

**CAMBRIDGE-NARROWS COMMUNITY SCHOOL OPERATIONAL PLAN
2020 – 2021 COMMUNICATIONS**

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

Staff: Once approved, the operational plan will be sent to school personnel via e-mail. 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. The meeting will be recorded and will be available for staff to view at any time.

Parents/Caregivers & Students: On September 3rd, parents/caregivers and students will be made aware of the Operational Plan via voicemail, the school website and the Home & School Facebook page. The Operational Plan will also 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	Grade of Students
September 8	K (group one), 6 & 9
September 9	K (group two), 1, 2, 3, 4, 5
September 10	K (group three), 1, 2, 3, 4, 5 & 6, 7, 8
September 11	All Students Present K-8 (AM), 9-12 (Full Day)

Communicate operational strategies, provide orientation to visiting professionals:

Visiting professionals will be given an orientation either over the phone or in person the first time they visit C-NCS during the 2020 – 2021 school year. The complete plan will be accessible on the C-NCS website, and can be e-mailed in advance of a visiting professional entering the building upon request. This includes substitute teachers who are coming into the building.

Communicate operational strategies to parent/caregiver and school community:

Once the plan is approved, it will be posted to the school’s website, as well as the Home & School Facebook page. Parents/caregivers will be notified of the plan’s release via School Messenger. Parents/caregivers will be asked to contact the school by phone or email regarding any questions that they may have.

BUILDING ACCESS

Prevention of Public from Freely Accessing the Operation School:

Community use of schools is suspended until January 2021. Community use of schools will be revisited at this time.

Essential visitors and volunteers will enter the building for scheduled visits only. They will be debriefed on the Operational Plan prior to their arrival.

Parents/caregivers and community members will be asked not to enter the building during the 2020-2021 school year without an appointment.

Groups associated with the school, such as PSSC and Home & School, will be permitted to hold meetings at the school, provided that their numbers allow for proper distancing. Participants are asked to call Sandra Jenkins at 488-3500 two days prior to a scheduled meeting to pre-register. Those who have not pre-registered will not be permitted to attend.

Parents/caregivers that are dropping off lunches or other required materials will be asked to call the school office (506-488-3500) to arrange for the drop-off of goods, and again upon arrival at the school. A staff member will pick up the item from the door and deliver the items to the student's classroom. Parents/caregivers dropping off items are asked to wear masks when they come to the door. Staff members receiving items must wear a mask and sanitize hands after handling the items. Parents/caregivers without a cell phone will be asked to ring the doorbell at the school upon arrival.

Parents/caregivers are asked to not use the bus lane directly in front of the school when dropping off or picking up students. Please use the laneway on the opposite side of the parking lot when dropping off or picking up students. Please note that if there is a bus dropping off or picking up students (lights flashing) you cannot exit the parking lot until the bus leaves, or until its lights are no longer flashing. It is illegal to pass a school bus while its lights are flashing, even while in a parking lot. Parents/caregivers of students in grades 6-12 are asked to remain in their vehicle during drop off or pick up. For safety reasons, parents/caregivers of children in K-5 **must** walk their children across the parking lot while wearing a mask and maintaining a distance of 2m from others. Parents/caregivers are asked to be cautious of other students being picked up or dropped off in this area.

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

Busses are scheduled to arrive at C-NCS between 8:00-8:15am. Busses will be unloaded one at a time to assist in reducing congestion upon entry to the school.

Upon arrival, K-5 students will enter the school through the front doors. The use of masks by K-5 students while in common areas (hallways, bathrooms, busses, etc.) is not required but is encouraged. A distance of 2m must be maintained with anyone outside their bubble in common areas. Students will go directly to their hook and hang their belongings. They will then proceed directly into their classroom. Homeroom teachers will monitor this. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area.

6-12 students will enter the building in the morning through the side doors by the Elementary playground. They will travel directly up the stairs located there and to their lockers. Once items are stowed away in lockers, they will proceed directly to homeroom. Masks must be worn by 6-12 students at all times while in common areas and on busses, and a distance of 2m must be maintained. Students in 9-12 must also wear masks in the classroom when a distance of 1m cannot be maintained from others.

At 2:40, 6-8 students will gather their things from their lockers and return to their classes to wait for dismissal. At 2:45, 9-12 students will exit their classrooms and proceed to their lockers to gather their items. Masks and distancing of 2m is required in all common areas for 6-12 students. When the bell rings at 2:50, 9-12 students will head downstairs and exit the building through the front doors to board busses. Once they are on busses, 6-8 students will be called to board busses. They will travel in their class bubbles downstairs and out the main doors.

At 2:45, 3-5 students will gather their items from their hooks and line up within their class bubbles along the wall in the hallway in their designated class area. Once 6-8 students have been seated on busses, 3-5 students will travel in bubbles and proceed out the main doors at the front of the school to board busses (2:55pm). Use of masks is encouraged during this time and a distance of 2m is required with those from outside their bubble.

At the end of the day (2:10pm), K-2 students will gather their items from their hooks and exit through the side door by the Elementary playground. Following playtime (2:50pm), they will line up on the pavement with their bubbles to wait for busses or parents/caregivers. Use of masks during the transition to busses is encouraged and a distance of 2m must be maintained with those not in their bubble. Once students in 3-5 have been seated on busses, K-2 will board as well.

On inclement weather days, once K-5 students have their belongings, they will return to their homeroom classes to line up. K-5 students will exit one class at a time, (4/5, 3/4, 2, 1 and then

K) traveling through the main doors to board busses. A time space of at least 30 seconds will be observed between the exit of each classroom.

On Half-Day Fridays at 11:55, grades 6-8 will be excused to gather their items from their lockers. Masks and a distance of 2m is required. At 12:00pm, 6-8 will be called to load busses. They will exit the school using the main doors. Once 6-8 have been loaded, grades 4/5 and 3/4 will be called to load. Once seated on busses, students in K-2 will be permitted to board. On inclement weather days, students in K-5 will line up in their classrooms to help reduce congestion in the hall. A time space of at least 30 seconds will be observed between the exit of each classroom. Masks are encouraged for students in K-5 during this time, and a distance of 2m must be maintained with those from outside their bubble.

