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	OHS Coordinators (Occupation Health and Safety) Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic Risk Mitigation Tool	
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	<i>Return to School</i> document.	

Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:

The risk assessment within the school is as follows:

- Students will have interactions with 1 – 10 adults during school hours.
- Students will have interactions with others at less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in 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.

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 will be sanitized as per provincial guidelines.
- Students and school personnel will have access to hand sanitizing supplies.
- 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).

Determine the physical isolation elements for people showing signs of illness in the operational plan for your school:

People showing signs of illness will go directly to room 147A (adjacent to the photocopier room). The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff who have contact with the students will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (door window will allow for monitoring of the individual). The furniture in the room will contain a couch with vinyl upholstery and a garbage can. 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.

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol. <ul style="list-style-type: none"> Consider staff, students, visiting professionals, parents/guardians, and community members. Arrange furniture to promote the physical distancing requirements. (Include a reception area). Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc. Determine if installation of physical barriers, such as partitions, is feasible. 	<i>Return to School</i> document Facilities staff Itinerant professional plans	
Establish protocols to ensure people do not congregate in groups (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	<i>Return to School</i> document	
Evaluate options to reduce those required onsite,		
Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level. 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.		

Describe how physical distancing is being implemented and communicated.

Physical Distancing:

Physical distancing will be required by staff, students, visiting professionals, parents/guardians, and community members. Masks will be required if physical distancing will be required.

Arrange furniture to promote the physical distancing requirements (including reception area)

Provide visual cues on floor, indicate directional movement were appropriate, "no-stopping" areas in narrow hallways, etc.

Hallways:

Hallways will have arrows placed on the floor to indicate the direction for traffic flow.

Red lines and signage will be added to indicate areas at which movement is to stop. (i.e. – Phys ed and music spaces)

Establish protocols to ensure people do not congregate in groups (immediate entry upon arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)

Staffroom: Tables to be set up so that physical distancing is respected. No more than 4 people sitting at a time in the staffroom. Up to two other staff members may walk into their area to access their food.

Use of Keurig will be permitted following social distancing.

Use of the school dishes, glasses and cutlery will **not** be permitted, **please bring what you need from home.**

Dishes brought from home are to be taken home to be washed. Sinks will be reserved for hand washing.

Please bring your own water bottle.

Microwaves and fridges will be available for staff use only.

Lockers are in the staffroom for Educational Assistants use only.

Mailboxes will be moved to the staff room for access. Physical distancing guidelines to be used.

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 staff person in the office besides office personnel at a given time. No one goes behind administrative assistant's desk except for AA and admin to access PA system.

Staff meetings will be held virtually except for small group/team meetings where social distancing can be maintained.

Evaluate options to reduce those required onsite

Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than 2 meter (Entry and exit points and narrow hallways can present challenges).

All **hallways** have arrows indicated for flow of traffic. Students will be taught to walk closely to the wall and in single file.

Red lines and signage will be added to indicate areas at which movement is to stop for students, staff and visitors coming to the office. Markings to indicate appropriate standing spots

All students will access the gym by using the door that connects to their designated side of the gym. Students (accompanied by the phys. ed teacher) when accessing the playground for any scheduled outdoor Phys Ed classes.

Transition Times		
School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.	District OHS Coordinator Facilities Staff	
School layout guide maps to inform students, staff, visitors, and public are encouraged.		
Provide time for food preparation and mealtimes.	<i>Return to School</i> document	

Describe how transitioning/staggering is being implemented and maintained.

TRANSITION:

School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.

TIME	CLASSES	WHAT?
7:50-8:05 – Student Drop Off	All classes	Entry of building/cubbies/coat racks
8:10	All classes	Start of school day
9:30-10:50 – Staggered Morning Recess	See Chart Below	Classes will receive a 20-minute recess
11:25-1:15 – Staggered Lunch Recess	See Chart Below	Classes will receive a 30-minute recess
1:40	K – Grade 2	Bus Dismissal
2:55	Grade 3 - 5	Bus Dismissal

Supervision:

Students will be supervised at a ratio of 1-2 staff member minimum per every 3 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising. Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will direct classes to their designated door to re-enter within bubbles.

Playground Equipment:

When playground equipment is purchased for each classroom. Equipment will be sanitized after each use by the teacher.

Provide time for food preparation and mealtimes:

Students will eat in their classrooms. Classroom teachers will remain in their classes when eating. A staggered lunch recess schedule has been developed, and classroom teachers will make the decisions as to whether students will eat immediately before or after recess time. Teachers will communicate this with parents.

