**STANLEY CONSOLIDATED SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

**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 gone over 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 following table.

|  |  |  |
| --- | --- | --- |
| Date |  | Grade level |
| September 8 |  | K – last names A-FGrade 1Grade 2Grade 6/7Any student new to SCS |
| September 9 |  | K- last names G-ZGrade 3Grade 4Grade 5Grade 7/8Grade 9-12 last names A-L |
| September 10 |  | All students K-8Grade 9-12 last names M-Z |
| September 11 |  | All students K-8Grade 9-12 A-L |

**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. The operational plan will be available on Aesop for professionals in the building occasionally and reviewed with para-professionals visiting the building by those they are meeting with.

**Communicate operational strategies to parent/caregiver and school community:**

Once the plan is approved, a summary of the plan will be posted to the school website with an accompanying e-mail and voicemail to ask parents to review the document. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail with their child’s teacher or the Administration.

**BUILDING ACCESS:**

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

* For the first day of school the parents/caregivers of Kindergarten, grade 6 and new students to SCS will be permitted access to the building at the start of the day. Parents will be asked to call the school Aug.31-Sept.3 to make arrangements to do so. Parents will be informed of mask use, sanitization upon entry, be in good health and must exit the building by 8:30 a.m. via the door closest to their child’s classroom (will be directed by staff in the hallways).
* Parents/caregivers will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.
* Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 367-7690 or to buzz at the front door to indicate that they have arrived. The student will be sent up from the appropriate classroom and the administrative assistant will walk the student to the main entrance and complete the sign-out record form at the main office.
* 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 on the sign-in form.

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

* Students in **K-5** will enter the building through the entrance on the end of the elementary wing. They will proceed directly to their classroom and teachers will limit the number of students in the hallway at hooks to take off outerwear and hang book bags.
* K-2 classrooms will go to the hooks as a class permitted no other class is present.
* 3-5 classrooms can have more students at the hooks provided all students have a mask on. Should a student not have a mask on they will wait in the classroom for others to finish and then retrieve their items.
* Homeroom teachers will be asked to 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 in reverse at the end of the day. Once students have their belongings they will proceed outside (via same door).
* Students will exit one classroom at a time leaving a time space of at least 1 minute between the exit of each classroom.
* Grade **6-12** students will enter the building through the door nearest the cafeteria entrance.
* Students will proceed directly to their lockers to retrieve items and then directly to homeroom (permitted students all have a mask on). Should a student not have a mask on upon entry to the school, the duty teacher at the entry will remind them to put it on or provide a disposable mask to them or ask them to wait in the cafeteria for students to clear the hallway.
* Homeroom teachers will monitor students to ensure that they do not move into the area where students from other classes have their lockers. Homeroom teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area.
* At the end of the day students will put on their masks and proceed to their lockers to retrieve their belongings. They will then exit the building through the same cafeteria door. Students without a mask will be asked to stay inside the classroom with the teacher until the hallway is cleared and they can safely gather their belongings.
* Teachers will be in the hallways and entrance to locker areas during transitions to ensure mask use and proper spacing.
* All parents/caregivers will be asked to ensure that students arrive between 7:45 – 8:10.
* Students who are dropped off by parents/caregivers or walk to school will enter the building through the main entrance and proceed directly to their class or locker area.
* At the end of the school day students who get picked up will wait in the lobby for parent arrival, walker will wait in the lobby until buses have been dismissed. They will exit through the main entrance. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

**Provide COVID controls for the classroom:**

* Hand sanitizing stations will be provided in all classrooms along with surface sanitizing agents and paper towel. Staff are encouraged to maintain a 1 m distance between themselves and students.
* Students should use personal belongings. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan.
* Staff are encouraged to keep windows in the classroom open as much as possible. When 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.)
* K-5 Students will remain in homeroom classes except when attending Physical Education and Music (Carts will be provided for teachers as needed.) To move to the gym or music room teachers will escort students and ensure no others enter the hallway during their travel.
* 6-8 students will remain in homeroom classes and teachers will travel to them except when attending PE, Music, Art, and Personal Wellness. Teachers will escort students to these areas to ensure masks are worn and physical distancing is maintained. Any transitions of whole class will be done 5 min. before or after HS transitions.
* 9-12 students will wear masks to transition from one class to the next, while in traveling to and using the washroom, and while retrieving belongings from lockers.

**Library** – The library is utilized by one class each morning and a different class each afternoon (K-5). The library is also accessible to 6-12 students who wear masks and enter through the community door, while on nutrition break or at lunch. The librarian will sanitize books upon their return.

**Art/Music Room** –The music teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs, and high touch surfaces are properly sanitized.

**Computer Lab** – Teachers will need to book the computer lab using our school sign-in sheet. 6-12 students will be expected to wipe screens, keyboards, chairs, and tables prior to leaving. Each teacher that uses the lab will sign off on the sanitizing checklist prior to exiting the room. Custodians will ensure that screens, keyboards, tables, chairs, and high touch surfaces are properly sanitized each day.

