

CENTREVILLE COMMUNITY 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. 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 level
September 8	1/2	K – 2
September 8	1/3	3 – 8
September 9	1/2	K – 2
September 9	1/3	3 – 8
September 10	All	K – 2
September 10	1/3	3 – 8
September 11	All	K - 8

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:

On July 27, 2020 a message was sent to parents/caregivers asking for specific areas of concern that they would like to have addressed through the school website. On July 29, 2020 a message was sent to parents/caregivers asking for specific areas of concern that they would like to have addressed through school messenger.

Once the plan is approved, a summary of the plan (vetted through the PSSC) will be sent by mail to each family. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). These questions will be answered through a video that will be posted on the school website and linked to the Centreville Community School Home and School. 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 (K – 2 students will have 1/2 of the class returning on September 8; the other 1/2 of the class returning on September 9 and full classes returning on September 10; Grades 3 – 8 students will 1/3 of the class returning on September 8, the second 1/3 returning on September 9 and the final third returning on September 10 with all students being in attendance on September 11), parents/caregivers will be asked not to enter the building without an appointment. On the first day of school for their child, the parent/caregiver will be permitted to enter the building with their child through the main entrance of the building. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of K – 2 students will be asked to exit through the door on that wing. Parents/caregivers of students in Grades 3 – 5 will be asked to exit through the bus doors and parents/caregivers of Grade 6 – 8 students will be asked to exit through the main 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 and will take place in the office area. Parents/caregivers must wear a mask while in the building. Parents/caregivers may enter the building if they are picking up a sick child.

Parents/caregivers who are picking students up for an appointment 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 276-4000 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 or administrator will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant or administrator 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:

While at school, students will be assigned to bubbles based on their homeroom classes. Students will not be permitted to move between bubbles and must maintain a distance of at least 2 metres from other bubbles. Students will not be required to wear masks while in their classroom while our zone is in the Yellow Phase. During an Orange Phase students are required to wear masks at all times (unless eating or sitting quietly at their desks.) When students enter common areas such as hallways, elementary students will be encouraged to wear masks and middle school students will be required to wear masks.

K – 2 students will enter the school through the doors in their wing. Students will be encouraged to wear their mask while entering the school. Students in KP will go directly to the programming room to unpack book bags, etc. Students in 2D will go directly to the literacy room to unpack book bags. Etc. Students in K/1A, 1R and 1/2T will hang their belongings on their hooks and proceed directly to their classroom. The homeroom teachers will monitor this. 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 at the end of the day. Once students have their belongings they will proceed outside. Students will line up in the hall for dismissal to buses. Students who walk will remain in their classrooms until after buses have left. Classes will exit in the following order: Grade K/1A; Grade KP; Grade 1R; Grade 1/2T Grade 2D.

Grades 3 – 5 students will enter the school through the bus door directly in front of the descending staircase. Students will be encouraged to wear their mask while entering the building. Students in grades will go directly to their lockers/hooks and shelves to store their belongings. Homeroom teachers will monitor this. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated at the end of the day. Once students have their belongings they will line up in the hallway and wait until they are instructed to leave the building. Students in Grades 3 – 5 will exit on the door directly in front of the stairs that they ascend. Students will be encouraged to wear their masks while exiting the building and loading buses. The teacher(s) on bus supervision will indicate to teachers of Grades 3 – 5 when their class can exit their room to proceed to the bus. Classes will exit in the following order: Grade 5, Grade 3, Grade 4. This is to minimize the risk of mixing bubbles.

Grades 6 – 8 students will enter the school through the bus door directly in front of the ascending staircase. Students will be required to wear their masks while entering the building and while at their lockers. Students will go directly to their lockers to store their belongings. (Grade 6 lockers will be passed the double doors going towards the stairs to the K – 2 wing; Grade 8 students will have the lockers to the right of their classroom and the lockers across the hall from these lockers; Grade 7 students will have the lockers to the left of their classroom and the lockers across the hall from these lockers.) 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 once students have their belongings they will return to their classrooms and wait until they

are instructed to leave the building. Students will be required to wear their masks while at their lockers and exiting the building and loading buses. Students in Grades 6 – 8 will exit through the right-hand bus entrance door. The teacher(s) on bus supervision will indicate to teachers of Grades 6 – 8 when their class can exit their room to proceed to the bus. Grade 6 – 8 students will exit in the following order: Grade 7; Grade 8; Grade 6.