With staggered lunch times occurring, hot lunch will not be available in the fall. School staff will revisit hot lunch possibilities in the new year (2021) to determine its feasibility.

Given the logistics of milk delivery within Covid guidelines the Milk Program will be delayed until later in the year. Parents will be notified when the milk program will be available.

Students must have water bottles, as access to water bottle filling stations is available but access to water fountains is not. 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 needed to eat their lunch.

Microwaves are not available in the classrooms.

Food baskets will be provided to classrooms with non-perishable items in them for students requiring items for breakfast, snack and or lunch. These baskets will be filled by teachers when needed from the supply room.

School layout guide maps to inform students, staff, visitors, and public are encouraged.

School layout guides will be developed as needed.

Recess (Morning & Lunch)

To ensure student bubbles are maintained, a staggered recess block has been developed. Each class will receive a daily 20-minute morning recess and 30-minute lunch recess. See chart below for each classroom's designated space for outside recess. Classes will rotate by one each week.

Recess & Lunch Schedule – 11 Rotations

9:30-9:50 & 11:25-11:55

Week	A	B	C	D	E	F	G	H	I	J	K
Sept 8	Steeves	Ryan	Calhoun	O'Shea	Gagnon	Stewart	N.MacDonald	Fitzherbert	MacSween	Ross	Gowan

10:00-10:20 & 12:05-12:35

Week	A	B	C	D	E	F	G	H	I	J	K
Sept 8	Etheridge	Reed	Morton	Crawford	Douglas	Copp	L-Clark	Bright	Bower	Davies	Pond

10:30-10:50 & 12:45-11:15

Week	A	B	C	D	E	F	G	H	I	J	K
Sept 8	Chetwynd	Vidal	Vincent	Collins	Chiasson	Daley	Henderson	Kerstens	A.MacDonald	Thibodeau	Caissie

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Screening		
Ensure that the staff understands and implements its screening process. Staff must screen themselves before leaving residences. If there are symptoms of COVID, they should not be at school.		
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. *Regional Public Health will notify the school about what is to be done. Students and staff must self-monitor throughout the day.	EECD Outbreak Management Plan <i>Return to School</i> document	
Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.	EECD Outbreak Management plan.	

Outline how passive screening requirements are being met and communicated.

Screening

Outline how passive screening requirements are being met and communicated.

Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school.

Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home.

As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.

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.

Ensure that the staff understands and implements its screening process.

This will be reviewed at the teacher staff meeting on August 31st. The resource team will review screening information on Sept 4th.

Passive screening will be required by school and district personnel. Passive screening will be required by all staff. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff must screen themselves before leaving residences. If there are symptoms of COVID, they should not be at school.

Procedures are in place for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Staff will be Informed of the procedures to be followed. *Regional Public Health will notify the school about what is to be done.

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. A member of the administrative team will contact the individual to verify the information. 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 from Public Health that they do not have COVID 19 and are cleared to return to school.

Students and staff must self-monitor throughout the day.

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 teacher/direct supervisor. Administration will be notified immediately. Students will immediately be moved to the designated isolation area. Staff members will leave immediately, and a substitute will be called in. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

Self-isolation spaces have been created. Staff showing signs of COVID-19 immediately at the facility. Students will be isolated and asked to wear a mask to avoid contaminating others until they are picked up.

Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.

People showing signs of illness will be brought to a designated isolation space. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff coming in contact will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room 147A (primary isolation space) will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a couch with vinyl upholstery and a garbage can.

If a second student is showing signs of illness, they will be brought to an isolated space (secondary isolation space) in the lobby. Only essential personnel will be allowed in this area.

Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the isolation areas, closing the door when finished.

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School</i> document and appendixes for guidelines	
<ul style="list-style-type: none"> Proper hand hygiene practiced before and after handling objects or touching surfaces. 	Hand Sanitizer Poster	
<p>Ensure availability of all necessary supplies for cleaning and disinfecting. Consider "Sanitization Stations" for accessing, borrowing, and returning products by staff.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators.</p>		
Washrooms		
<ul style="list-style-type: none"> Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed. Foot-operated door openers may be practical in some locations. 	Schools Custodial and District Facilities Management	
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Handwashing Poster	
<ul style="list-style-type: none"> For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements. 		
Since physical barriers are not always possible:		
<ul style="list-style-type: none"> Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. 	Cleaning and Disinfection Guide for Schools	
Encourage proper hand hygiene before and after handling objects or touching surfaces.		
Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	Cleaning and disinfecting guide	
For ventilation, consult the <i>Return to School</i> document.	Facilities staff	

Describe the cleaning and disinfection procedures and how they are being managed.

