

BRISTOL ELEMENTARY SCHOOL OPERATIONAL PLAN
2020 – 2021

COMMUNICATIONS:

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

School personnel:

A working group of staff, including members of the JSCH, reviewed the initial draft operational plan the week of on August 17, 2020. Revisions have been noted and are reflected within this draft document.

The operational plan will be sent to school personnel for review and feedback; the plan will also be sent to the District Coordinator responsible to review school operational plans. Principal met with Coordinator on Thursday, August 20, 2020 to ask clarifying questions and further revisions have been made to this plan based on consultation with coordinator. Staff will be asked to read the plan prior to entering the building on their first day of work; most up-to-date plan is dated September 2, 2020.

On Sept. 4, 2020, a physically distanced meeting will take place, the plan will be gone over again to finalize details in preparation for students' upcoming re-entry.

Staff not present on either August 31st or Sept. 4th, will have the plan gone over with them by the Principal the first day they return to work.

Students: The operational plan will be communicated to students by homeroom teachers; the application of the plan will be reinforced by all staff on an on-going basis. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.

Date	Portion of Students	Grade levels
September 8*	50% (approx.)	3, 4, 5
September 9*	75% (approx.)	2, 3, 4, 5
September 10	100%	K-5
September 11	100%	K-5

*Kindergarten students, along with a parent/caregiver, will be invited by appointment to visit their classroom and meet their teacher. Appointments will be made by the Kindergarten teacher; appointment schedule will be given to the principal and administrative assistant. Appointments will be available on September 8th and September 9th. All visitors' information will be recorded in the visitor log, visitors will be asked if they actively screened before entering

(questions for screening are posted on school doors), and asked to touch as little as possible. Community masks by the parent/caregiver and student will be strongly encouraged. A tour of the school will not be provided. The physically distanced visit will include a visit with Kindergarten teacher, viewing of the Kindergarten classroom, viewing of the Kindergarten student's work area, Kindergarten washroom facilities and the possibility of a photo (following safety precautions). Estimated time for the entire visit: 20-30 minutes; departure times will be recorded.

This reentry plan has been discussed with the Director of Schools and meets with approval.

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 visiting teachers who are coming into the building.) The complete operational plan will always be available on the school website.

Communicate operational strategies to parent/caregiver and school community:

On September 3, 2020, the entire plan will be posted to the school website. Parents/caregivers with questions, will be asked to phone the school: 392-5124. Parents/caregivers who have additional concerns will be asked to call the school and speak to the Principal.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

School doors will remain locked.

Parents/caregivers will be notified that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom.

When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line **392-5124** 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 to the office 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: (Info. Taken from Physical Distancing information provided by District Coordinator dated August 31, 2020; updates will occur as required).

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms.

Classroom teachers of their classroom “bubble” are **NOT** required to maintain physical distancing or to wear a community mask. All other school staff are to maintain a **1 m** physical distance between themselves and students; if a **1 m** distance is NOT able to be maintained, a community mask is required.

EAs are not required to physically distance with a student they spend the majority of time with (in the classroom “bubble”). Any other student the EA works with will be considered outside the classroom “bubble” and **1m** distancing is required.

Specialty teachers, that interact with different classes but remain in one school, need to maintain a **1m** distance. If a **1m** distance cannot be maintained, a community mask is required. Use of a physical barrier when working within 1m would remove the requirement of a wearing a mask.

Itinerant teachers, supply teachers, visiting professionals, volunteers are to maintain a **2 m** physical distance; if unable to maintain this distance a community mask is required or the use of a physical barrier (depending on location).

In common areas, community masks and a **2 m** physical distance are required by school staff, itinerant teachers, supply teachers, visiting professionals, volunteers.

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. Before sanitizing, soiled items are to be cleaned. Students will be taught to become active participants in cleaning their items; sanitization is to be done by the classroom teacher, staff, custodian as applicable.

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.)

Use of fans is prohibited (this includes the use of ceiling fans).

Students will remain in class “bubble” groupings with the exception of going to the bathroom; teachers/staff are permitted to move between class “bubbles”; students are not.

When a student travels in the hallway to the washroom, gym, library (these are considered common areas), use of a community mask will be strongly encouraged and physical distancing is required if encountering anyone from outside their classroom “bubble”.

Two students are permitted to use the washrooms at one time; physical distancing is required.

