

## 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: **Royal Road Elementary School**

Principal (Signature): \_\_\_\_\_ Sheila Legere \_\_\_\_\_

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
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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)
<u>Communications</u>		
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	

**Communication Strategies:**

Describe how school operational strategies are being communicated.
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**Communicate operational strategies, provide orientation to school personnel and students:** School personnel: The operational plan will be sent to all school personnel via e-mail upon district approval of the plan. Staff will receive the plan by email. They will be required to read the plan prior to entering the building on their first day of work. On the first day of work, a staff meeting will be held with staff to go over the plan. The plan will be gone over with staff other staff that do not return to work on August 31<sup>st</sup>. (For example, EA's, Librarian, etc. in small groups on their first day of reporting to work by administration).

Students: homeroom teachers will communicate the operational plan to students. In order to ensure that students are fully aware of the plan, will be communicated in age appropriate, as it is a K-5 school. There will be areas in the plan that teachers will be need to model, teach and reinforce to students given the age of students. Grades 1-5 students will return to school on Tuesday, September 7<sup>th</sup> and kindergarten will be a staggered entry Tuesday, September 7<sup>th</sup> and Wednesday September 8<sup>th</sup>.

**Communicate operational strategies to parent/caregiver and school community:** Once the plan is completed and approved, the entire plan will be uploaded to the school website and sent to parents through school messenger. Parents/guardians will have the opportunity to send questions through voicemail using the school phone number or through the Royal Road email (using our school e-mail). These questions will be answered individually depending on the questions or through messenger. Individual concerns will be addressed through a phone call and answered by 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 emailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.) Teachers will also include in their lesson plans any part of the operational plan that is specific to their grade level or classroom.

<b>Building Access</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<b><u>Building Access</u></b>		
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 visitor logs.

**Building Access:**

**Prevention of Public from Freely Accessing the Operation School:**

Following the first day of school for students, (grades 1-5 returning on September 8<sup>th</sup>, first full day of kindergarten will be on September 10<sup>th</sup> ), parents/caregivers will be asked not to enter the building without an appointment. If parents require a meeting, it will be through either a phone conference call, or virtual call. Face to Face meetings will be through scheduled appointments only.

Prior to the first day of school, teachers will be contacting parents by phone/email to introduce themselves as their teacher and explain that due to the circumstances they will not be permitted to enter the school with their child on the first day of school. Teachers will communicate to parents where they will be standing on the first day and that they can drop off their child with the classroom teacher. Parents will be encouraged to drop off their child and leave promptly so that physical distancing can be maintained and to avoid congestion. Classes will be assigned specific doors to enter ensuring that appropriate physical distancing can occur.

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/guardians 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 the parent/caregiver arrives at the school, the parent/caregiver will be asked to use the outside intercom to indicate that they have arrived. The administrative assistant will ask whom the parent/caregiver is picking up. The student will leave their classroom, the administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left. The administrative assistant will sign out the child.

The administrative assistant will permit students who arrive after school has started (late) to enter the building. The administrative assistant will record the time when the child arrives.

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

When drop off and busses arrive between 7:45 – 8:00 all students will enter the building as they arrive, and will go directly to their homeroom class. When students begin to arrive at 7:45 all teachers will be outside of their classroom door for duty. Students being dropped off will enter the office door and bus students will enter the middle door and proceed directly to their classroom. Students will be required to wear masks until they enter their classroom bubble. Students will go directly to their coat racks, hang up their belonging, etc., and proceed to their classrooms. Lunch bags will be brought into the classroom to avoid going back into the hallway during snack time and lunchtime. The homeroom teachers will monitor this. Homeroom teachers will ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated at the end of the day. Once students have their belongings, homeroom teachers will walk their students out an assigned door to their busses and for pick up. All classes will proceed in the same direction as they load the busses to ensure that physical distancing occurs between classes. Students and staff will be required to wear a mask during this transition time. On inclement weather days, the procedure will remain the same as all busses arrive at the same time.