Cleaning and Disinfecting

Proper hand hygiene practiced before and after handling objects or touching surfaces.

Proper hand hygiene practice will be reviewed with staff. Homeroom teachers will have copies of this procedure in their classrooms. Teachers will be asked to give students handwashing/sanitizing breaks periodically. Teachers will be asked to teach and review hand washing procedures on a continual basis.

Ensure availability of all necessary supplies for cleaning and disinfecting. Materials for sanitizing will be stored in a designated area for staff who need to access, borrow, and return products.

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles/paper towel from the designated area. All staff will return spray bottles after each use. The Custodian II or designate will sanitize the bottles daily and refill when needed with the appropriate solution.

Designate personnel responsible for monitoring supply levels and communicating with administrators.

Tyson Hoyt will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms

Equipped with hot and cold running water under pressure, liquid soap, paper towel, air dryers in some locations, toilet paper, and garbage containers. Only one student may be in a washroom at one time.

Washrooms which are single use will be gender neutral and only 1 student can be in the washroom at one time. Washrooms in the hallways will be gender specific and only 1 student can be in the washroom at one time.

Classrooms adjacent to the York street entrance have washrooms within each room available for student and adult. The exception is room 109 (K-Reed) who will use the washroom across the hall.

The following classrooms will use the washroom in the main hallway: Phys. Ed. Music, K-1 O'Shea, and Grade 1 Crawford.

The following classrooms will use the single use washroom in the Grade 1 immersion wing: 1G, 1D, 1M, 2L-C.

The following classrooms will use the larger gender specific washrooms opposite Mr. Vidal's class: 5V, 4C, 3G, 4D, 3K.

The following classrooms will use the larger gender specific washroom across the hall from Mrs. Vincent classrooms: 4V, 2R, 5Ch, 4C, 3H, 5M

The following classrooms will use the single use washroom across the hall from Mrs. Vincent's room: 5T, 5C, 3P.

Designated Staff Washrooms

There are 3 designated staff washrooms available. Only one staff member at a time will be allowed in. Staff members will follow proper hygiene protocols for hand washing and bathroom use. Staff members with washrooms inside their classroom will be asked to use those to reduce traffic to the other 3 designated washrooms.

All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will be discouraged.

Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.

Hand-washing posters must be posted in all washrooms.

All washrooms will be limited to one person at a time. Teachers and students will be notified which washroom they have access to. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Teachers/students will be asked to record the date and time they left the classroom. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the washroom.

Staff members on supervision during inside recess will need to ensure that they permit only 1 student from each class to the washroom at a time.

Staff members on supervision during outside recess will allow 1 student at a time from each area into the building through the closest entrance of their designated playground space. That student will be instructed to go directly to the office. A staff member will escort/direct student to the use the washroom closest to the lobby. The student will be escorted/directed back to rejoin their bubble on the playground.

Staff who work with students outside of the classroom will follow the sanitization practices outlined above.

Each class/programing area and entrance will be equipped with a hand sanitizing supplies.

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently, and before and after handling shared items.

Personal Hygiene Etiquette	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Use masks according to the <i>Return to School</i> document protocols.	<i>Return to School</i> document.	
Promote appropriate hand and respiratory hygiene.		
<ul style="list-style-type: none"> Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate. 	Handwashing Poster	
<ul style="list-style-type: none"> Provide minimum 60% alcohol-based hand sanitizer. 	Hand Sanitizer Poster	
<ul style="list-style-type: none"> Communicate frequently about good respiratory hygiene/cough etiquette. 	Coronavirus disease (COVID-19): Prevention and risks	
<ul style="list-style-type: none"> Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms. 	Cleaning and Disinfection Guide for Schools	

Describe how requirements for personal hygiene are being met and communicated. E.g. training for use of products and PPE.

PERSONAL HYGIENE ETIQUETTE

Use masks according to the *Return to School* document protocols.

All students will be required to bring a community mask to school every day. All students will be encouraged to wear a community mask when physical distancing cannot be maintained (i.e.: going to the washroom and moving through the hallway). Community masks are not intended to be worn inside the classroom bubble. Students are not expected to be wearing a community masks for long extended periods of time.

Promote appropriate hand and respiratory hygiene.

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.

Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.

Custodians will ensure that washrooms are well stocked with liquid soap and paper towels. 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.