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

Parents/caregivers are asked to enter the driveway closest to Gramma’s Restaurant and exit through the driveway closest to HSF. As students cannot come in to contact with students from other classes/families, parents/caregivers are asked to ensure that their child does not arrive before 7:50. There will be a staff member supervising in this area. Students who are dropped off at by parents/caregivers or walk to school will enter the building at 7:50 through the main entrance of the building and proceed directly to their class. Middle school students will be required to wear a mask while entering the building and going to their lockers/classrooms. Elementary students will be encouraged to wear masks while entering the building and going to their lockers/hooks/classrooms.

When picking students up at the end of the day, parent/caregivers are asked to enter through the driveway closest to Gramma’s Restaurant and exit through the driveway closest to HSF.

Parents/caregivers may begin picking students up at 2:25. Students whose parents/caregivers are picking them up daily at the end of the day (rather than the student going home on a bus) will go to the hallway by the office as soon as they have gotten their belongings from their lockers/hooks. (They will not return to their homeroom classes.) Students will follow 2 m physical distancing. Middle school students will be required to wear masks while waiting to be dismissed; elementary students will be encouraged to wear masks while waiting to be dismissed. There will be a supervisor who will dismiss these students. At the end of the school day students who walk to school and/or who go to the Centreville Childcare Afterschool program and who are going on the late bus will remain in their homeroom classes until buses have been dismissed. Students in the Centreville Childcare Afterschool program will exit through the main entrance. All other students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

When entering the building upon arrival at the school, all students and staff will be required to use hand sanitizer that is located at all entrances. During periods of cold weather, when entering the building following recess, students will sanitize their hands when entering their classrooms with the hand sanitizer that is provided in each classroom.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all classrooms. These stations will include a poster of how to properly sanitize hands. 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. (Carts will be provided for teachers as needed.)

Desks in classrooms should be arranged to ensure that the maximum amount of the classroom is used and that there is as little direct contact between students as possible (ie. rows are preferable to groups).

Library – The library will be closed to students. The librarian will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.

Makerspace – The Makerspace may be used. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.

Art/Music Room – Classes will be scheduled in an attempt to ensure that only one class per day will use the music room. If more than one class is using the music room, the music teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Students in Grades 3 – 8 will ensure that tables, chairs and high touch surfaces are properly sanitized.

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. Students in Grades 3 – 8 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. Classes can be in the computer lab for 40 minutes maximum. (Students in Grades 3 – 8 will be expected to wipe chairs and tables prior to leaving.) The teacher will notify the Admin. Assistant that the class is leaving the computer lab. The Admin. Assistant will notify the custodian that the computer lab is ready to be cleaned. Custodians will ensure that screens, keyboards, and high touch surfaces are properly sanitized between classes.

Changing Rooms – The changing rooms are not to be used during the 2020 – 2021 school (year unless otherwise directed). These rooms will remain locked throughout the school year. Students who are in Phys. Ed. classes must go to their designated washroom. Allowing students washroom breaks during Phys. Ed. is discouraged.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

Programming Room One – Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer.

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

Resource Area - Small group work will be limited to students who are in the same class. If staff members cannot maintain a minimum of 1 m of physical distance, barriers and/or masks will be required to be worn by staff members. Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. (This can be done by students if age appropriate.) 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. . If staff members cannot maintain a minimum of 1 m of physical distance, barriers and/or masks will be required to be worn by staff members. Between each meeting with students chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. (This can be done by students if age appropriate.) Tissue boxes are to be covered with a hard cover that can be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

SLP – the SLP will be required to use a tabletop barrier 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 bleach solution. The bleach solution will be provided by the school and mixed new each time the SLP is in the school.

APSEA WORKER – the APSEA Worker will be required to use a tabletop barrier 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 bleach solution. The bleach solution will be provided by the school and mixed new each time the APSEA Worker is in the school.