Library – The library will be open to students in a limited capacity. Students will be expected to browse only the selection of books the librarian has set aside for their specific classroom. Students will be expected to touch surfaces in a limited capacity; these surfaces will be sanitized after the class departs and before the next class arrives. Books will be “checked out” on Mondays and returned to the library bin in their classrooms as early as possible on Friday morning. Homeroom teachers will place the library bin in the library on Friday. The librarian will sanitize books on the following Monday morning (which will allow for a 72 “rest” period).

Gym – Students will be expected to wash/sanitize hands before and after Phys. Ed.

Music – Students will participate in music class within their class groupings. Physical distancing within their class grouping is not required, and musical instruments may be shared within the grouping. They will be able to sing indoors when weather prevents this activity from taking place outside. Students will be encouraged to sing softly and to increase their physical distance when singing indoors.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

Resource Area within Multi-Purpose Room - 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 disinfectant 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 within Multi-Purpose Room – 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 disinfectant solution. Chairs/furniture in guidance area is to be kept to a minimum.

SLP and APSEA professionals will be considered visiting professionals for the purposes of this document. SLP or APSEA (depending on which professional is working in the building on a specific day) will have access to the library to work with students (except for Mondays). A community mask is required if a physical distance of **2 m** cannot be maintained. 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 name. Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant solution. The disinfectant solution will be provided by the school. In common areas, the visiting professional must **always** wear a community mask in common areas – even when physical distancing can be maintained. **THIS INCLUDES THE STAFF ROOM.**

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.
- Students will be taught how to clean their equipment and materials.
- 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:

Individual showing signs of illness will go to the **Multi-purpose** room to the designated isolation area and remain within the isolation area. The individual will be required to wear their community mask (if he/she does not have their mask, one will be provided). All staff monitoring the student will be required to wear masks and gloves 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 the isolation area (note: the door to the isolation room will be kept open). The isolation area will contain only furniture permitted in the isolation room will be a chair and garbage can. Should the student require bathroom facilities at any point during their stay in the isolation area, the bathroom they use will then be considered an extension of the isolation room and will not be accessible to anyone else until the custodian disinfects the bathroom. Other staff, other than the person monitoring the student in isolation, will be kept to a minimum. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the isolation area and room.

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, etc.

Hallways:

Arrows will be applied to the floors to indicate directionality of travel; “tight to the right” will be continued to be used to help teach students which way to travel. A center line will divide the hallways to assist with movement.

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

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

Staffroom – Staff will continue to use the washroom in the staffroom area of the staffroom; staff will continue to use food/drink prep. area of the staffroom area; staff will have an eating area in the multi-purpose room to assist with physical distancing; there will be a working area created in the staffroom:

Staff members may access/use fridge, sink, coffee pot, Keurig, Tassimo, microwave, cutlery, dishes and/or to go to the washroom; high touch areas are to be sanitized regularly.

Dishes/items are not to “linger” on counters or in sink.

Microwaves are only available for staff; high touch surfaces should be sanitized regularly (example: handle, keypad).

Staff members must always wear a community mask in common areas – even when physical distancing can be maintained. Common areas do not include the staff room. Note: staff are expected to wear a community mask in the staff room if **2m** cannot be guaranteed.

Office: When arriving at the office, permission **must** be given by the Administrative Assistant to enter the office area. Only **1** additional staff person in the office besides office personnel (Administrative Assistant and Principal) at a given time. No one goes behind administrative assistant’s desk.

Staff Meetings will take place in a physically distanced manner.

Evaluate options to reduce those required onsite

Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than two metres (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 were added to floors to indicate the direction for the side of the hallway, stairs. Students will be taught to walk closely to the wall – without actually touching the wall – using “tight to the right” to help remind them of traffic pattern. A line dividing the hallway has been added to assist with distancing.

K – 1 students will access the gym by exiting their classrooms directly into the gym. These students will access the playground by the stairs that exit at the end of their hallway – to the right. This will allow for following “tight to the right”. They will reenter the same door they used to exit.

2 – 5 students will access the gym by using the stairs closest to their classrooms, following directional arrows, moving to the right and applying “tight to the right”. These students will access the playground by exiting the building using the corresponding stairs in accordance with directional arrows and applying “tight to the right”:

Grade 2: use stairs directly to their right

Grade 3: use stairs to their right at the end of the hallway; note: they will begin exiting when the last grade 2 exits their classroom

Grade 4/5 Thompson: use stairs directly to their right, following directional arrows

Grade 4/5 Clark: use stairs to their right when the last 4/5, of the first 4/5 class, has left their room, following directional arrows