Parents/caregivers will be asked to ensure that students not taking busses arrive between 8:00-8:15. Students who are dropped off by parents/caregivers, or walk to school, will enter the building through their designated arrival door (K-5 main entrance, 6-12 side entrance) in the morning. Students being picked up, or who walk home, after school will exit according to the same procedures above. Students being picked up or walking will be expected to maintain appropriate physical distance while on school property.

All students will be asked to sanitize their hands when entering their classrooms in the morning.

Hallways will be divided using floor tape. Directional arrows will be placed on floors and staircases to further enforce distancing and reduce congestion. Markers indicating where to stand will be provided in required areas to ensure proper distancing.

Provide COVID controls for the classroom:

Hand sanitizing stations will be provided in all K-12 classrooms.

All staff are required to wear masks and maintain 2m distance from those outside their bubble in common areas.

All staff members are required to maintain 2m distance between themselves and other staff members. Classroom teachers, specialty teachers and EAs are required to wear a mask and maintain 1m distance while working with students not in their bubble, unless a barrier is present. School administration, custodians, supply teachers and visiting professionals are required to maintain 2m distance while working with students, unless a barrier is present. 9-12 teachers are required to maintain 1m distance from students while in the classroom, unless a barrier is present. Masks must be worn by 9-12 teachers in class when 1m distance cannot be maintained.

Students should use personal belongings as much as possible. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed.

Desks in 9-12 classrooms will be separated a minimum of 1m apart to provide safe working distance. When a distance of 1m cannot be maintained, masks must be worn. Student desks will be sanitized by 9-12 students prior to leaving each class.

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 when they are not in their classroom and indicate where on the property they will be.

All K-8 students will remain in homeroom for all classes except for Phys. Ed. (K-8) and Tech (6-8) and teachers will move from class to class when required. Students in grades 9-12 will transition between classes. Masks must be worn and a distance of 2m must be maintained during transition times.

Library – The library will be closed to students for the 2020-2021 school year. Classroom teachers can select books to borrow and use in class. The librarian will sanitize books upon their return. The table in the library may be used by a maximum of 2 teachers during prep time. Teachers are responsible for sanitizing the table and chairs after use.

Music Room – Staff are encouraged to hold Music classes outside as much as possible. Music for grades K-8 will be held in homeroom classes or outside, except for when instruments are needed that are not easily transported (ex. keyboards). Grade 9 and 10 will attend Music in the Music Room. If K-8 students use the room, the Music teacher will be required to sanitize any equipment used by a class prior to putting the equipment away. Grade 9 and 10 students will sanitize equipment with the supervision of the Music teacher. Teachers must also ensure that desks and tables are sanitized prior to leaving. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized according to their assigned cleaning schedule. Students are required to sanitize their hands when entering and exiting the Music room.

Students in K- 8 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.

Students in 9-12 will maintain a physical distance of 2m while participating in music class or other music-related activities. They will be permitted to share instruments, provided they are cleaned according to proper procedures between uses. It is recommended that students in 9-12 sing only outdoors, weather permitting, or in large spaces to ensure they can properly physically distance.

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. The Science teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. The teacher is also responsible to ensure that tables and chairs are sanitized after use.

Students in grades 9-12 may assist with sanitization when supervised by the teacher. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized according to their assigned cleaning schedule.

Tech Labs – Teachers will need to book the computer labs through the Onesite. Teachers of K-8 students must ensure sanitization of materials at the end of class. High School students will be required to wipe screens, keyboards, chairs and tables with teacher supervision prior to leaving at the end of class. Custodians will ensure that high contact surfaces are properly sanitized according to their assigned cleaning schedule.

Changing Rooms – The changing rooms will be available for 6-12 students for changing purposes during school hours only during the 2020 – 2021 school year. Students are asked to maintain a distance of 1m while changing. If 1m cannot be maintained, masks must be worn. These rooms will remain locked when not in use. Students who are in Phys. Ed. classes must use the bathrooms in the Gym hallway. Washroom breaks during Phys. Ed. should be monitored. Changing rooms will be sanitized by custodians according to their assigned cleaning schedule.

Gymnasium – Whenever possible, Phys. Ed. classes will be held outdoors. When this is not possible, the Gym will be used by one class at a time. All equipment and materials can be shared within a class, but must be sanitized between classes by the Phys. Ed. teacher, or by 9-12 students with the Phys. Ed. teacher's supervision. In situations where this cannot be done, materials will be set aside and properly sanitized by the Phys. Ed. teacher at the end of the day.

K-8 students will attend Phys. Ed. (and possibly intramural activities) in their class groupings and maintain a distance of 2m with anyone outside of their bubble.

9-12 students must maintain a distance of 1m with their classmates, and a distance of 2m with anyone from outside of their class while in the Gym (for either Phys. Ed. or intramurals). If distance cannot be maintained, masks must be worn. Physical markings (ex. floor tape, hula-hoops, cones) will be used to indicate where students must stand in order to ensure proper distancing. All students must sanitize their hands when entering and exiting the Gym.

Industrial Arts Area – The shop area will be available to enrolled High School students and their teacher only. Students are required to sanitize their hands when entering and exiting the shop. The teacher is to ensure that students maintain a distance of 1m at all times. If a distance of 1m cannot be maintained, masks must be worn. Students will be required to sanitize all materials and equipment at the end of class.

Cafeteria – The Cafeteria area will not be available for use during the 2020-2021 school year. K-8 students will be required to eat in their homeroom classes with their bubbles. Students in 9-12 may eat lunch off of school property or in a supervised high school classroom. If in a supervised classroom, 9-12 students must ensure they are 2m apart while eating.

Breakfast and lunch programs will continue, but food will be delivered to classes for consumption.

Students must have water bottles. 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. If a student does not already have a water bottle, one will be provided for them.

As the cafeteria will not be accessible for students, microwaves will not be available for use. Students will need to bring lunches from home that do not require heating, as well as any utensils needed to eat their lunch.

COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas.

FLORA – The FLORA room will not be used as a classroom during the 2020-2021 school year. This room may be used by 3-5 teachers to provide extra learning space for students on a rotational basis. The FLORA room will be used by a maximum of 1 class per day. Tables, chairs and other materials must be sanitized by the teacher at the end of the day.

Resource Area - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables and any areas touched by the student(s) must be sanitized after use. 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.

The Resource teacher and EAs must wear a community mask if working directly with a child outside of their bubble if they cannot ensure 1m physical distance. Use of a physical barrier when working within 1m would remove the requirement of wearing a mask.