District Personnel meeting with CCS 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 CCS.

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 (windows will allow for monitoring of the individual). The furniture in the room will contain a couch with vinyl upholstery and a garbage can. The filing cabinet and safe will be moved and a heavy shower curtain or plexiglass barrier will be used to separate it from the rest of the room. 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.

Hallways:

Most hallways have yellow lines indicating the center of the hallway. 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. Arrows will indicate if stairs are to be used for going up or going down. With the exception of when students are entering the school from the bus and following recesses for middle school student; the stairs going to the bus exit are to be used to “go down” only. With the exception of when students are entering the school in the morning, the stairs from the K – 2 wing to the main floor are for “going up” only. If students/staff **must** use stairs in the direction for which they are not designated, they are required to wait until the anyone on the stairs have left the stairwell.

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: The staff is to be used for eating purposes only. Staff members should refrain from socializing in the staffroom. The couch is not to be used. Tables are to be set up so that physical distancing is respected. No more than 4 people may eat in the staffroom at a time. Other staff members may walk into their area to access their food and/or to go to the washroom.

Additional eating space for staff will be in room 234. Staff members will need to wash and then disinfect the area in which they ate upon finishing eating and prior to leaving the area.

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

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

Dishes brought from home are to be taken home to be washed. **Dishwashers will not be available;** sinks will be reserved for handwashing.

Please bring your own waterbottle.

Microwaves and fridges will be available for use.

Lockers will be placed in the staffroom for Educational Assistants to use.

Office: When entering the office please report to the main window. Permission **must** be given by administrative staff to enter the office area. There is to only be **1** additional person in the main office besides office personnel at a given time. Additional people may be in the offices of the principal and/or vice-principal allowing meetings to occur. No one goes behind the administrative assistant's desk. Staff are asked to complete photocopying during preparation periods as access to the office area is limited. Staff are reminded that there is often a great deal of movement in the office between 7:50 am and 8:05 am, thus photocopying during this time will be difficult. After 2:30, staff are welcome to page the office to determine if someone is photocopying to ensure that photocopying can be done as expeditiously as possible. Cloths and appropriate sanitizer will be available for staff to sanitize the photocopier after using it. Any printing that is done to the colour printer will be removed from the printer by the administrative assistant. When possible, staff are asked to message the administrative assistant through Skype to let her know that they are printing to either printer. This will allow the administrative assistant to place the printed material in the staff member's mailbox or at an easily accessible spot on the counter to make accessing the printed materials easier.

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

Evaluate options to reduce those required onsite

Not applicable.

Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way

traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.

Most **hallways** have yellow lines indicating the center of the hallway. 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 zone for parents/caregivers; markings to indicate appropriate standing spots.

K – 2 students will access the gym by using the stairs that connect from their floor directly to the main floor. These students will access the playground by the exit at the end of their hallway. K – 2 students will leave the main floor by using the bus entrance stairs.

3 – 5 students will access the gym by using the stairs that connect the K- 2 wing to the main floor. Grade 3 – 5 students will leave the main floor by using the bus entrance stairs. These students will access the playground by exiting through the bus entrance and then using the main gate onto the playground.

6 – 8 students will access the gym by using the stairs that connect their floor to the main floor. Playground access will be by using the bus entrance stairs and exiting through the door directly in front of the stairs. Grade 6 – 8 students will reenter through the bus entrance door on the left and proceed up the bus entrance stairs to their wing.

TRANSITION:

Modifications have been made to where students in Grades K – 2 remove and put on outerwear to allow for a single schedule. With this schedule, it will be extremely important to ensure that physical distancing is maintained as students enter and exit the building. This will require that students remain in their homeroom classes to be dismissed for recess and the end of the day. Student will exit the building in the following order:

K – 2

K/1A

KP

1R

1/2T

2D

3 – 5

5

3

4

6 – 8

7

8

6

Entering the building following recess must be as per the information below. Students are to line up in their assigned play areas and wait until the staff member on supervision instructs them to proceed to their line up position and/or to enter the building.

