

**Tobique Valley High 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 full staff meeting will be held with staff in the lecture theatre 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	Portion of Students	Grade level
September 8	Middle school	6,7,8
September 9	High School	9,10,11,12
September 10	All	6-12

*****Due to space constraints and an increase in class size, Grade 9 students only will do online learning from home 1 day per week on a rotational schedule beginning in December 2020.*****

Communicate operational strategies, provide orientation to visiting professionals:

Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved, a summary of the plan will be sent by e-mail to each family (including PSSC members). The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). These questions will be answered through a PowerPoint that will be posted on the school website and linked to the Tobique Valley High School website and facebook page. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

Following the first days of school for students parents/caregivers will be asked not to enter the building without an appointment. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers will continue to use the main office entrance.

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 356-6015 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. 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.

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.

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

Middle school students will be dropped off (bus and parent drop off) at the library entrance and will proceed directly to their homeroom class.

High School students will be dropped off at the cafeteria entrance and will proceed directly to their homeroom class. Homeroom class placements will be communicated to parents and students by their homeroom teacher the week of August 31-Sept 4th.

Parents/caregivers will be asked to ensure that students arrive between 8:05 – 8:20. Students who are dropped off by parents/caregivers or walk to school will enter the building at 8:05 through the designated entrance of the building (MS at library, HS at cafeteria) and proceed directly to their class. At the end of the school day students who walk to school or will be picked up by parents will leave through the library entrance.

Middle school students will be dismissed at 2:50 and proceed to cafeteria lobby area to wait for busses. Grade 6 will remain in bubble and stay near gym doors, 7/8A will stay in hallway near painted bricks, 7/8 B will remain in the far corner of the cafeteria area. They will load busses as soon as they arrive.

High school students will remain in their period 5 classes until an announcement is made when they can load the busses.

All students that walk or are being picked up by parent/caregiver can leave at the dismissal bell from the library lobby area.

High school students that drive to school can leave at the dismissal bell through the cafeteria doors.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. 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. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Students will remain in homeroom classes and teachers will move from class to class when possible.

Library – Students will be required to wear masks and follow social distancing measures that apply to public libraries.

Science Lab – Science will be taught primarily in homeroom classes. When teachers wish to use the lab, teachers will need to book the science lab through the Onsite. No more than three classes can book into the science lab on any single day. The science 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 between classes.

Computer Lab – Teachers will need to book the computer lab through the Onsite. The learning lab is designated as a middle school lab. BBT lab will be for high school students only this year. Students will ensure that screens, keyboards, tables, chairs, and high touch surfaces are properly sanitized before they leave. Custodians will do a mandatory cleaning 3 times a day (mid-morning, end of lunch and end of day).

Changing Rooms – The changing rooms will be limited to 5 students at a time. Custodians will clean locker after each class they are used.

Provide COVID controls for staff working outside of the classroom:

Hand 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 bleach 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.

Zen den Area – Students will be required to wear a mask if there is more than 1 student at a time. Students will always need to maintain 6 ft distance in this space. Students will disinfect any surface they touch prior to leaving.

District Personnel meeting with TVHS Staff – When a distance of 2 m 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 TVHS.

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 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classes has a high density of people.
- The classroom setting is primarily indoors.
- Students have frequent contact with high-touch surfaces.
- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.

Mitigating factors to address the risks are as follows:

- Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
- High touch surfaces will be sanitized as per 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 room next to the Principal’s office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside. 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 where appropriate, “no-stopping” areas in narrow hallways, etc.

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 set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. Other staff members may walk into their area 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.

You may use dishes, cutlery in the staffroom.

Dishes brought from home are to be taken home to be washed.

Please bring your own waterbottle.

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. 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.

Staff Meetings will be held in the lecture theatre to allow for social distancing.

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.

Students will be taught to walk single file and close to the wall, so they are 6 ft apart from oncoming students.

There will be no student lockers assigned.

Signage will be posted to indicate which stairwell can go up and which are for coming down.

TRANSITION:

Students are required to wear masks and follow flow of traffic in the hallways while maintaining social distancing.

Supervision:

Students will be supervised at a ratio of 1 teacher/2 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising 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.

Each class will be provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized when returned. The homeroom

teacher will be responsible to ensure that equipment is properly sanitized and returned at the end of each recess. In the event of inclement weather, students will be reassigned to an area in the school (BBT lab; this will be sanitized after use), as well as the gym.