Parents/guardians will be asked to ensure that students arrive between 7:45 – 8:00. Students who are dropped off at by parents/guardians, or walk to school, will enter the building through the main office doors and proceed directly to their class. At the end of the school day, students who walk to school or are being picked up will remain with their teacher/class until all students are placed on the bus, and then they will be dismissed to their parents or placed on a after school daycare bus. Students who either drop off in the morning or pick up after school will be asked to wait until all students are placed on their busses and need to maintain the appropriate physical distance while on school property. Parent vehicles will not be allowed anywhere on school property except in the designated area at the bottom right of the driveway.

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1m distance between themselves and students when possible. Students should use personal belongings in class; there should be reduced sharing of items between students.

Students will remain in homeroom classes for music, and the music teacher will move from class to class. (Carts will be provided for teachers as needed.) Physical Education classes and music will be encouraged to be outside as frequently as possible (weather dependent) The gym will be sectioned off into two areas, Phys. Ed can also take place in the classroom, cafeteria, music room.

**Library** – The library will be open to students. Teachers will remain with students in the library during their assigned library time.

**Music Room** – The music room will not be utilized for music this year. Scheduled music classes will take place in classrooms. The music teacher will move from classroom to classroom. Wind instruments will not be used; however, drums, keyboards, etc. will be used and properly sanitized after each use. When weather permitting students will participate in music class outside. Students will sing softly and social distance where possible when singing indoors.

**Provide COVID controls for staff working outside of the classroom:** Students will be required to work inside their classrooms at all times; no working in the hallways or other areas of the school. Resource will provide support within the classroom as much as possible. If there are, times when this is not achievable then hand sanitizing stations will be provided in work areas. This will also apply to Guidance when they need to work with a student. Resource and Guidance will only work with multiple students from the same classroom bubble. There will not be any mixing of classroom bubbles.

All other people working outside of classrooms will be provided with sanitizing spray and cloths 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 sessions, chairs, tables and any areas touched by the student(s) must be sanitized. Students must have their own materials to work with. If the same students will be working in the area often, their materials are to be 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 each meeting with students chairs, tables and any areas touched by the student(s) must be cleaned.

**SLP** – the SLP will be required to wear a clear shield when working with a student. Students must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified. Between students, chairs, tables and any areas touched by the student must be cleaned. Cleaning solution will be provided by the school.

**District Personnel meeting with Royal Road Staff** – When a distance of 2m 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 Royal Road

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Risk Assessment</b>	<a href="#">Risk Assessment Guideline Health Canada</a>	
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  Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic <a href="#">Risk Mitigation Tool</a>	
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 – 5 people while at school.
- Students will have interactions with others at a distance of less than 2m.
- 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 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).
- Teach, Model and reinforce with students on a regular basis

**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 to the lobby and sit on the wooden bench. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in contact with the student will be required to wear masks until the person has been picked up. No other staff, student or visitor is to come within 2 meters of the sick student. The area will be disinfected afterwards, paying specific attention to the bench. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the area. This allows for proper supervision of the student.

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Implement physical distance protocol.	<i>Return to School</i> document Facilities staff Itinerant professional plans	
<ul style="list-style-type: none"> <li>• Consider staff, students, visiting professionals, parents/guardians, and community members.</li> </ul>		
<ul style="list-style-type: none"> <li>• Arrange furniture to promote the physical distancing requirements. (Include a reception area).</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<i>Return to School</i> document	
Establish protocols to ensure people don’t 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.).		
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.		

**Physical Distancing:**

Describe how physical distancing is being implemented and communicated.

## PHYSICAL DISTANCING:

**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.**

### Hallways:

All hallways will have coloured tape to indicate the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway.

There will be arrows placed to indicate the direction of the stairways.

**Establish protocols to ensure staff to limit congregation in groups (start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

**Staffroom:** Staff are expected to social distance in the staff room. They are to maintain the 2 meters between each other at all times. Staff members are able to walk into the staff room to access their food and/or to go to the washroom.

Use of Keurig will be permitted but **only single serve** coffee will be available.

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 use.

Educational Assistants will be able to use their lockers while maintaining social distancing.

**Office:** Staff will be asked to use the side window when coming to the office. 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.

Staggered start, break/recess, lunch, and release times will be created once scheduling is completed.

Staff Meetings/PL will take place in the gymnasium where social distancing can take place. Small group/team meetings can take place face to face

**Evaluate options to reduce those required onsite**

Not applicable.