Guidance Area – Small group work will be limited to students who are in the same class. Between each meeting with students - chairs, tables and any areas touched by the student(s) must be sanitized.

The Guidance teacher must wear a community mask if working directly with a child if they cannot ensure 1m physical distance. Use of a physical barrier when working within 1m would remove the requirement of wearing a mask.

“Art” Room – The Art Room will be available for EAs or visiting professionals (APSEA, SLP, etc) to work with students as designated and organized by the Resource Teacher or Administration. Between working with students, chairs, tables and any areas touched by the student(s) must be sanitized after use.

Visiting professionals must always wear a community mask in common areas and maintain 2m physical distance (this includes the staff room). Upon arriving in a meeting room, masks can be removed if a distance of 2m can be guaranteed, or is a physical barrier is employed between the visiting professional and the student.

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 multiple staff members while at school.
- Students will have interactions with others at a distance of less than 2m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classes has a high density of people.
- The classroom setting is primarily indoors.
- Students have frequent contact with high-touch surfaces.
- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group.
- Crossover between bubbles by siblings and other family members.

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 (2x a day).
- Washrooms will be routinely cleaned (3x a day).
- 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 small office across from the Resource room. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the general office area 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 room will contain a chair and a garbage can. The cupboards and desk will be covered with a heavy shower curtain to separate them from the rest of the room. Caregivers will be contacted and it is required that the student be picked up within an hour. Staff members attending to the individual must wear a mask and maintain 2m at all times. 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 will have yellow, blue or red lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway. Stickers will be applied in areas where students may need to stand and wait (ex. in front of the office) to ensure proper distancing.

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: Tables to be set up so that physical distancing is respected. No more than **4** people at a time in the staffroom. Other staff members may walk into their area to access their food, etc. Staff are asked to wipe down tables and chairs after use.

Use of the Keurig will be permitted, but must be sanitized after use.

Use of the school dishes, glasses, cutlery, and the dishwasher will be permitted on a conditional basis provided staff clean up after themselves. Dishes are not to be removed from the staff room. Sinks must remain clear for handwashing.

Microwaves and fridges will be available for staff but must be sanitized by staff after each use.

Office: Students are not to enter the office area unless instructed to do so by office staff. They are not permitted in the general office area, but may travel through in order to meet with the Principal or VP.

There should be no more than **2** additional staff in the main office area at a given time. Masks must be worn in the main office area. Staff are required to wipe down the photocopier after use. They are not permitted behind the Admin Assistants desk.

Principals and VPs meeting with students must wear a community mask when working directly with a child and 1m physical distance cannot be ensured. Principals and VPs must wear a mask while meeting with parents/caregivers, community members or other staff and 2m physical distance cannot be maintained.

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

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

Evaluate the risk of individuals/class bubbles coming closer than one meter (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** will have coloured 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 circles will be added to indicate appropriate standing/waiting spots.

Students are not permitted to work in hallways or common areas.

Busses will be unloaded one at a time to reduce congestion.

K – 2 students will enter the building through the main doors and proceed directly down their hallway. They are encouraged to wear masks during this time and maintain a physical distance of 2m with anyone outside their bubble. They will access the playground using the side exit closest to the playground at their designated times. On nice days they will line up on the pavement to wait for busses at the end of the day. During inclement weather they will return to their homeroom and wait to be called to the bus.

3 – 5 students will enter the building through the main doors and proceed directly down their hallway. Masks are encouraged during this time and a distance of 2m must be maintained with anyone outside their bubble. These students will access the playground by exiting through the side exit closest to the playground at their designated times. They will line up in the hallway in front of their classroom to wait for busses at the end of the day.

6 – 12 students will access the gym by using the stairs that are closest to the gym. They will access the shop and the Music room by using the back stairs. They are not permitted in the Elementary hallway. Playground access will be down the stairs at the end of the Secondary hallway and through the door closest to the rink. Masks and a distance of 2m are required for all 6-12 students in common areas.

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.

K-5 Classes:

TIME	CLASSES	WHAT?
8:00-8:15	K-5	Staggered Bus Arrival/Drop Off - Enter Front Doors – Directly to Hooks & Class, Masks Encouraged
9:40-9:55 (9:55-10:00 Transition Back to Class)	K-2	Morning Recess Playground Rotation: Play Climber Area, Tire Swing Area, Pavement Area
10:00-10:15	3-5	Once K-2 Back in Class, Morning Recess Playground Rotation: Play Climber Area, Tire Swing Area, Pavement Area
11:30-12:00	K-2	Lunch in Classroom
11:30-11:55 (11:55-12:00 Transition Back to Class)	3-5	Lunch Recess Playground Rotation: Play Climber Area, Tire Swing Area, Pavement Area
12:00-12:30	K-2	Once 3-5 Back in Class, Lunch Recess Playground Rotation: Play Climber Area, Tire Swing Area, Pavement Area
12:00-12:20	3-5	Lunch in Classroom
2:10	K-2	End of Day Playtime - Good Weather = Playground Rotation: Play Climber Area, Tire Swing Area, Pavement Area - Poor Weather = In Class Centers
2:50	K-2	Line Up On Pavement for Busses (Wait in Class – Bad Weather)
2:45	3-5	Line Up in Hall for Busses
2:55	3-5	Board Busses
3:00	K-2	Once 3-5 Loaded, Board Busses

	FRIDAY	
12:05-12:10	K-2	Get Ready, Line Up On Pavement for Busses (Wait in Class – Bad Weather), Board Busses
12:00-12:05	3-5	Get Ready, Line In Hall for Busses (Wait in Class – Bad Weather), Board Busses

** Grades 2, 3/4, and 4/5 will now travel to and from gym using the partitioned end-of-cafeteria walk-through.

Monday thru Thursday:

Grade 2 will use the walk-through going to phys. Ed. at 1:50 and returning at 2:15.

Once grade 2 have exited the walk-through Grade 4/5 will walk through to the gym at 2:15 and back at 2:40.

Grade 3/4 will use the walk-through on their way to Phys. Ed at 9:25 and again when they return from gym at 9:55.

On Friday: Grade 2 will use the walk-through at 8:20 and 8:45

On Friday: Grade 4/5 will use the walk-through at 9:25 and again at 9:55.