K – 2

2D

1/2T
 1R
 KP
 K/1A
3 – 5
 4M
 3B
 5N
6 – 8
 7H
 8F
 6R

Eating:

Students who are eating in their homerooms, must be seated at their own desks. Once a student has finished eating, the students must wash, dry and sanitize the desk. The sanitizer must be sufficient to keep the desk wet for 1 minute. Students may socialize with peers only after all students who are socializing have finished eating.

Supervision:

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. The playground has been divided into sections. The sections will be clearly marked by fencing (flagging tape during the winter or when there is snow). Classes will be assigned to specific playground areas each day. 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. The equipment can be sanitized by students when this is age appropriate.

Playground Equipment:

All playground equipment will be sanitized each morning by custodial staff prior to students using the equipment (weather permitting).

The following schedule will be adjusted monthly for Grades 3 – 8 to allow a rotation of areas.

Week/Day	Area	Class
Monday	1 Equipment to left of school	KP
	2 Hoops to sandpit	K/1A
	3 Merry-go-round and ride on toys	1R

	4 Small swings and climbing structure and first gazebo	1/2T
	5 Swings and play structure with twirly slide	2D
	6 Equipment to right of school	3B
	7 Tetherball and pavement	4M
	8 Basketball Court and Swings	5N
	9 Back gazebo and back half of soccer field	6R
	10 Bleachers by pool and half of swings	7H
	11 Front half of soccer field, long jump and bleachers by long jump	8F
Tuesday	1 Equipment to left of school	K/1A
	2 Hoops to sandpit	1R
	3 Merry-go-round and ride on toys	1/2T
	4 Small swings and climbing structure and first gazebo	2D
	5 Swings and play structure with twirly slide	KP
	6 Equipment to right of school	5N
	7 Tetherball and pavement	3B
	8 Basketball Court and Swings	4M
	9 Back gazebo and back half of soccer field	7H
	10 Bleachers by pool and half of swings	8F
	11 Front half of soccer field, long jump and bleachers by long jump	6R
Wednesday	1 Equipment to left of school	1R
	2 Hoops to sandpit	1/2T
	3 Merry-go-round and ride on toys	2D
	4 Small swings and climbing structure and first gazebo	KP
	5 Swings and play structure with twirly slide	K/1A
	6 Equipment to right of school	4M
	7 Tetherball and pavement	5N
	8 Basketball Court and Swings	38
	9 Back gazebo and back half of soccer field	8F
	10 Bleachers by pool and half of swings	6R
	11 Front half of soccer field, long jump and bleachers by long jump	7H
Thursday	1 Equipment to left of school	1/2T

	2 Hoops to sandpit	2D
	3 Merry-go-round and ride on toys	KP
	4 Small swings and climbing structure and first gazebo	K/1A
	5 Swings and play structure with twirly slide	1R
	6 Equipment to right of school	3B
	7 Tetherball and pavement	6R
	8 Basketball Court and Swings	7H
	9 Back gazebo and back half of soccer field	5N
	10 Bleachers by pool and half of swings	8F
	11 Front half of soccer field, long jump and bleachers by long jump	4M
Friday	1 Equipment to left of school	2D
	2 Hoops to sandpit	KP
	3 Merry-go-round and ride on toys	K/1A
	4 Small swings and climbing structure and first gazebo	1R
	5 Swings and play structure with twirly slide	1/2T
	6 Equipment to right of school	4M
	7 Tetherball and pavement	5N
	8 Basketball Court and Swings	8F
	9 Back gazebo and back half of soccer field	6R
	10 Bleachers by pool and half of swings	7H
	11 Front half of soccer field, long jump and bleachers by long jump	3B

Provide time for food preparation and mealtimes.

Eating: Students who are eating in their homerooms, must be seated at their own desks. Once a student has finished eating, the students must wash, dry and sanitize the desk. The sanitizer must be sufficient to keep the desk wet for 1 minute. Students may socialize with peers only after all students who are socializing have finished eating. (Masks are required during an Orange Phase.)