**Evaluate the risk of individuals/class bubbles coming closer than one metre (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.**

All **hallways** will have coloured tape in the middle of the hallway to indicate the center of the hallway. Arrows will be added to indicate the direction for the stairways. Students will be taught to walk closely to the wall, and to follow the directional arrows, and how to maintain social distancing. Teach, Model, reinforce on a regular basis.

When entering the gym with two classes at a time the two classes (with the teacher's direction) will line up one behind the other and maintain 2 meters to ensure physical distancing. There will be five minutes between Phys. Ed classes to allow students to leave before the next class arrives. Phys. Ed teachers will let classroom teachers know which side of the gym their class is on. Until the curtains arrive to divide the gym, pylons will be used to provide a visual for students as to which side of the gym they are to be on.

<b><u>Transition Times</u></b>		
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	

**Transition:**

Describe how transitioning/staggering is being implemented and maintained.

**TRANSITION:**

**School schedule has been modified to address transition times, break/recess, lunch, etc., There will be two recesses and two lunch hours. Students remain in the classrooms for the majority of the day with the exception of library and phys. ed. To promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.**

TIME	CLASSES	WHAT?
7:45 – 8:00	Staggered, all classes will be entering the building	Access lockers/coat racks, enter their classrooms
8:05	All classes K-5	Start of school day
10:00 – 10:15 (Front Playground )	K- Bragdon, Hughes, Waterhouse, Forde  1's- Dressaire  2's – Henry	First recess - snacks to be eaten in classrooms prior to going outside for all recesses. Access outside belongings and go outside through assigned doors. Come inside through assigned doors.
10:00 – 10:15 (Back Playground)	1's – Sidik, Theriault, Crammond  2's – Carroll, McGraw, Denovan	First recess



10:20 – 10:35	3's – Black, Welch 4's – Desjardins, Connolly, Perreux 5's – Estabrooks, Deveau, El-Khoury	First recess - snacks to be eaten in classrooms prior to going outside for all recesses, access outside belongings and go outside through assigned doors, come inside through assigned doors
10:15	K-2	Bell rings and return to class through assigned doors
10:35	3-5	Bell rings and return to class through assigned doors
12:00 – 12:20	All Classes eat in their classrooms	Lunch – lunch boxes are to be placed in classrooms upon arrival in the morning.
11:30 – 12:00 (Front Playground)	K's – Bragdon, Hughes, Forde, Waterhouse, 1's – Dressaire 2's - Henry	Outside for K-2  3-5 Instruction continues till 12:00
11:30 – 12:00 (Back Playground)	1's - Sidik, Theriault, Crammond 2's – Denovan, McGraw, Carroll	Outside for K-2
12:00 – 12:20 -	All classes eating in their classroom	
12:20		Instruction begins for K-2
12:15 – 12:50	3's – Welch, Black 4's – Desjardins, Connolly, Perreux 5's – Estabrooks, El-Khoury, Deveau	Grades 3-5 Outside
1:40	K-2	Bell Rings and prepare for dismissal and load busses
2:55	3-5	Bell rings and prepare for dismissal and load busses

**Supervision:**

Teachers will supervise students; a duty schedule will be available to teachers. When outside, staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the scheduled playground areas as well as class lists to assist them with supervising students to maintain their class bubbles.

Each class will have a designated door to exit the school, for recess and after school dismissal. Teachers will ensure social distancing and ensure that their class is placed in the correct designate area to play. There will be designated areas for each class to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained. All staff will receive a map of designated play areas and doors that they are to use to enter and exit the building.

Each class will be provided with a set of equipment that can be used by members of that class while on the playground. The equipment will be taken outside to the designated for each classroom. The equipment will be kept in the classroom of each class. Equipment will not be shared between classes.