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
8:00 – 8:10 Bus arrival
8:00 – 8:20 Vehicle arrival
8:20 Bell rings, start of school day
8:20 – 10:30 Morning Instruction
10:30 – 10:50 Morning recess
10:50 – 11:50 Mid-Morning instruction
11:50 – 12:15 Lunch eating
12:15 - 12:50 Noon recess

<p style="text-align: center;">12:50 – 1:50*</p> <p style="text-align: center;">Afternoon instruction</p> <p style="text-align: center;">*Instruction for K-2 ends at 1:55</p>
<p style="text-align: center;">1:55 – 2:10</p> <p style="text-align: center;">Departure of K- 2 students by vehicle</p>
<p style="text-align: center;">1:50 - 2:50</p> <p style="text-align: center;">Afternoon instruction continues for 3-5</p>
<p style="text-align: center;">2:55 Dismissal for 3-5 and remaining K-2 (both by bus and by vehicle)</p>

Supervision:

Students arriving at school will not already be in their class “bubbles”; therefore, they will not be able to enter the school to proceed to their classroom in “bubble” formation as they will at morning and noon recesses. Students will be strongly encouraged to wear their clean, community mask disembarking from the vehicle/bus that brings them to school, entering the building, and unpacking their items. They will be greeted by their teacher at their classroom door when they enter and be given hand sanitizer to apply. Once they have sanitized, they will be directed to remove their mask and place it in the clean container in which they keep it.

Students will be supervised at a ratio of 1 teacher/3 classes when outside and staff will ensure that students do not move between their classroom “bubble”. Each classroom “bubble” will be designated a “zone” on the playground and students will always need to stay in their designated zone. Staff will be given a copy of the schedule of playground zones as well as class lists to assist them with supervising that students remain in their class bubbles. Playground will be painted to designate zones. A “zone” schedule will be maintained by the office.

Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses; classes are to line up in their classroom “bubble” formation.

Supervising staff will indicate to each class when they are to enter the building following recesses to ensure classroom bubbles and physical distancing are maintained. Homeroom teachers will be ready to greet the students at the stairs (stairs used to exit the building will be the same set of stairs used to enter the building) and provide them with hand sanitizer to apply as they enter the classroom.

Provide time for food preparation and mealtimes.

Students will eat in their classrooms. Students who purchase lunch will have their lunch brought to their classroom by the Administrative Assistant. Purchasing of food is strongly encouraged to be done in a contactless manner (School Cash On-Line). Food delivery will be brought to the door, delivery person will call school line or ring bell, Administrative Assistant will answer call/door and pick up the plated food. She will distribute the plated food to the door of each classroom.

Milk is strongly encouraged to be purchased in a contactless manner (School Cash On-Line). Milk will be distributed by the Administrative Assistant to each classroom.

Students are strongly encouraged to have a clean water bottle each day as access to water bottle filling stations is available but access to water fountains is not available. It is strongly encouraged that students have their names on their water bottles.

Microwaves will **not** be available to students. Students will need to bring lunches from home (or purchase when available) as well as any utensils needed to eat their lunch.

Volunteers will make breakfast for students and deliver plated food to each classroom. Volunteers will be required to wear community masks unless physical distancing can be guaranteed. In common areas of the school (delivering breakfast), a community mask is required. All food/safety preparation procedures as outlined in the ABCs of Food Preparation will need to be maintained. Hand washing will be required before and after food preparation.

Breakfast/snack baskets will be provided to classrooms with non-perishable food items in them.

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

School layout guides will be developed as needed.

Recess:

See information 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 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.

School staff will be required to answer screening questions posted on the school door each and every time before entering the school for work. Staff also should take their temperature before leaving for school each day.

Visiting professionals, parents/caregivers and members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions posted on the door prior to entering the building – each and every time - and wear a community mask while traveling within the school while keeping a 2 m distance.

Ensure that the staff understands and implements its screening process.

Passive screening will be required by school and district personnel before entering the school – every time. 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 should take their temperature before leaving for work each morning.

Staff must screen themselves and should take their temperatures, before leaving residences. If they have reason to believe they are exhibiting symptoms of COVID-19, they should not come to 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. (Parents/caregivers are encouraged to contact 811 if applicable.)

People showing signs of COVID-19 will go to the isolation area in the Multi-purpose room. The individual who is sick will be required to wear their community mask (if they do not have a mask, they will have one provided). The monitoring staff 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 the isolation area (note: the door to the isolation area will be kept open). The furniture in the room will be limited to only a chair and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished. If the bathroom was accessed by the person showing signs of illness, the bathroom will be considered an extension

of the isolation area. No one may use that bathroom until it has been disinfected by the custodian.