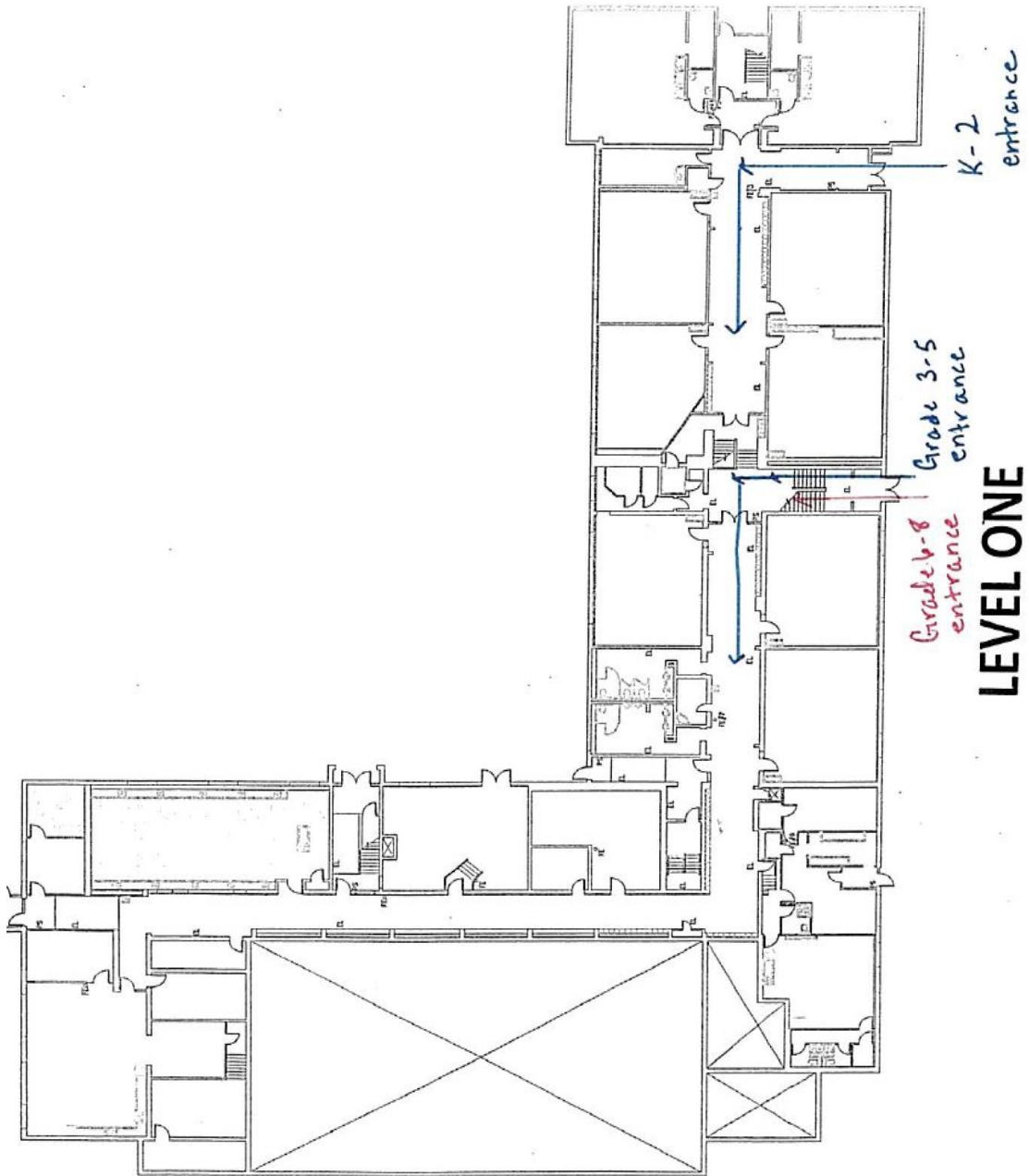
K – 2 students will eat in the cafeteria and music room. Students in grades 3 – 5 will eat in their homerooms. Students in Grades 6 – 8 will eat in the cafeteria and music room. This area will be sanitized between the K – 2 eating time and the 6 – 8 eating time.