**Playground Bubbles – Students will rotate through the following bubbles. Teachers will ensure that students are in the correct bubble outside, they will ensure that students are aware of all the different bubbles and which day they are to be in the specific area.**

Front Playground	Area	# of classes
K—2 – Front Playground 8 Classes	1. Upper sidewalk/grass area	2
	2. Upper pavement (painted line to divide classes	2
	3. Play equipment (area will be divided into four and a visual placed for students)	3
	4. grass/pavement by Royal Road sign	1
K-2 Classes and 3-5 classes - Back Playground 8 classes	1. pavement	1
	2. Play structure	1
	3. Ga Ga Ball Pit	1
	4. Wooded area	1
	5. Middle field	1
	6. Tire Swing Area	1
	7. upper parking lot – basketball net	1
	8. paved area	1

**Provide time for food preparation and mealtimes.**

Students will eat in their classrooms. Teachers will supervise classes while they are eating. All classes will eat from 12:00 – 12:20.

The cafeteria will be closed until September 28<sup>th</sup>. There will be markings on the floor to ensure social distancing for students. Only students purchasing from the cafeteria will eat in the cafeteria. If there are too many students purchasing from the cafeteria in one day, and social distancing cannot be maintained, then those students will eat in their classroom. Each student will be required to have their only water bottle with their name on it and bring it to school already filled with water. This will reduce the number of students going to the water bottle filling stations first thing in the morning. They will have access to water filling stations throughout the day.

Breakfast baskets/snack baskets will be provided to classrooms with non-perishable food items in them. Teachers can bring their baskets to the office when they need additional snacks.

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

School layout guides will be developed as needed. There will be a map of the playgrounds to show the designated areas.

**Recess:**

See table above.

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Screening</b>		
Ensure that the staff understands and implements its screening process.  Staff must screen themselves, take their temperatures, 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.	

**Screening:**

Outline how passive screening requirements are being met and communicated.

**Outline how passive screening requirements are being met and communicated.**

Parents/caregivers will be given the document on symptoms of COVID 19. Parents/caregivers will be asked to screen their child prior to bringing them to school or getting on the bus.

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 or not 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.**

Passive screening will be required by school and district personnel. 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.**

See above.

**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.**

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 make contact with 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 that they do not have COVID 19.

**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 direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

**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.**

People showing signs of illness will go to the bench in the lobby. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff that is assisting with the person will be required to wear masks until the person has been picked up. Administration will be able to monitor the student. There will be a garbage can made available for the student if needed and sanitized afterwards. Following the departure of the individual who is ill custodian (while wearing the appropriate PPE) will disinfect the area.

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School document and appendixes for guidelines</i>	
<ul style="list-style-type: none"> <li>Proper hand hygiene practiced before and after handling objects or touching surfaces.</li> </ul> Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.  Designate personnel responsible for monitoring supply levels and communicating with administrators.	<a href="#">Hand Sanitizer Poster</a>	
Washrooms		
<ul style="list-style-type: none"> <li>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.</li> <li>Foot-operated door openers may be practical in some locations.</li> </ul>	Schools Custodial and District Facilities Management	
<ul style="list-style-type: none"> <li>Hand-washing posters must be posted.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.</li> </ul>		
<b>Since physical barriers are not always possible:</b>		
<ul style="list-style-type: none"> <li>Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	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	

**Cleaning and Disinfection:**

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

**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 breaks periodically to ensure that hand sanitizers remain effective.

**Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.**

Homeroom teachers, and all staff who work with students in areas outside of classrooms, will pick up spray bottles with a designated cleaning solution daily and cloths from the custodian. Staff will return cloths and spray bottles to the custodian before leaving daily. The Custodian will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.

**Staff will let administrative assistant know when supply levels are getting low and administrative assistant will communicate with administrators and order according.**

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

**Washrooms**

**Equip with hot and cold running water under pressure, liquid soap, paper towel, in many locations, toilet paper, and garbage containers where needed.**

**Washrooms:** Classrooms will be assigned specific washrooms to use. Students will wear a mask when going to the washroom in case other students are using the facilities at the same time. Teacher will ensure that students wear a mask prior to leaving the classroom. Washrooms will be assigned to classrooms in the following manner:

There are currently three washrooms on the bottom level.

**Washroom 1 – Closest to the office**

2 Denovan

K Bragdon

1 Crammond

**Washroom 2 – Middle**

K Hughes

1 Dressaire

K Forde

**Washroom 3 – End**

2 McGraw

K Waterhouse

2 Henry

### **Upstairs Washrooms**

#### **Washroom 1** (closest to the cafeteria)

4 Connolly

4 Desjardins

3 Black

#### **Washroom 2**

1 Sidik

5 Estabrooks

1 Theriault

5 El-Khoury

#### **Washroom 3**

4 Perreux

2 Carroll

5 Deveau

3 Welch

Designated Staff Washrooms – washroom in staff room, washroom by stairs, washroom by the gymnasium, washroom in office

All washrooms will have liquid soap dispensers and paper towel dispensers.