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 a copy of this procedure in their classrooms. Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

www.gnb.ca/coronavirus - for proper hand hygiene practice information.

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

Disinfecting solution in spray bottle form has been given to each classroom. Custodian, **Carey Cogle**, will replenish as required.

Cleaning products used will be those sourced and provided by the District.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

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

Carey Cogle, Custodian II, will monitor supply levels and communicate with principal 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: Two students may be in a washroom at a time; signage will indicate which facilities may be accessed inside the washroom.

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 frequently – at **least three times** per day - (and directly after, if used by a student who has been in the isolation area).

All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, learning materials, etc. should be cleaned at **least twice daily** and when visibly soiled.

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 number allowed in the space at one time based on distancing requirements.

All student washrooms will be limited to no more than two students at a time. 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. Students will be strongly encouraged to wear community masks whenever they are travelling in the hallways and in the washrooms (common areas).

Staff members on supervision (outside or inside) will need to ensure that they only permit two students in the washroom at a time.

Age appropriate signs, in the form of red STOP and green GO, will be posted for students to use to designate when entry is acceptable. Classroom teachers will teach students how to use these signs appropriately.

Since physical barriers are not always possible:

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

Staff who work with students in areas outside of classrooms, such as Resource or Guidance working in the Multi-purpose room, will have use of spray bottles with a designated disinfectant solution and paper towels from the custodial area (see above for more details). This disinfectant solution is to be used to sanitize shared items after each use.

Carey Cogle, Custodian II or designate will sanitize the disinfectant bottles. The disinfectant solution bottles will be refilled as required by Carey Cogle.

Multi-purpose room 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.

Bristol Elementary does not have a ventilation system.

PERSONAL HYGIENE ETIQUETTE

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

All New Brunswickers are expected to have access to a clean, community mask at all times. Students will be strongly encouraged to wear community masks in common areas (example: hallways, stairs, bathrooms). Mask wearing should be suited to the task and must be worn and

disposed of or washed properly. It should be noted that community masks are not intended to be worn for extended periods of time.

See information above for more specifics.

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 information will be done based on data collection. Celebrations will be held based on students displaying appropriate behaviours.

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

Carey Cogle, Custodian, will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, principal 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.

Hand sanitizer:

All classrooms and work areas will be provided with hand sanitizer sourced by the district. We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>

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 paper towel will be available to staff to ensure this is done. Students will be taught how to clean their materials. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. will be cleaned prior to and following morning recess and following noon recess and at the end of the day. Washrooms are to be cleaned frequently (at least three times per 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.

Plastic barriers will be provided by the district and delivered to schools. Should more barriers be required, Principal will contact Danny Lawson to request an additional barrier.

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 **Robyn Oakes, 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.

See information above for procedures

Considerations for school licensed under Food Premises Regulations

N/A – school does not have a cafeteria

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; visitor log will be kept by the Administrative Assistant.

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.

New Brunswickers are expected to have access to a clean, community mask at all times.

A protective face shield will be given to staff.

If using a protective face shield, a community mask must also be used.

***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 physically distanced meeting of the committee will occur.

Staff are advised to read information on the following website:

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

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

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

A FAQ document will be created by staff to answer parent/caregiver questions and posted on the school website. This document will also be provided to all guests of BrES including supply teachers.

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 weekly, during September, by the JSHC and any other interested staff and then monthly at the school level (part of staff meetings). 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 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.

Principal will check with each staff member during the week of Aug. 31st to ensure that each staff member have what they need to begin school with students (librarian to be consulted by email and then face to face when she returns).

Principal will make contact with staff on a weekly basis during Sept. and then monthly 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.

Regular celebrations will be held based on data management (see plan details) to indicate to students and staff what they are doing to keep themselves safe and secure by following the directives in this plan. These celebrations will have a social/emotional well being focus. Library read alouds will focus on social/emotional learning and well being.

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 Operational Plan working group, consisting of members of the JHSC, met on August 17, 2020 to review this document. Remaining questions/procedures were gathered. Principal submitted plan to Danny Lawson for review by August 19, 2020. Principal had meeting with Danny Lawson on August 20, 2020 to ask questions and plan for document review. Revisions have been made based on meeting with Danny Lawson. The revisions were made, submitted and the BrES Operational Plan has been approved by Danny Lawson – District Health and Safety Coordinator. The staff reviewed this document on August 31, 2020 and received an updated version on September 2, 2020. The plan will be posted on the BrES website for parents/caregivers and public to access on September 3, 2020 as per District directive.

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