TIME	CLASSES	WHAT?
11:35	K – 2	Start Lunch (Access lockers/coat racks) Eat lunch in cafeteria/music room
11:35	3B; 4M; 5N; 6R; 7H; 8F	Start Noon Recess (Access lockers/coat racks)
12:00	K – 2	Start Noon Recess
12:00	3B; 4M; 5N; 6R; 7H; 8F	Start Lunch Grades 3 – 5 in homerooms Grades 6 – 8 in cafeteria/music room.
12:25	All classes	Prepare to Return to Class

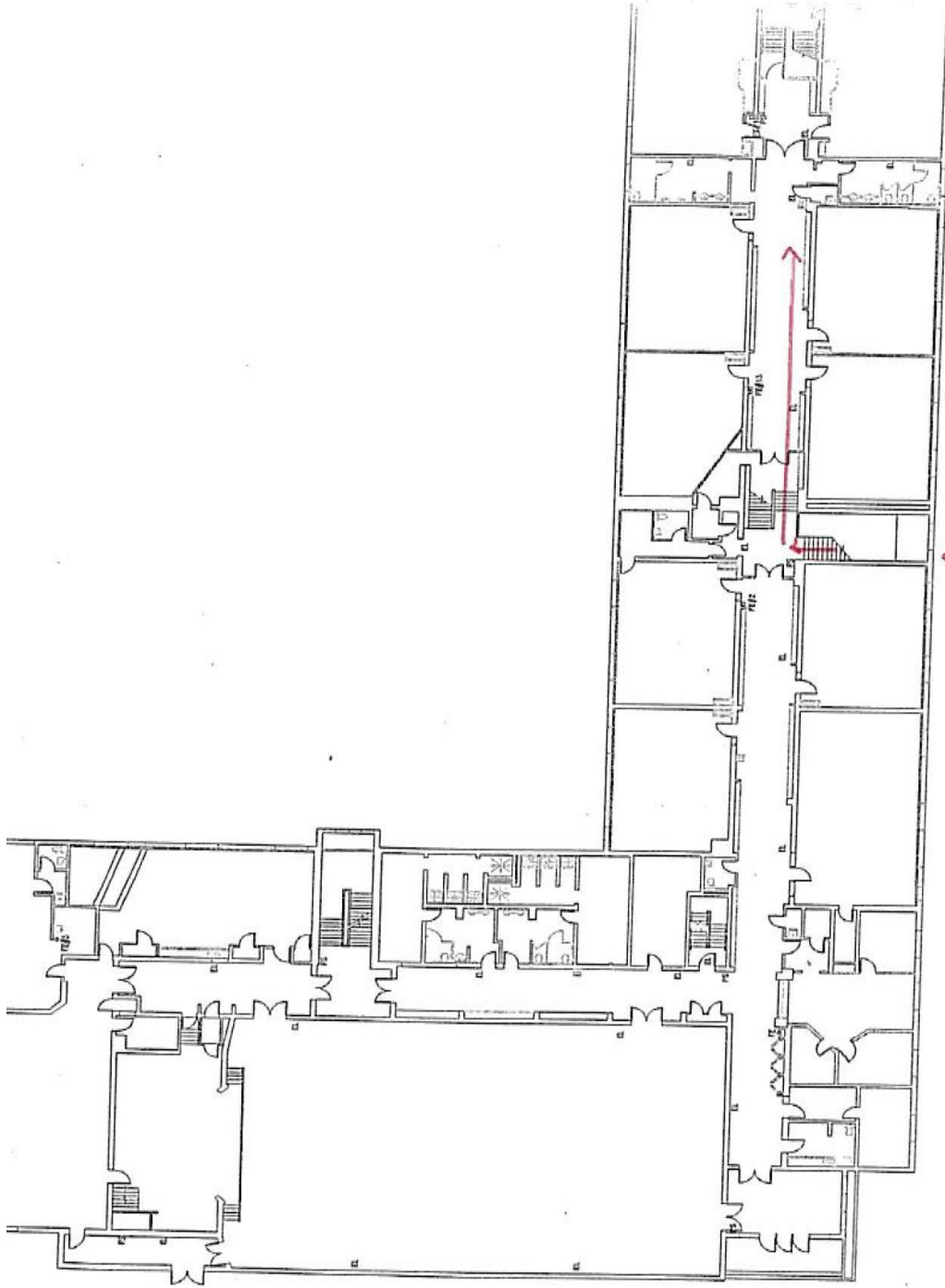
Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Microwaves will not be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch. The cafeteria will be used by students in K – 2 students only. (Unless otherwise directed.) Milk will not be available to students.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 – 3 times per week by volunteers who have been screened for COVID 19.