Should any surface be touched while students are in the walk-through the classroom teacher will sanitize all touched surfaces. The classroom teacher will ensure the light switch and the door's push bar remain sanitized.

Grades 6-12:

TIME	CLASSES	WHAT??
8:00-8:15	6-12	Staggered Bus Arrival/Drop Off - Enter Side Doors by Playground– Directly to Lockers & Class (masks and 2m required)
8:50-8:55, 9:55-10:00, 11:00-11:05, 12:40-12:45, 1:45-1:50	9-12	Transition to Class Access to Lockers Bathroom Breaks (masks and 2m required)
8:50-8:55, 9:55-10:00, 11:00-11:05, 12:40-12:45, 1:45-1:50	6-8	Body Break Between Classes Remain in Homeroom
First 10 minutes of each period	6/7	Bathroom/Locker Breaks
Last 10 minutes of each period	7/8	Bathroom/Locker Breaks

12:05-12:25	6-8	Eat Lunch in Homeroom
12:05-12:20 (12:20-12:25 Transition Back Inside)	9-12	Break Supervised Class or Off Property (Masks and 2m Required Outside of Class on Property)
12:25-12:45	6-8	Once 9-12 Back in Class, Break Nice Days Supervised Outside, Poor Days Supervised Homeroom (Masks and 2m Required Outside Class)
12:25-12:40	9-12	Eat Lunch in Supervised Class
2:45	6-8	Lockers Access & Return to Homeroom for Dismissal (masks and 2m required)
2:50	9-12	Once 6-8 Back in Class, Locker Access & Load Busses (masks and 2m required)
2:55	6-8	Once 9-12 on Busses, Call to Load Busses (masks and 2m required)
	FRIDAY	
11:55-12:00	6-8	Prepare for Dismissal, Load Busses (masks and 2m required)

Supervision:

K-2 students will be supervised at a ratio of 2 teachers/3 classes when outside on the playground. They must remain within their bubbles at this time.

3-5 students will be supervised at a ratio of 1 teacher/2 classes when outside on the playground. They must remain within their bubbles at this time.

K-5 staff will ensure that students do not move between their classroom bubble. K-5 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. Masks are encouraged when in shared spaces and a distance of 2m is required with those from outside the bubble.

Each K-5 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. Marks will be added to the pavement to ensure proper distancing is maintained.

K-5 students will be provided with additional equipment that can be used by members of that class while on the playground (ex. skipping ropes, etc.). This equipment will be kept in a bucket and brought back and forth from the playground by the classroom teacher or a member of the class (depending on size). The homeroom teacher will be responsible to ensure that equipment is properly sanitized before being put away at the end of each day.

6-8 students can associate with peers from outside their class bubble while outside during lunch break, but masks and 2m distance are required. Staff will monitor and ensure safety practices are followed.

9-12 students may interact with peers during breaks, but masks and 2m distance are required. Staff will monitor when students are on school property. 9-12 students leaving school property at lunch are asked to please follow safety practices during this time as well.

All students are required to sanitize their hands before and after recess and lunch breaks.

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

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.

If your child has ONE or MORE symptoms of COVID-19, you can either:

1. Register them online for a test by clicking "Get tested" on the GNB coronavirus website (www.gnb.ca/coronavirus)
2. Contact Tele-Care 811
3. Contact your primary care provider. The 811 operators or primary care provider will evaluate your child before sending them for testing.

Following Public Health advice, your child CAN ATTEND school if they only have ONE COVID-19 symptom.

Note: Children who have been identified by their primary care provider as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

Ensure that the staff understands and implements its screening process.

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff are encouraged 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.

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/guardians to call 811 and comply with the instructions given.

People showing signs of illness will go to the small office across from the Resource room. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the general office area 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

chair and a garbage can. The desk and bookshelves will be covered with a heavy shower curtain in order to separate them from the rest of the room. Caregiver will be contacted and are required to pick up the individual within an hour. All staff members interacting with the individual are required to wear a mask and maintain 2m. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

CLEANING AND DISINFECTING PROCEDURES

Proper hand hygiene practiced before and after handling objects or touching surfaces.

Proper hand hygiene practice will be reviewed with staff. Homeroom teachers will have copies of this procedure in their classrooms. Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will each have a spray bottle containing a sanitizing solution. Classrooms will be equipped with paper towel. Staff members will sanitize their bottles daily. Staff members will monitor supplies and refill bottles and paper towel as needed.

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

Custodians and homeroom teachers 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:

Washroom use will be limited to two students at a time, unless being used by students within a bubble. Each classroom will receive several laminated washroom cards with Velcro on the back. When a student goes to the washroom, they will be given a card to stick to one of the two Velcro spaces outside the bathroom to indicate when it is in use. If both available spaces contain a card, students must wait until someone exits the washroom before going in. See below.

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 and locker rooms will be cleaned three times a day.

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.

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 two students at a time unless they are members of the same bubble. Teachers are asked to only excuse one child at a time during class to help cut down on bathroom traffic. Each class will receive several laminated washroom cards with Velcro on the back. Two Velcro spaces to indicate bathroom availability will be place outside each washroom. Upon a student's entry to the washroom, a washroom card will be stuck to the Velcro on the wall to indicate use. When exiting the washroom, students will remove their card to indicate available access. Teachers will model and practice with students. If both Velcro spaces are full indicating there is no available space in washroom, students will remain in the hall on designated spots until space becomes available. K-8 teachers are encouraged to schedule routine class trips to the washroom to help reduce the number of unsupervised trips during class time. Masks are encouraged for K-5 students when going to the washroom and 2m distance must be maintained with anyone from outside their bubble. Masks and 2m distance are required for 6-12 students.

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 be provided with spray bottles and paper towel. The solution in the spray bottles is to be used to sanitize shared items each time the item is returned to the teacher. Staff members are responsible for sanitizing their bottles and refilling supplies as needed.

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

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

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

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

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

The administration will keep in contact with the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

PERSONAL HYGIENE ETIQUETTE

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

While K-5 students are not required to wear a mask while at school, it is encouraged that they do so while in common areas (bus, halls, washrooms, etc.). A distance of 2m must be maintained with anyone from outside their class bubble. It is recommended that all students (K-12) have a clean cloth mask with them at school every day.

