**CARLETON NORTH HIGH SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

The operational plan was provided to school personnel for input on Friday, August 21st as well as to district Health and Safety Coordinator, Danny Lawson. Feedback is ongoing with both staff and Danny Lawson, and changes have been made after numerous emails and virtual meeting as recent as Tuesday, September 1st , 2020. The plan will be circulated to all persons by email and social media who work, attend or have students who attend Carleton North High School. Staff engaged in a collaborative discussion on August 31st, 2020 to provide final input. The plan will be shared with staff who do not return to work on August 31st in small groups or individually on their first day of reporting to work.

Students: Elements of the operational plan were communicated to students initially through a voice message and email sent to all parents’ homes on August 27th, 2020. The Parent School Support Committee (PSSC) were solicited for feedback regarding elements shared on August 26th and were provided a deadline of August 30th. The plan will be released to public on September 3rd, 2020. Upon returning to school, the plan will be discussed in great detail by homeroom teachers as each grouping enters the school in the sequence planned. 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 by Last Name |
| September 8 | 1/2 | 9 (A – J students) |
| September 9 | 1/2 | 9 (K – Z students) |
| September 10 | 1/2 | 10-12 (A – J students) |
| September 11 | 1/2 | 10-12 (K – Z students) |
| September 14th | 1/2 (starting Day A rotation) | 9-12 (A – J students) |
| September 15th | 1/2 (starting Day B rotation) | 9-12 (K – Z students) |

**Communicate operational strategies, provide orientation to visiting professionals:**

Visiting professionals will be provided a copy of our plan by administrative staff upon entering the building. Supply teachers will receive the plan in Aesop prior to coming and all persons will be able to view a video loaded to our school website prior to arriving at the school. Once a person signs in at the office, an orientation will be provided with a summary of key elements of our safety plan as well as orientation as per health and safety guidelines currently in place.

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

On August 13th, a message was sent to parents/caregivers providing initial information on the use of personal protective equipment, as well as reinforcing key elements discussed by EECD in the *Return to School Document* sent to parents. Parents received this information both in voice and email. The PSSC received draft elements of the plan and were requested to provide feedback and address concerns. Parents were sent a comprehensive email and the elements of the operational plan (see timeline above). The plan will be placed on the school website and social media platforms (Twitter & Instagram). Parents/caregivers were asked to send questions to the school through voice messages or through school e-mail. These questions have been answered in a Q&A format and have been provided to parents/caregivers in the means referenced above. Anyone who has additional concerns has been directed to call the school and speak to an administrator.

**BUILDING ACCESS:**

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

All parents/caregivers are restricted from entering the school without first organizing an appointment time, unless they are signing a student in or out for personal reasons. Parents/caregivers will be screened at the office entrance, and if they are only picking up or dropping off students, they will be restricted to the waiting space indicated on the floor in the lobby. All visiting professionals providing service to students, or consulting with students/staff, will arrange meeting times through the school administrative assistants or staff prior to arrival. Scheduled drop off and delivery by vendors of school products and services will be tracked through sign-in sheets that are managed by administrative assistants. When possible, dates and times of deliveries will be scheduled. The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. All parents/caregivers and visiting professionals will enter and exit through the office entrance of the school. Parents/caregivers will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only. Parents/caregivers who are planning to pick students up will be asked to phone the office in advance; they will need to indicate what time the student(s) is to be picked up and by whom. Upon arrival at the school the parent/caregiver will be asked to call the main school line 392-5120 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the main door of the school. After communicating with the parent/caregiver, the administrative assistant will call the student from the appropriate classroom and will then record the details (name, time) at the Office counter.

Students who arrive at school after 8:25am will be permitted entry to the building by one of the administrative assistants at the main entrance. The administrative assistant will ensure that the student records the time and reason for their late arrival.

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

Students who arrive prior to 8:00am will come in through the main entrance and will have to remain in the lobby/cafeteria keeping a physical distance of 2m while wearing a face mask. Students who arrive on buses will enter the school using the B-wing bus loading doors. They must wear a mask upon entry and maintain the face mask until they are seated in their classroom when the instructional day begins. Traffic flow in the hallways will be bi-directional and single-file while continuing to wear a mask. Upon dismissal, students will use the B-wing bus loading doors, again while continuing to wear a mask. Controlled dismissal will occur at the end of each day starting with walkers and students with their own transportation and those who are picked up. The remaining students will be dismissed in three stages based on when their buses arrive. Dismissal 1 are the first buses to arrive (Bath area) and dismissal 3 are the last buses to arrive (Florenceville area).

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. The provided and preferred hand sanitizer is a product called E-Z PUR (see attachments for product information). Staff are encouraged to maintain a 1m distance between themselves and students. In the event that 1m cannot be respected, masks will be used by students and staff. In addition, staff may choose to wear a face shield.

Students should use their own personal belongings like pencils and pens, for example. 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 open windows for increased fresh air flow, however, as the school is equipped with an H-Vac system, air filtration by ASD-W facilities is deemed sufficient. When possible, teachers are encouraged to take students outside to learn (teachers will notify the office and provide the learning location).