Playground Equipment:

Each middle school bubble will be provided with a tote with outside equipment to use on their designated day. Middle school students will have a rotational schedule for recess areas (outside, library, and computer lab)

Provide time for food preparation and mealtimes.

Middle school students will eat in their designated areas. Grade 6 students in their classroom or courtyard. Grade 7/8 will eat in home ec lab or classroom on a rotating schedule. Classes will eat according to the schedule below.

TIME	CLASSES	WHAT?
11:56	6 7/8A 7/8B	Start Lunch Start lunch Start lunch
12:17	6 7/8A 7/8B	Start Noon Recess Start noon recess Start noon recess *see table below for locations*
11:56	9-12	Start lunch in cafeteria for students that choose to remain on campus

	Week 1	Week 2	Week 3
Bus duty 8:05-8:20 Library & cafeteria	Danielle/Jason	Danielle/Jason	Danielle/Jason
11:56-12:17	Team 1	Team 3	Team 2
Cafeteria (High school)			
Grade 6 classroom			
7/8A classroom			
7/8B classroom			
12:17-12:37	Team 2	Team 1	Team 3
Cafeteria			
Outside	Grade 6	7/8 B	7/8A
Outside	7/8A	6	7/8B
Learning lab	7/8B	7/8A	6
Bus Supervision/library 2:58 -	Jason/Danielle	Jason/Danielle	Jason/Danielle

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.

There will be 2 microwaves in the cafeteria, students will be responsible for sanitizing after each use. The supervisor on duty will make sure this is happening.

Students will need to bring lunches from home as well as any utensils needed to eat their lunch unless they are ordering for DFMS. DFMS lunch orders will be delivered to middle school classrooms by administration or staff member. High school lunches will be in cafeteria for students to line up and pick up their individual containers. Stickers will be placed indicating where to stand and wait while in line.

Morning nutrition break:

Middle school students will remain in their period 1 classroom and snacks will be brought to them on the days snacks are provided (twice a week). Snacks are fruit or veggies in individual portions.

High school students will have nutrition break in their period 2 class. They will proceed to period 2 at the 9:32 bell after visiting lockers. Teachers will be in hallways directing traffic.

School layout guide maps to inform students, staff, visitors, and public are encouraged. School layout guides will be developed as needed.

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 take their child's temperature prior to the child leaving for school.

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

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

Staff must screen themselves, take their temperatures, 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 contact the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel and students will be required to stay at home until they have received confirmation 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 room next to the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside. 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.

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 pick up spray bottles with a designated cleaning solution daily and cloths from the staffroom. There is a table inside the door to hold these items. All staff will return cloths and spray bottles to staffroom before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse. 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 bleach solution.

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

Naida Finnamore (Smith), Custodian II (filling in), 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:

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

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

Foot-operated door openers may be practical in some locations.

N/A

Hand-washing posters must be posted.

Additional hand-washing posters will be printed, laminated, and posted. All bathrooms will have a handwashing poster posted beside every sink. Sinks that are not to be used will be marked for easy recognition.

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

Students will be required to follow social distancing protocol in the washrooms and wear their masks while in the washroom.

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.

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 staffroom. 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 staffroom before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.

The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach 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 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

Mask Usage.

Students in grades 6 – 12 will be required to wear masks when on a bus. When physical distancing of 2 m is not possible in common areas, it is mandatory that a community mask be worn. Students in 6-8 may remove masks during class time. Students in 9-12 may remove

their masks in the classroom, unless working within 1m of each other. Mask wearing should be suited to the task and must be worn and disposed of or washed properly.

Promote appropriate hand and respiratory hygiene.

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.

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

Custodians will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

Provide minimum 60% alcohol-based hand sanitizer.

All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.

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.

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.

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. This type of PPE is only required in one area.

In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.

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

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

Additional Protection

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

See isolation procedures above.

Considerations for school licensed under Food Premises Regulations

Our cafeteria will only operate for nutrition break to prepare snacks.

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 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/fixd.html>

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

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

Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.

Schools must engage the district from the beginning.

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.

Once the district is advised of a positive case, they must then report it to WorkSafeNB.

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

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) 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. This information will be given at first staff meeting.

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