Students in grades 6 – 12 will be required to wear masks when on the bus. Community masks must be worn in all common areas, and a distance of 2m must be maintained. When distancing of 1m is not possible in 9-12 classrooms, a community mask must 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 extended periods of time.

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 a call will be placed to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

Provide minimum 60% alcohol-based hand sanitizer.

All classrooms and work areas will be provided with hand sanitizer that 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 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 regularly in accordance with the custodial schedule.

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 external professionals working with students. Barriers will also be provided to teachers for use during conferencing with students upon request.

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

Hand protection (nitrile, rubber or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

Please see section on working outside of classroom settings. This type of PPE is only required in one area.

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

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

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate

will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

Additional Protection

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

See isolation procedures above.

Considerations for school licensed under Food Premises Regulations

The cafeteria area will be closed for the 2020 – 2021 school year.

Nutrition programs within the school will continue through the 2020-2021 school year to help ensure food security. Currently our Home Economics kitchen holds a Class 4 License that renews each March. Our Community School Coordinator and Home Ec. Teacher are required to complete their Food Safety Handling Course. Food provided through school nutrition programs will be prepared using the ABC’s of Food Safety document:

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/HealthyEnvironments/ABC.pdf>

As well as the resources provided by the NB Department of Public Health:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html.

Food will only be handled by designated members of the school that have been educated in food safety. Food will be delivered directly to classrooms.

Please see the *C-NCS COVID-19 C-NCS BREAKFAST & LUNCH Program Operational Plan* for specific details.

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety Act and Regulation Requirements

Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.

Staff will be given the following information as well as the website to do further reading about this information.

The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.

3. The right to refuse work that could affect their health and safety and that of others.

Website: <https://ohsguide.worksafenb.ca/topic/rights.html>

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

Staff will have access to this document.

Staff will provide students with the information in this document at an age/grade appropriate level.

New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

Provide staff the employee training on the COVID-related work refusal process.

Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.

<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

Keep records/log of visitor and employee presence, as well as orientation, training and inspections.

Records of orientation, training and inspections will be kept by the principal.

Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.

All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.

All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

Make available appropriate personal protective equipment for the school setting.

Masks, gloves, shields and any other PPE will be provided as required for staff.

***School District Human Resources confirm process for addressing employee violations of policies and procedures.**

Staff not following policies and procedures will be referred to the School District Human Resources.

Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/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 polices, procedures and processes established.

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

Schools must engage the district from the beginning.

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

Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing. Once the district is advised of a positive case, they must then report it to WorkSafeNB.

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

Outbreak Management Process

1. The Regional Medical Office of Health will notify the superintendent by telephone of the first confirmed case of COVID-19 in a school in their district. All other confirmed case(s) related to the outbreak will be communicated to the Superintendent by either telephone or by email.
2. The superintendent and the school principal must follow the orders of the Regional Public Health Office.

3. The school principals will inform parents and school personnel of a positive case of COVID-19 in their school and that more information will be coming from the Regional Public Health office.
4. Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, ensure public health measures are in place, advise on any additional cleaning/disinfection requirements and lead any communication that is required.
5. Communication to the school community will be guided by the Regional Medical Officer of Health, in collaboration with the school principal and superintendent.
6. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. Only a limited amount of school personnel, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19.
7. Public Health Officers will contact those individuals who must self-monitor or self-isolate. Public Health Officers will decide if a class, classes or the entire school population needs to be sent home to self-monitor or self-isolate. They will inform the school principal and the school district of the actions needed.
8. If exclusion/isolation is required, principals must ensure that measures are in place to inform parents and school personnel of the situation and of how important this control measure is with resources from Regional Public Health. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and school personnel cooperation is critical.
9. Public Health Officers or Public Safety Officers will monitor anybody who has been ordered to self-isolate.
10. In the event a school is required to closed due to an outbreak, the Regional Medical Officer of Health will give the directives in collaboration with the superintendent. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health. The superintendent is required to notify the Department of Education and Early Childhood Development.
11. In the event a school, region or the province is in the red phase, students will not be permitted inside the school building. School personnel will continue to work in the school building unless the school has been closed to school personnel by Public Health. This means that school personnel are expected to report to school and continue offering education to students at a distance.
12. Teaching and learning must not stop if students are sent home because of an outbreak. As part of their preparations for the upcoming school year, school personnel must 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.

13. Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the principal or the school district of when a class or a school (students and/or school personnel) can physically return to the school building.

Responses Following a Confirmed COVID-19 Case(s) in a School Regional Public Health response:

- Identify and notify the Superintendent of a confirmed case(s).
- Contact tracing and notify all individuals who have been in contact with the case(s).
- Provide directives to Superintendent and school principal on self-isolation (individuals, classrooms and schools) and cleaning and disinfecting.
- Notify the Superintendent and school principal when it is safe for individuals to return.

School Principal Response:

- Activate the Emergency Response Team, the Outbreak Management Plan, and the school Crisis Plan if required. This may need to be done virtually.
- Gather and provide contact tracing information to Regional Public Health, including extracurricular activities.
- Notify all school personnel and parents of confirmed case(s) or exposure after receiving approval from the Department of Education and Early Childhood Development and Regional Public Health. Direct all questions from parents that cannot be answered to the school district.
- Direct media requests concerning the confirmed case(s) to the Communication Director at the Department Education and Early Childhood Development. Please refer to Media Relations Following a Confirmed COVID-19 Case(s) in a School.
- Follow all Regional Public Health directives, including self-isolation and cleaning and disinfecting protocols.

School District Response:

- Notify the Department of Education and Early Childhood Development's Deputy and Assistant Deputy Ministers, Worksafe NB, the DEC and any Chief of First Nation communities of confirmed case(s).
- Activate the Emergency Response Team in cooperation with the school.
- Notify any other relevant school personnel (bus drivers, custodians, etc.).
- Coordinate all relevant tracing transportation information for Regional Public Health.
- Communicate any relevant information to any early Learning and childcare facility that is located in a school with a confirmed case(s).
- Send any relevant human resource information to affected school personnel.

- Direct all media request related to the confirmed case to the Department of Education and Early Childhood Development. Please refer to Media Relations Following a Confirmed COVID-19 Case(s) in a School.
- Provide any additional support to school principals as needed.

Department of Education and Early Childhood Development Response:

- Provide support to the school principal and school district.
- Communicate with unions and professional associations.
- Respond to any questions from unions.