Students will move from class to class and will be responsible for sanitizing their workstations before exiting the room. Teachers will provide time at the end of each period and ensure that students complete this task prior to leaving the room. It is recommended that staff spray student stations and that students wipe the station down after 1 minute. The provided and preferred sanitizer is Oxivir (<http://solutionsdesignedforhealthcare.com/solutions/products/disinfectants/oxivir-tb-rtu>).

**Library** – The library is open for use. Once seated, if 1-2 m of physical distancing can be maintained, masks can be removed. Some computers have been covered and are not in use and extra chairs at these stations have been removed to guarantee physical distancing while using Library computers. Like in classrooms, if students are not seated and cannot maintain 1-2m of distance, they must wear a mask. Work areas need to be sanitized by students when they are ready to leave the area. Computer keyboards cannot be sprayed directly, but instead paper towel should be sprayed which would then be used to sanitize the keyboard.

**CHOICE Center** **/ Essential Skills** – This is the high school Makerspace equivalency that is connected to Mr. Carswell’s business courses. It will be used by him and any teacher that is further approved to work from the designated spaces. Sanitizer will be used to sanitize all tools and stations used. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving the location.

**Art/Music Room** – Regular scheduled classes for these subjects will occur as usual following the curriculum with related adjustments that have been communicated by learning specialists. Students will be required to clean any tools or instruments used as well as their workspaces. Where music instruction is concerned, students may sing provided adequate space is provided. This will not occur in the regular music classroom. Additionally, wind instruments can now be used with proper sanitizing between students. Teachers will ensure instruments are cleaned prior to students sharing. Teachers will ensure that all materials and stations are sanitized at the end of each period or prior to other students using the same tools, materials, or instruments. Pre-packaged tools or implements will be provided for students in all Art classes and Mrs. Galbraith and Ms. Dubois will ensure that limited sharing occurs in these learning environments.

**Science Labs** – We have three functional science labs which are used on a regular basis. Students will rotate from these work areas as they normally do with the same expectations around sanitization as any other classroom. Where lab materials are concerned, they must be sanitized before other students use them. Sharing of resources should be kept to a minimum and teachers will attempt to ensure that students have individual materials where possible.

**Computer Lab** – Teachers are permitted to use the labs with students; however, the computers have been reduced to a maximum of 15 and those not in use remain covered. Any used, will be sanitized by wiping the keyboard with paper towel that has been sprayed with sanitizer. Sanitizer cannot be sprayed on the keyboard or mouse. Teachers must ensure they sign the labs out as per our current sign-out procedure and must ensure that they have a seating plan so each student who sat at a specific station can be identified.

**Changing Rooms** – Changing rooms will be cleaned at a minimum of three times per day. Students may access changing rooms but are limited to 5 persons at a time keeping a physical distance of 2m. Showering will not be permitted. Students using the female changing room can use one directional travel from inside the gym to the exit in the corridor and return to the gym. Students will not be assigned lockers and must bring their possessions back into the gym and be placed in the designated spaces provided by teaching staff.

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

Hand sanitizing stations will be provided in all workspaces. Any movement through common areas requires a mask when students and staff move through them together. Once located in additional workspaces, masks can be removed with physical distancing of 1m. Custodians will wear masks during unstructured times and in all common areas; however, during instructional time when students and staff are in workspaces, they may remove their masks as they perform regular and increased sanitization responsibilities. As Carleton North High School is a contracted school, Custodial staff and their employer will follow the expectations set out by ASD-W and shared resources for all unionized employees will also be provided for them. Additional PPE as needed will be provided when decontamination is deemed necessary if an outbreak is identified, or where students/staff remove themselves from the school if two or more symptoms present.

**Resource Area** – Students using the area with Resource Teachers or Educational Assistants will be identified and follow regular schedules. Lists of students using the area will be kept daily. Between working with students, chairs, tables, and any areas touched by the student(s) must be sanitized. 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.

**Home Ec / Kitchen Area –** Students scheduled for Culinary Technology classes or Nutrition classes must wear face masks and should wear gloves when appropriate. (Noted by health and safety, gloves do not prevent transmission, and may increase it if persons using gloves touch their face or sneeze/cough towards their hands where respiratory droplets fall). A face shield is not necessary but may be worn. An increase in student fees for such classes may occur based on the need for gloves or face shields. Shared resources will occur in this area, which requires appropriate methods of sanitation between students or teams using the implements of the program.

**Guidance Area** – After each meeting with students, chairs, tables, and any areas touched by the student(s) must be sanitized. Chairs and furniture in the guidance area are to be kept to a minimum and be of a material easier to sanitize.

SLP – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. After each meeting with students, chairs, tables, and any areas touched by the student must be sanitized.

APSEA WORKER – the APSEA Worker will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. After each meeting with students, chairs, tables, and any areas touched by the student must be sanitized.

District Personnel meeting with CNHS Staff – When a distance of 2m cannot be maintained, masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving. All district personnel will wear face masks in all common areas of the school and during unstructured time.