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 will be posted, and teachers will review the procedure with students.

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster beside every sink.

Teachers will show students their designated washroom, and discuss the importance of only using their designated washroom at all times. Teachers will also explain to students the importance of wearing a mask while going to the washroom. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.

Staff members will provide students the opportunity to use the washroom before recesses and going outside to play.

Since physical barriers are not always possible:

Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the custodian.

This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.

All staff will return cloth and spray bottles to the custodian before leaving daily.

The Custodian will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate solution and will be ready for staff to pick up in the morning.

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

**Encourage proper hand hygiene before and after handling objects or touching surfaces.**

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

**For ventilation, consult the *Return to School* document.**

If a staff members notices that the ventilation system is not working, he/she is to notify the administration immediately. The Administrative Assistant or Administration immediately will contact the Facilities Repair line. 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.

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"> <li>Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.</li> </ul>	<a href="#">Handwashing Poster</a>	

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

<ul style="list-style-type: none"> <li>Provide minimum 60% alcohol-based hand sanitizer.</li> </ul>	<a href="#">Hand Sanitizer Poster</a>	
<ul style="list-style-type: none"> <li>Communicate frequently about good respiratory hygiene/cough etiquette.</li> </ul>	<a href="#">Coronavirus disease (COVID-19): Prevention and risks</a>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	Cleaning and Disinfection Guide for Schools	

**PERSONAL HYGIENE ETIQUETTE**

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

Students will be required to wear a mask while entering and exiting the building. Students are required to have two masks at school. Parents will be asked to provide two masks for their child. When physical distancing of 2 m is not possible, a community mask must be worn by students and staff.

**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. Model, Teach and Reinforce frequently

**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.

**Communicate frequently about good respiratory hygiene/cough etiquette.**

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.

**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.**

Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

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	



<b>Provide personal protective equipment – only for those situations that require it:</b>		
• Hand protection (nitrile, rubber or latex gloves)	<a href="#">OHS Guide-PPE</a> <a href="#">PPE Poster</a>	
• Eye protection (safety glasses, goggles or face shield)	District Student Support Services	
• 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	
<b>Additional Protection</b>		
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.	<a href="#">Health Canada information on non-medical masks and face coverings</a>	
Considerations for schools licensed under Food Premises Regulations	<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.

**Provide personal protective equipment – only for those situations that require it:**

**Hand protection (nitrile, rubber or latex gloves)**

**Eye protection (safety glasses, goggles or face shield)**

**Other PPE as determined necessary through the risk assessment**

Please see section on working outside of classroom settings.

**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.

**Considerations for school licensed under Food Premises Regulations**

The cafeteria will be opened September 28<sup>th</sup> for the 2020 – 2021 school year. Only students purchasing from the cafeteria will be allowed to eat in the cafeteria if social distancing can be maintained. If not, students will eat in their classrooms.

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Occupational Health and Safety Act and Regulation Requirements</b>		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<a href="#">OHS Guide-Three Rights</a>	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">OHS Guide-New Employee Orientation</a>	
Provide staff the employee training on the COVID-related work refusal process.	<a href="#">Right to Refuse</a> 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.	<a href="#">OHS Guide-JHSC</a>	
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	
<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	

## **Elements of the OH&S Act and Regulations – School-based COVID Response:**

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

### **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 and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.**

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.

#### **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 in the cafeteria (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixed.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 polices, 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.**

**Outbreak Management Plan – COVID Response:**

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

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.

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 younger students; they may be ready to teach on-line; etc.

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 separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of 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.	<a href="#">GNB Mental Health Resource</a> 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 <a href="#">NACTATR Guide to School Re-Entry</a>	School District Support Services	

**Additional Considerations:**

Describe how any additional considerations are being met.

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

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with K – 2 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 – 5 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

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 EST-G. 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 on September 1, 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](http://www.gnb.ca/coronavirus)