Teachers’ Response:

- Respect confidential information of confirmed case(s).
- Cooperate with Regional Public Health and the school principal.
- Organize and mobilize full-time distance learning.
- Be calm, respectful and kind, and talk with students about confidentiality, etc.

Custodial Staff Response:

- Respect confidential information of confirmed case(s).
- Follow the directives from the school principal and the school district on appropriate cleaning and disinfecting protocols.

Bus Drivers’ Response:

- Respect confidential information of confirmed case(s).
- Cooperate with Regional Public Health.
- Follow appropriate cleaning and disinfecting protocols

ADDITIONAL CONSIDERATIONS e.g. Mental Health Support
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with K – 5 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 8-12 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

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

Orange Phase Requirements

The following details the changes in directives that will take place in a school when a region of the province has been placed in an Orange Alert Level. This document supplements the Return to school: Direction for school districts and schools as well as the COVID-19 Guidance for Early Learning and Childcare Facilities.

Travel Between Orange and Yellow Zones

Everyone travelling between Orange and Yellow alert zones must self-monitor and wear a mask for 14 days and must follow directives in accordance with the Mandatory Order as if they were in the Orange Phase. This applies to travelling professionals, supply teachers, school personnel and students, and employees of early learning and childcare facilities and children attending early learning and childcare facilities. This only applies to the individual who has travelled and does not apply to other members of the same household. It is recommended that members of the household self-monitor and get tested if they develop symptoms of COVID-19.

Orange Phase: Public Schools Mask Use

- Students in Grades K-12 are required to wear a mask on a school bus, even when sitting alone or with a member of the same household.
- Students in Grades K-8 are required to wear a mask at all times at school, except when students are sitting at a desk working silently, eating, or engaged in sports activities during physical education class. This includes when the students are outside.
- Students in Grades 9-12 are required to wear a mask at all times at school, except when students are eating, engaged in sports activities or during physical education class. This includes when the students are outside.
- School personnel are required to wear a mask at all times at school, except when they are eating or sitting alone in their closed office or classroom. This includes when school personnel are outside.

Changes in Directives for Early Learning and Childcare Facilities and Schools Nov. 19, 2020

Music Education and Activities

The use of wind instruments and singing are not permitted in an Orange Alert Level. Extra-curricular music activities, such as SISTEMA, theatre, choir and band, are not permitted.

Physical Education and Sports Activities

- Activities that are conducive to physical distancing, such as yoga, dancing and moderate walking, are recommended. It is also recommended that shared equipment not be made available for common use.
- Interscholastic, extra-curricular and intramural sport activities will be limited to practices and/or skills and drills within a single team.

Immunocompromised Students and Staff

Students and school personnel who are immunocompromised should contact their health care provider for direction. Distance learning plans will be put in place. The IWK has defined immunocompromised as being a person who:

- is having chemotherapy currently or have within the last 6 months
- is having radiation therapy
- has received a bone marrow transplant in the last year or Graft Versus Host Disease
- is a recipient of a solid organ transplant
- has sickle cell disease
- has a spleen that does not work
- has a genetic cause for immune dysfunction
- has HIV/AIDS
- is taking immunosuppressive medication
- has other history of immune suppression, as defined by a Physician.

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.

Travel Outside of the Province

Travel Children, students, school personnel and personnel of childcare facilities are often required to travel outside New Brunswick for essential reasons. The following table was developed to help parents understand the different rules regarding traveling and their impact on the education and early childhood services system.

Outside New Brunswick But Within Canada			
	Children Who Live Outside NB	Formal Shared Custody	Medical Exemption From Chief Medical Officer of Health **
Grades K-8	Students and personnel who live outside New Brunswick may attend school in New Brunswick. Weekly testing* in New Brunswick is made available to these individuals. The test is voluntary.	Students who travel outside New Brunswick to respect a formal shared-custody may attend school. The student and the NB parent are subject to weekly mandatory testing* under the Mandatory Order. The student must wear a mask following the orange level guidelines.	Students and personnel who travel outside New Brunswick under an exemption (such as medical appointment) may attend school. The individual is subject to day 7 testing and day 10-12 mandatory testing* under the Mandatory Order. The individual may attend school upon return to New Brunswick. The individual must wear a mask following the orange level guidelines.
Grades 9-12	Students who live outside New Brunswick will learn online.	Students who live outside New Brunswick will learn online. Students who travel outside New Brunswick to respect a formal shared-custody may attend school. The student and the NB parent are subject to weekly mandatory testing* under the Mandatory Order. The student must wear a mask following the orange level guidelines.	Students and personnel who travel outside New Brunswick under an exemption (such as medical appointment) may attend school. The individual is subject to day 7 testing and day 10-12 mandatory testing* under the Mandatory Order. The individual may attend school upon return to New Brunswick. The individual must wear a mask following the orange level guidelines.

* Childcare facilities and schools will NOT request the results of COVID-19 tests or if a test has been done.

** Weekly testing is available for individuals commuting on a regular basis for a medical exemption.

Campobello Island

Residents of Campobello Island are allowed to attend/work a childcare facility or school. They must follow the rules set out in the Mandatory Order. Students from Campobello Island are not permitted to attend extra-curricular activities in New Brunswick. Residents of NB who are not residents of Campobello Island are not permitted to attend extra-curricular activities in Campobello.

International Travel

At this time, children/students who live in the United States or who travel are not permitted to enter a childcare facility or a school for a period of 14 days after arrival in New Brunswick.

Non-Essential Travel

All individual who travels outside the province other than for work, medical care, child care/custody or for compassionate reasons approved by the Chief Medical Office of Health will be required to self-isolate for 14 days and will not be able to attend a childcare facility or a school. Schools will not provide education during this time.

COVID – 19 Operational Plan – Spookarama

Spookarama will take place on Thursday, October 29 from 6:00-8:30pm. There will be 5 Centers for students to visit in their bubbles during this time. Each center will be allotted approx. 15 minutes. A staff member will monitor the time and indicate when it is time to move to the next station.

The centers will be set up and visited in a circuit, so when a group finishes one center, they move on to the next in a circular fashion.

Upon arrival students will be met by a greeter outside of the school. The greeter will check their name off and see if they have prepaid with school cash online. The greeter will direct the students to their appropriate station.