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



LEVEL ONE



Grade 6-8
entrance

LEVEL TWO

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 and to wear a mask while in 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 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 or are released by Public Health.

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 (windows will allow for monitoring of the individual). The furniture in the room will contain a couch with vinyl upholstery and a garbage can. The filing cabinet and safe will be moved and a heavy shower curtain/plexiglass barrier will be used to separate it from the rest of the room. 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.

When entering the building upon arrival at the school, all students and staff will be required to use hand sanitizer that is located at all entrances. Posters will be placed at each hand sanitizing station to remind people of proper sanitizing technics. During periods of cold weather, when entering the building following recess, students will sanitize their hands when entering their classrooms with the hand sanitizer that is provided in each classroom.

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 have access to paper towel. The sanitizing bottles and paper towel dispensers will be refilled as required by custodians. (It is the staff members responsibility to let the custodian know that their sanitizing solution and/or paper towel needs to be refilled. If using a bleach solution, all staff will return cloths and spray bottles to "health" room before leaving daily. When using a bleach solution, custodians will sanitize the bottle and refill bottle with bleach solution daily.

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

Trudy Bradley, 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: All washrooms will be gender neutral. Only one student may be in a washroom at a time. Washrooms will be assigned to classrooms in the following manner:

Kindergarten Room Washroom – KP students

Kindergarten/Grade One Washroom – K/1A students

3 – 5 Boys' Washroom – 1R students; One exception is grade 1 student who uses KP washroom due to anxiety issues.

3 – 5 Girls' Washroom – 3B and 4M students – each class will be assigned a stall, a sink and a paper towel dispenser. A sign will be placed outside the bathroom to indicate when it is in use as only one student is to be in the washroom at a time.

Cougar Kittens Washroom – 1/2T

Washroom Across from Library – 2D

Girls' Washroom by Changing Room – 5N

Boys' Washroom by Changing Room – 7H

Middle School Boys' Washroom – 6R

Middle School Girls' Washroom – 8F

Designated Staff Washrooms – Health room; Cafeteria; Washrooms in Staffroom (Staff can use students' washrooms if they desire)

All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will not be available.

Soap, toilet paper, and paper towel will be checked three times daily. Washrooms will be cleaned three times per day. Each washroom will have a checklist that will be initialed by custodial staff when the washroom has been cleaned and checked for soap, toilet paper and paper towel.

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.

All washrooms will be limited to one person at a time. Washrooms will be marked to indicate which classroom is to access the bathroom. 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 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. Laminated "cards" will be provided for each class to assist in ensuring that only one student per class has access to the washroom. Supervising staff will remove the card (from a central storage place) for any class who has a student accessing the washroom.

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 have access to paper towel and sanitizer.

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

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

Each entrance will be equipped with a hand sanitizing station.

When entering the building upon arrival at the school, all students and staff will be required to use hand sanitizer that is located at all entrances. During periods of cold weather, when entering the building following recess, students will sanitize their hands when entering their classrooms with the hand sanitizer that is provided in each classroom.

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.

At this time, portable fans will not be used in the school.

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 appropriate level.

PERSONAL HYGIENE ETIQUETTE

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

Teachers will work with students to help them learn the appropriate way to put a mask on and to take a mask off. While students are not required to wear a mask while in class, students need to have a mask with them. This mask needs to be cleaned daily. Students in grades 6 – 8 will be required to wear masks when on a bus and when in common areas of the school (hallways, etc). When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. 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 extend periods of time.

The following table describes the requirements for the use of community masks and physical distancing for students.