**Changing Rooms** – The changing rooms will be utilized by PE class students only. These rooms Custodians will be required to wipe down the washroom area, benches, and high touch surfaces between classes and at the end of each day.

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

Hand & surface sanitizing stations will be provided in all work areas.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables, and any areas touched by the student(s) must be cleaned with sanitizing 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 each meeting with students, chairs, tables, and any areas touched by the student(s) must be cleaned with sanitizing solution. Tissue boxes are to be covered with a hard cover that can be cleaned with sanitizing solution.

**SLP** – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. 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 sanitizing solution. The solution will be provided by the school and mixed new each time the SLP is in the school.

**District Personnel meeting with SCS 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 SCS.

**RISK ASSESSMENT:**

**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 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).

**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 Principal’s office. The individual who is sick will be asked to wear a mask or provided with one if necessary. The Admin Assistant will contact parent/caregiver and ask that the student be picked up. The student will be escorted to the Resource outer-office until pick-up. The door will be closed but the blind open. The student will sit in the plastic chair and be provided a garbage can, tissues, and water as required. All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. 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:**

**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 were appropriate, “no-stopping” areas in narrow hallways, etc.**

**Hallways**:

Arrows will be added to indicate the direction for the side of the hallway.

Red lines and signage will be added to indicate areas at which movement is to stop (ie. At entrance to gym or music areas, outside washrooms, and in 9-12 classrooms).

**Determine if installation of physical barriers, such as partitions, is feasible**

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

**Staffroom**:

* Tables to be marked with tape to ensure proper spacing. No more than 4 people at a time in the high school staffroom and no more than 6 at a time in the elementary staffroom.
* Other staff members may walk into their area to access their food and/or to go to the washroom.
* 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. **Dishwashers will not be used**; sinks will be reserved for hand washing.
* Please bring your own water bottle.
* Microwaves and fridges will be available for use.

**Office**: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. Hands are to be sanitized prior to entering the office. 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. Enter the office from the gym side door and exit through the elementary wing door.

Staggered start, break/recess, lunch, and release times have been created. Please see table in **Transition** section.

Staff Meetings will be virtual except for small group/team meetings.

**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.**

Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Red lines and signage will be added to indicate areas at which movement is to stop. (By office – stop; markings to indicate appropriate standing spots

Stairwell access is as follows:

* End of first floor elementary wing is an “up” stairwell
* Stairs from second floor of elementary/high school wing by gym is a “down” stairwell
* Stairs from second floor of middle/high school wing by Art room is an “up” stairwell
* Stairs from second floor of high school wing by games room is a “down” stairwell

**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? |
| 9:45 | **Group 1**K, K-1, 1-2, & 2-3downstairs | Start Morning RecessAccess coat racksEat snack in classroom |
| 9:45 | **Group 2**3, 4, & 5upstairs | Start Morning RecessAccess lockers/coat racksGo outside for recess through 3 wing door (access areas noted below according to rotation posted in each classroom and near exit door) |
| 10:00 | **Group 2** | Morning RecessReturn through 3 wing door, grab snack & go to classroom to eat |
| 10:00 | **Group 1** | Morning RecessAccess coat racksGo outside for recess through door by KReturn through K door at 10:15 (access areas noted below according to rotation posted in each classroom and near exit door) |
| 10:40 | **Group 3**6-8Remain in basement with lockers & washrooms | Access lockers first grade 6/7 then 7/8 & eat snack in cafeteria. Washroom breaks staggered between 6/7 and then 7/8. |
| 10:40 | **Group 4**9-12 (half the population) | Access lockers or cafeteria with masks on to get snack then proceed to next period class. |
| 11:45 | **Group 2** | Same routine as morning recess – go outside for first 30 min. |
| 11:45 | **Group 1** | Same routine as morning recess – eat lunch for first 30 min. |
| 12:15 | **Group 2** | Return to classrooms to eat following same procedure as morning recess. |
| 12:15 | **Group 1** | Go outside for 30 min. following same procedure as morning recess.Return inside at 12:45. |
| 12:00 – 12:35 | **Group 3** | Eat lunch in cafeteria until 12:10. Then go to designated area (areas noted below and rotation to be posted in each classroom, locker room and in the office) from 12:10 – 12:30. |
| 12:00 – 12:35 | **Group 4** | Gather items from locker area with masks on then proceed to open rooms to eat lunch, to designated area noted below, or out of the building. |
| 2:35 | Grades K, K-1, 1-2 | To coat racks to gather belongings then proceed to playground gate by the swing set to designated area.Load bus at 2:35. |
| 2:40 | Grades 2-3, 3, 4 & 5 | To coat racks to gather belongings then proceed to playground gate by the swing set to designated area.Load bus at 2:40. |
| 2:40 | Grades 6-8 | To lockers to gather belongings then proceed to the exit by the cafeteria. Load buses at 2:45 once the elementary grades are finished (staff to wait at classroom door to maintain distance and mask use). |
| 2:45 | Grades 9-12 | To lockers to gather belongings then proceed to the exit near the Shop to load the buses 2:45 – 2:55(staff to wait in hallways & locker areas to maintain distance and mask use). |

**Supervision**:

* Students will be supervised at a ratio of 1-2 teachers and 2-3 EA/4 classes when outside and staff will ensure that students do not move between their classroom bubble area.
* Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.
* Each class will have a marked, designated area in which 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. Classes furthest from the doorway will enter first.