Elementary students will remain with their bubbles at all time. Secondary students must wear masks and maintain a physical distance of 2m whenever possible. SRC volunteers as well as staff volunteers will wear masks and distance at all times as well. All that are entering or exiting the building will be asked to sanitize their hands.

Elementary 6:00 pm – 7:15 pm

Station A. Haunted Walk (back trail) – Atarting at the trellis by the gardens, and ending at the entrance by the soccer field. Someone will be located at exit to direct students where to go next.

Station B. Pumpkin Carving or Painting – Located on the pavement at the Elementary side of the school.

Station C. Mummy Wrap – Held in the Kindergarten classroom.

Station D. Monster Mash Limbo – Located in the Gym.

Station E. Zombie Bowling – Set up on the rink.

Kindergarten	6:00 – 6:15	Haunted Walk
	6:15 – 6:30	Pumpkin Carving
	6:30 – 6:45	Mummy Wrap
	6:45 – 7:00	Monster Mash limbo
	7:00 – 7:15	Zombie bowling

Grade 1	6:00 – 6:15	Pumpkin Carving
Grade 1	6:15 – 6:30	Mummy Wrap
Grade 1	6:30 – 6:45	Monster Mash limbo
Grade 1	6:45 – 7:00	Zombie bowling
Grade 1	7:00 – 7:15	Haunted Walk

Grade 2	6:00 – 6:15	Mummy Wrap
Grade 2	6:15 – 6:30	Monster Mash limbo
Grade 2	6:30 – 6:45	Zombie bowling

Grade 2	6:45 – 7:00	Haunted Walk
Grade 2	7:00 – 7:15	Pumpkin Carving

Grade ¾	6:00 – 6:15	Monster Mash limbo
Grade ¾	6:15 – 6:30	Zombie bowling
Grade ¾	6:30 – 6:45	Haunted Walk
Grade ¾	6:45 – 7:00	Pumpkin Carving
Grade ¾	7:00 – 7:15	Mummy Wrap

Grade 4/5	6:00 – 6:15	Zombie bowling
Grade 4/5	6:15 – 6:30	Haunted Walk
Grade 4/5	6:30 – 6:45	Pumpkin Carving
Grade 4/5	6:45 – 7:00	Mummy Wrap
Grade 4/5	7:00 – 7:15	Monster Mash limbo

And so on as they circulate by bubble to each station.

Escorts will be assigned to each class to guide them as they travel from place to place.

Middle Level Arrives at 7:15 – 8:30.

Grade 6/7	7:15 – 7:30	Haunted Walk
Grade 6/7	7:30 – 7:45	Pumpkin carving
Grade 6/7	7:45 – 8:00	Mummy wrap
Grade 6/7	8:00 – 8:15	Monster mash limbo
Grade 6/7	8:15 – 8:30	Zombie bowling

Grade 7/8	7:15 – 7:30	Zombie bowling
Grade 7/8	7:30 – 7:45	Haunted Walk
Grade 7/8	7:45 – 8:00	Pumpkin carving
Grade 7/8	8:00 – 8:15	Mummy wrap
Grade 7/8	8:15 – 8:30	Monster Mash limbo

High School arrives at 8:00 to do a Haunted Walk through the back trail. As Student Council helps finish with their group, they can go do the Haunted Walk as long as they are masked and stay physically distanced.

COVID – 19 Operation Plan – Grad Class Drive-Thru Breakfast Fundraiser

Details of event:

The graduates of 2021 and a few staff members will be hosting a grad class drive-thru breakfast fundraising event on Saturday November 7th. The grads and supervising staff will arrive at 7am to begin prepping meals. At 9am we are scheduled to start serving. At 12pm we will stop serving. After this, the graduates and supervising staff will clean the culinary room, in which they will be cooking and packaging the breakfast meals.

Safety procedures:

1. A supervising staff member with proper food handling and safety certification will be in the culinary room supporting the graduates the entire time meals are being cooked and prepped. This will be our school's community coordinator, Marcy Malloy.
2. All graduates have already learned proper food handling procedures through culinary tech (all grads are enrolled in this course).
3. Upon entering the building all volunteers (grads and staff) will be screened with the recommended COVID-19 questionnaire. Each volunteer will also need to sanitize their hands upon entry. A list of who enters the building will also be taken.
4. All hallway doors will be open for students to walk through on their way to the culinary room. They will be directed to take the path down the elementary hallway and up the stairs at the end of the hall (by the exit near the rink) to the culinary room.
5. During the event there will be students designated to work exclusively in the culinary room and others as runners.
6. The runners will be responsible for bringing the packaged breakfast meals down the stairs, through the elementary hallway, and out the front entrance to deliver the meals.
7. Those picking up breakfast meals will drive to the front entrance of the school where a graduate will walk out and deliver meals to them. No one is to exit their cars. Each time the delivering graduate returns back into the school they will be required to sanitize their hands.
8. A separate designated volunteer will be responsible for collecting money paid the day of the event (preordered meals will be documented before the event and will not require money the day of).
9. Following the event, all volunteers will support in cleaning the culinary room back to its initial state, including sanitization.
10. All volunteers will be directed to use only the upstairs female and male student bathrooms and staff will use the one staff bathroom on the upper level of the school.
11. All volunteers will wear masks for the entire event and social distance where possible.
12. A school phoner message will be sent out on Friday November 6th asking the community to please wear masks when they arrive to pick up their meals in their vehicles.

A custodian has been booked to follow up on COVID-19 cleaning procedures following the event. The custodian will be debriefed about which areas the volunteers were in contact with so that they can ensure proper sanitization occurs.

OPERATAIONAL PLAN – C-NCS Basketball

Before playing, prepare yourself:

- Wash your hands with soap and water for at least 20 second before going on court or with disinfectant.
- Bring hand sanitizer.
- Don't share personal items or equipment with teammates.
- Make sure you have enough water before leaving the house to avoid having to touch a tap or water fountain.
- Consider wearing a mask when in the facility; you can remove it properly when playing: <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf>
- If you cough or sneeze, do so in a tissue or in your sleeve.
- Avoid touching door handles, benches and all other objects where the virus could survive. If you touch something, make sure to wash your hands and disinfect the surface you have touched.

Do not play if you:

- Have COVID-19 symptoms such as fever, cough, difficulty breathing, or any other symptoms identified by health expert.
- If you have been in contact with someone who has been diagnosed with COVID-19 in the last 14 days. Please call 811.
- If you have travelled outside the Atlantic bubble the last 14 days, please call 811.