Provide minimum 60% alcohol-based hand sanitizer.

All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. 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.

Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.

Shared objects within a classroom are to be sanitized before being redistributed. Shared objects will need to be sanitized/disinfected by teachers, EA, and student attendants other than custodians. Sanitizing solution and paper towel will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document. All high touch areas (i.e.: push bars on doors) will be cleaned twice a day by custodians. All washrooms will be cleaned 3 times per day by custodians.

Protective Measures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
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.	<i>Return to School</i> document District Student Support Services Guidelines for itinerant (visiting) professionals	
Provide personal protective equipment – only for those situations that require it:	OHS Guide-PPE	
<ul style="list-style-type: none"> • Hand protection (nitrile, rubber, or latex gloves) 	PPE Poster	
<ul style="list-style-type: none"> • Eye protection (safety glasses, goggles, or face shield) 	District Student Support Services	
<ul style="list-style-type: none"> • Other PPE as determined necessary through the risk assessment 		
In areas where following the school physical distancing standards as set out in the <i>Return to School</i> document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. 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.	<i>Return to School</i> document	
Additional Protection		
Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols. Considerations for schools licensed under Food Premises Regulations	Health Canada information on non-medical masks and face coverings <i>Return to School</i> document	

PROTECTIVE MEASURES

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.

- Movable physical barriers will be in place at the office opening window, and in locations where district outside agencies will be working with students.
- Provide personal protective equipment for those situations that require it.
- Examples: Hand protection (gloves) and Face Shield.
- Other PPE as determined necessary through the risk assessment or when a custodian cleans the isolation area.
- Please see section on working outside of classroom settings. This type of PPE is only required in one area.

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. 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.

A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

Additional Protection

Use non-medical “community” face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols.

See isolation procedures above.

No cafeteria on site.

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Occupational Health and Safety Act and Regulation Requirements		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation	
Provide staff the employee training on the COVID-related work refusal process.	Right to Refuse School District HR	
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training, and inspections.		
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.		
Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.		
Make available appropriate <u>personal protective equipment</u> for the school setting.	District Student Support Services	
*School district Human Resources confirm process for addressing employee violations of policies and procedures.		
Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.	OHS Guide-JHSC	
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	OHS Guide Topic-Supervision	
<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>	EECD and school outbreak management plan <i>Return to School</i> document	

Outline how the requirements for OH&S within a COVID response are being met.

Elements of the OH&S Act and Regulations – School-based COVID Responses:

Occupational Health and Safety Act and Regulation Requirements

Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.

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>

Provide staff orientation, information and training on the applicable policies and processes implemented regarding COVID-19.

All staff will have access to this information

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.

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. 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/>

Keep records/log of visitor and employee presence, as well as orientation, training, and inspections.

Records of orientation, training and inspections will be kept by the principal.

Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.

All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.

All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

Make available appropriate personal protective equipment for the school setting.

Masks, gloves, shields, and any other PPE will be provided as required for staff.

School District Human Resources confirm process for addressing employee violations of policies and procedures.

Staff not following policies and procedures will be referred to the School District Human Resources.

Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.

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. If social distancing cannot be maintained masks will be required.

Staff are advised to read information on the following website:

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

Provide competent and sufficient supervision to ensure staff, students and visitors are complying with policies, procedures and processes established.

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

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.

This plan will be evaluated by the district. The plan will be reviewed monthly 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.

Using the *Return to School* document, outline how the requirements for COVID response are being met.

Outbreak Management Plan – COVID Response:

If 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.

If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional 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, 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. For example, teachers may have kits that they can send home with K-2 students and teachers in grade 3-5 will have a combination of learning kits and online learning plans.

If exclusion/isolation 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 isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.

Symptomatic individuals will be immediately escorted to a designated isolation area from others until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain one (1) meter and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

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: e.g., Mental Health Support	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	GNB Mental Health Resource School District support staff School District Human Resources Staff	
Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	School District Support Services	

Describe how any additional considerations are being met.

Additional Considerations:

Provide mental health support to all, including access to an employee assistance program (EFAP) or information on public health supports, if available.

Staff will be made aware of contact information for EFAP and Teacher Counselling. The EST-R's will contact Educational Assistants on a weekly basis. The Principal and Vice-Principal will contact all other staff on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional, well-being and physical health. In addition, as when required students may be provided additional support by trained individuals in addition to the classroom teacher outside the classroom setting. Parents/caregivers 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.

Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry.

The ESST will read and review this document in September 2020.

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