Use of Community Masks and Physical Distancing for Students			
	In class grouping	Community masks	Not required

Grades K – 5		Physical distancing	Not required
	In common areas when class grouping is not protected	Community masks	Encouraged
		Physical distancing	Two metres
Grade 6 – 8	In class grouping	Community masks	Not required
		Physical distancing	Not required
	In common areas when class grouping is not protected	Community masks	Required
		Physical distancing	Two metres

Please note, if a student refuses to follow these requirements, disciplinary action will be taken.

MASK USE DURING A SHIFT TO ORANGE PHASE

All students in Grades K-12 are required to wear a mask on a school bus, even when sitting with a sibling or alone. For students in Grades K-8, masks are required at all times when at school, except when they are sitting at a desk working silently or eating. This includes when the students are outside.

The following table describes the requirements for the use of community masks and physical distancing for school personnel.

Use of Community Masks and Physical Distancing for School Personnel					
Grades	Location	Measure	Homeroom Teacher	Specialty Teachers (Phys. Ed., etc.)	Itinerant Teachers, Substitute Teachers, Visiting Professionals
K - 8	In class grouping	Community Mask	Not required	If unable to physically distance 1 metre, community mask is required	If unable to physically distance 2 metres, community mask is required
		Physical Distancing	Not required	1 metre	2 metres
	In common areas	Community Mask	Required	Required	Required
		Physical Distancing	2 metres	2 metres	2 metres

MASK USE DURING A SHIFT TO ORANGE PHASE

For all school personnel, masks are required at all times when at school, except when they are eating. This includes when they are outside.

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.

All classrooms and work areas will be provided with hand sanitizer that is safe and approved by ASD-W for use in a school. Posters will be placed at each hand sanitizing station to remind people of the proper way to hand sanitize. 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.

Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students and other areas of close proximity.

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.

Itinerant teachers and substitute teachers and district personnel will be asked to keep a log of what rooms they were in and the times they are in each room. This log is to be submitted to the administrative assistant prior to leaving the building. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

Additional Protection

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

See isolation procedures above.

Considerations for school licensed under Food Premises Regulations

The cafeteria will be closed for the sale of food or milk during the 2020 – 2021 school year.

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.

Safety Drills

Safety drills such as fire drills, evacuations to alternate sites and lock down drills will continue to be practiced. During the evacuation of the building, physical distancing will not be required. The use of masks will be encouraged but will not be required if it slows down the evacuation of the building. Once outside the building, physical distance will be required and the use of masks for K – 5 students will be encouraged and students in Grades 6 – 8 will be required to use mask.

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.

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/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.

Disciplinary action will be taken if students who do not follow the procedures outlined in this document.

Members of the public who do not follow the procedures outline in this document will not be provided access to the building.

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 a positive case of COVID-19 is confirmed in a school, the school will work with Public Health to support contact tracing. It is important to provide Public Health with contact information for students who have recently transferred to CCS but are not in PowerSchool. Public Health will make informed decisions and communicate directly with the district, school and parents on next steps. Public Health will, through contact tracing and risk management, make decisions on who self-isolates. This may require an individual or several individuals, a classroom or multiple classrooms or even a school population to self-isolate.

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. The school principal will communicate with parents and the school community as directed by Public Health and the District.

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.

At this time, Centreville Community School does not have the ability to support students bringing their own electronic devices such as laptops or tablets to school.

In the event that distance education is required during an outbreak, the following types of learning may be expected:

Grades K – 2 will be paper-based with teachers checking in with students daily.

Grades 3 – 5 will be paper-based with some technology. Teachers will connect with students through Microsoft Teams or another approved electronic platform daily.

Grades 6 – 8 will be technology based. Electronic devices will be distributed to students in Grades 6 – 8 who do not have access to technology if the students cannot be in the school.

Teachers will provide instruction and assignments through Microsoft Teams or another approved electronic platform daily.

Principals must ensure an up-to-date and accurate list of students who require technology to support mandatory learning.

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 two (2) metre and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

Symptomatic school personnel will immediately 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 – 2 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 – 8 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

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

The ESST will read and review this document on September 1, 2020.

This document will be updated each time that updates are provided by the Department of Education and Early Childhood Development and/or Public Health. This document will be reviewed a minimum of once per month. The newest version of this document will be posted to the school website.

Anyone having questions or concerns regarding this document should contact the school’s administration.

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