**Playground Equipment:**

**K-5 Playground Area**

* A schedule will be established for rotational use of the 4 main areas of the playground that can be accessed. With staggered outside recess time, only one class group will access an area each day.
* Areas include small playground climber, swing sets, large playground climber, and the soccer field.

**6-8 Lunch Area**

* Areas available to the grade 6/7 and 7/8 class will include back half of the gym, computer lab, and board game room. A schedule will be established to indicate which 2 areas each class can access for each day of the week. This will be a rotational schedule for each week.

**9-12 Lunch Area**

* Many students exit the premises for lunch. Those that remain will access the front half of the gym, the cafeteria, main floor lounge area, or main lobby. Social distancing will be expected and monitored by duty teachers, along with mask use.
* Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles.

Breakfast baskets will be provided to K-12 homerooms with non-perishable food items in them. These baskets will be filled 3 - 4 times per week by volunteers who have been screened for COVID 19.

**Recess:**

See table above.

**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 monitor their child’s temperature prior to the child leaving for school.

Parents/caregivers will be required to ensure that if their child is not 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, will sanitize upon entry and wear a mask if appropriate.

**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 will be required to take their temperature before leaving for work each morning.

**Staff must screen themselves before leaving their residence. 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 contact Public Health. 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.

**CLEANING AND DISINFECTING PROCEDURES**

**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 use spray bottles with a designated cleaning solution daily and cloths from the classroom to clean their areas. The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate sanitation solution.

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

Wilfred Ryan, Custodian II, 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, air dryers in many locations, toilet paper, and garbage containers where needed.**

**Washrooms**: Only two students may be in a washroom at a time. Washrooms will be assigned to classrooms in the following manner:

* Downstairs elementary washrooms for K, K-1 and 4
* Upstairs elementary washrooms for 1-2, 2-3, 3, and 5
* Upstairs high school washrooms grades 6-12
* Main floor high school washrooms grades 6-12
* Basement high school washrooms grade 6 - 12

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 sanitized three times per day and deep cleaned each night.

Only 2 students in the washroom at a time, numbers on door to indicate occupancy (unless full class break for K-5)

**Hand-washing posters must be posted.**

All bathrooms will have a handwashing poster posted beside every sink.

**For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.**

* All washrooms will be limited to two people at a time except during full class breaks (according to schedule).
* K-5 Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time.
* Laminated “cards” will be posted on washroom doors to ensure that only two students at a time have access to the washroom (unless it is a full class bubble).

**Since physical barriers are not always possible:**

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

All rooms in which staff and students work will be equipped with paper towel and sanitation fluid to ensure regular cleaning occurs between students/groups and at the end of each day.

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

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

**PERSONAL HYGIENE ETIQUETTE**

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

Mask use will be followed according to guidelines provide by the Department of Education for each colour level of the recovery phase. Recommendations to parents through communications is that the masks should be cleaned daily and students should have 2 with them each day.

**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 hand sanitizer (or other Health Canada approved product).**

All classrooms and work areas will be provided with hand sanitizer. 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 prior to being given to students and upon their return.
* 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**

**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 window opening and for the SLP and APSEA Worker working with students.

**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**

PPE to be provided as needed.

**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 which indicates names, reason for visiting, time entered, time exited and phone number.
* 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. EA schedules stored at the office.
* 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**

* See guidelines provided by Shawn Tracy and Chartwells for potential implementation of services.

**OCCUPATIONAL HEALTH AND SAFETY**

**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](https://ohsguide.worksafenb.ca/topic/rights.html#know) about health and safety matters.
2. [The right to participate](https://ohsguide.worksafenb.ca/topic/rights.html#participate) in decisions that could affect their health and safety.
3. [The right to refuse](https://ohsguide.worksafenb.ca/topic/rights.html#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 District Human Resources Officer for the FEC.

**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 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. The district will be provided with an updated document should changes occur.

**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 Work-Safe NB.**

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

* If the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent and follow the direction provided. The Superintendent will inform the Regional Health Office and the Department of Education.
* 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) metre 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**

**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 – 5 teachers and EAs on a weekly basis; the Principal will make contact with Grade 6 – 12 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**](https://nactatr.com/news/files/01GuideRe-Entry.pdf)**.**

* The ESST will read and review this document on September 2, 2020.
* Second semester, ALL grade 9-12 students are attending every day (will revert to alternating schedule should absence numbers rise due to illness and should the Provincial guidelines change and suggest it).

**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, 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**