SCHOOL TEAM:

- No parents are allowed in the gym; parents will drop their kids at the facility and will wait for them outside when the practice or game is over.
- Non-playing areas must be arranged to accommodate physical distancing guidelines.
- Encourage players to respect social distancing of 2 meters when possible. If you can't accommodate physical distancing, wear a mask; you can remove it properly when playing.
- Have hand sanitizers available for the players however each player should be encouraged to have their own personal hand sanitizer.
- Have all players fill out the declaration of compliance before entering the gym and keep a list of all players and coaches that are in the facility, with their

contact information and your practice date and time and keep it in a safe place. Record keeping for participants is required to facilitate contact tracing.

- Please only use the washroom if necessary and be sure to have your face mask on when entering as physical distancing may be difficult inside.

COACHING STAFF:

- The coaching staff will have to ensure all distancing and hygiene protocols are followed.
- If you have any flu or cold-like symptoms (regardless how minor) please stay home. Respect people's concerns and please do not bring them to the gymnasium.
- Practice physical distancing of 2 meters between yourself and any players, coaches, or staff. If that distance is not possible, coaches must wear a face mask.

STUDENT ATHLETES:

- Student Athletes should come changed and prepared to play. The only changing required upon arrival should be your outdoor shoes with your indoor shoes.
- Coaches and participants must wash hands inside the entrance doors of the facility (before entering the gym) and before leaving the facility.
- Arrive and leave as close to the scheduled times as possible to reduce your time at the gymnasium.
- Loitering, hanging around or chatting afterwards should be minimized.
- Players should avoid touching any surfaces to minimize common contact (e.g. stair railings, seats, entry doors, benches).

PRACTICE:

- For every practice or game, the coach/volunteer will be at the door taking attendance of everyone entering the facility. The coach/volunteer must keep the record of every practice in a safe place and must be ready to provide that list if asked by Public Health. Players should avoid touching their face with their hands.
- Coaches/volunteers must wear a face mask whenever coming within 6 feet of any players.
- Players should have their own personal hand sanitizer, face mask, face towel and water bottle court side. Players should be directed to disinfect their hands every time prior to grabbing their towel or water bottle. At the end of practice, all basketballs must be sanitized and put away.

BASKETBALL NB DECLARATION OF COMPLIANCE – COVID-19

Individual Name (print): _____
Individual’s Parent/Guardian _____ (if
the individual is younger than 19 years old)
Email: _____
Telephone: _____

**WARNING! ALL INDIVIDUALS ENTERING THE FACILITY MUST COMPLY WITH THIS
DECLARATION of Basketball NB**

Basketball NB requires the disclosure of exposure or illness is in order to safeguard the health and safety of all participants and limit the further outbreak of COVID-19. This Declaration of Compliance will be kept safely, and personal information will not be disclosed unless as required by law or with your consent. The coronavirus disease COVID-19 has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19 and requires all individuals (or their parent/guardian, when applicable) to adhere to the compliance standards described in this document. An individual (or the individual’s parent/guardian, if the individual is younger than 19 years old) who is unable to agree to the terms outlined in this document is not permitted to enter the facilities or participate in the activities, programs, or services provide by the Club.

I, _____ (the undersigned being the individual named above and/or the individual’s parent/guardian if the individual is younger than 19 years old), hereby acknowledge and agree to the terms outlined in this document:

1. The individual has not been diagnosed with COVID-19 OR if the individual was diagnosed with COVID-19, the individual was cleared as noncontagious by provincial or local public health authorities.
2. If the individual is a front-line worker (such as hospital staff, long term care staff), or other individual who interacts with individuals who have confirmed or suspected cases of COVID-19, the individual has worn proper and approved Personal Protective Equipment at all times whenever they interacted with an individual who has a confirmed or suspected case of COVID-19 in the last 14 days.
3. If the individual is not a front-line worker, or other individual who interacts with individuals who have confirmed or suspected cases of COVID-19, they have not been exposed to a person with a confirmed or suspected case of COVID-19 in the last 14 days.
4. The individual is attending or participating voluntarily and understands the risks associated with COVID-19. The individual (or the individual’s parent/guardian, on behalf of the individual (when applicable)) agrees to assume those risks, including but not limited to exposure and being infected.

5. The individual has not, nor has anyone in the individual's household, experienced any signs or symptoms of COVID-19 in the last 14 days (including fever, new or worsening cough, fatigue, chills and body aches, respiratory illness, difficulty breathing, nausea, vomiting or diarrhea, pink eye, or loss of taste or smell).
6. If the individual experiences, or if anyone in the individual's household experiences, any signs or symptoms of COVID-19 after submitting this Declaration of Compliance, the individual will immediately isolate, notify the Organization, and not attend any of the Organization's facilities, activities, programs or services until at least 14 days have passed since those symptoms were last experienced.
7. The individual has followed the Federal and Provincial government-imposed travel restrictions. If the individual has travelled to any restricted areas after submitting this Declaration of Compliance, the individual will not attend any of the Organization's facilities, activities, programs or services until at least 14 days have passed since the date of return.
8. The individual is following recommended guidelines, including but not limited to, practicing physical distancing, trying to maintain separation of six feet from others, adhering to recognized hygiene best practices, and otherwise limiting exposure to COVID-19.
9. The individual will follow the safety, physical distancing and hygiene protocols of the Club.
10. This document will remain in effect until BNNB or the Club, per the direction of the provincial government and provincial and local public health authorities, determines that the acknowledgements in this Declaration of Compliance are no longer required.
11. BNNB and/or the Club may remove the individual from the facility or from participation in the activities, programs or services at any time and for any reason if they believe, in its sole discretion, that the individual is no longer in compliance with any of the standards described in this document.

Signature: _____ Date: _____

** Parent/Guardian if the individual is younger than 19 years old. Individual if 19 and over.

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.

Symptoms have included:

- Fever above 38 degrees Celsius
- A new cough, or 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
- Loss of sense of smell
- In children, purple markings on the fingers and toes
- Difficulty breathing

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 the Atlantic Bubble within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
- Have you travelled to a Yellow Zone within the last 14 days?
- 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.

For the latest information visit: www.gnb.ca/coronavirus