**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 approximately 1 – 15 persons per period (5 periods each day) and with their teachers and any other school staff as per their personal plans indicate during instructional time. There may be limited classes where more than 15 students attend due to special circumstances but that will not be the norm.
* Students may interact with an undetermined number of peers during non-instructional times.
* Students in grades 10-12 will be permitted to leave school grounds during their noon hour; however, students in grade 9 are restricted to campus.
* Students may have interactions with others at less than 2m once seated inside the classroom. These interactions should not be closer than 1m, and if necessary to encroach this distance as directed by the instructional plan, will require student and staff wearing a mask.
* Students will have prolonged interactions with others (longer than 15 minutes).
* The setting in classes is restricted to 15 persons where possible.
* 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:**

Anyone showing signs of illness will be placed in one of four identified spaces based on availability. The sick room will be the first choice, then one of two other meeting rooms adjacent to the main office. The fourth location will be the meeting space within the main office. The individual who is sick must be wearing a mask. All persons in proximity to the symptomatic individual will be required to wear a mask 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). Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

**PHYSICAL DISTANCING:**

**Consider staff, students, visiting professionals, parents/guardians, and community members**

**Arrange furniture to promote the physical distancing requirements (include a reception area)**

**Provide visual cues on floor, indicate directional movement were appropriate, “no-stopping” areas in narrow hallways, etc.**

**Hallways**:

Hallways will have directional arrows placed on the floor. Students will keep to the right down each hallway and stairwell and will proceed during transitional times in single file. During noon time, students travelling in halls must respect single file and bi-directional travel.

**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**: Couch, loveseat and lounge chairs will not to be used. Tables are set up so that physical distancing is respected. No more than 8 people can be seated and eat in the staffroom at once. Other staff members may walk into the area to access their food. As this area also serves as the main workspace for photocopy and material prepping, staff can use the space one at a time increasing the total number of persons remaining in the area to 9.

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

Use of the school dishes, glasses, cutlery, dishwasher, and sink are still permitted. Staff cannot leave unwashed dishes after use; they must be placed in the dishwasher or washed immediately upon leaving the area. Microwaves, fridge, and stove must be sanitized after each use by the individual.

**Office**: When visitors arrive and wish to enter the office, they must report to the main window. Permission **must** be given by the administrative assistant to enter the office area. No more than **2** additional staff can be in the office besides office personnel at a given time. 2m of distance between staff will be maintained and when it cannot, a face mask must be worn. When staff enter the office, they may do so from any entrance; however, they need to respect the number of persons in the office area. Administration are limited to one person in addition to themselves in their offices. Meetings between 3 and 7 persons must occur in alternates spaces such as the conference room.

**Staff Meetings**: These will be held in the library as physical distancing requirements can be maintained in the large space.

**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.**

All hallways will have directional arrows that illustrate bi-directional travel. Students will be reminded to walk closely to the wall. Upon entering the school from the bus loading zone, students will proceed directly to their homeroom/period 1 classes. Congregating in hallways will not be permitted nor will students be able to congregate in locker areas. Common areas, stairwells, and halls are wide enough to support bi-directional travel. Locker areas have been closed to mitigate congregating and students will not be permitted in the locker areas for any reason.

**TRANSITION:**

There are 4 transition times aside from entry to the school, noon, and dismissal. These transitions occur after each period with the longest being the 10 minute nutrition break. After period 1, students have 10 minutes to use the washroom and pick-up breakfast items if they choose from the breakfast program and/or the cafeteria. Students will need to take their food with them to period 2 and consume at their workstations due to time and space constraints and being required to wear a mask in common areas. At the end of period 2 and 4, students will proceed directly to their next classes and place their belongings at their workstations. They will then proceed to the washroom if need be. At the end of period 3, students will proceed to eating locations established in the cafeteria and first floor B-wing. There is a maximum capacity of 55 students in the cafeteria at one time, and 15 students per eating area assigned in four additional spaces (Resource, MSTE lab, additional new space, and C101). Eating locations will be monitored and will be first come, first serve. There are two times set up to accommodate the number of students eating onsite. The first group can eat the first 20 minutes of noon and then must leave the eating location. The second group can eat during the second 20 minutes of noon. Students not wishing to eat onsite may leave school property as they have previously. Please note, all grade 9 students are restricted to campus. At the end of period 5, students dismiss with control from staff based on personal transportation and walkers first, then flights 1-3 of buses and must not linger or loiter.

**Supervision**:

Students will be supervised using the same ratio previously established. The student body is cut in half and does not need additional duty, except where eating locations are concerned. Students will not be permitted to congregate in vehicles. When outside, they need to respect physical distancing of 1m. Masks are not necessary outside if physical distancing of 2m is respected. Public displays of affection are not permitted, and all students must keep physical distance guidelines intact both inside and outside the school.

**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.
* As per provincial protocol, parents/caregivers will need to have their child tested for COVID-19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether or not testing is required.
* Members of the public who have an appointment to enter the building will be required to answer the COVID-19 questions prior to entering the building.

**Ensure that the staff understands and implements its screening process.**

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use prior to leaving for work each day. Staff will monitor their health and symptoms. They are encouraged to take their temperature before leaving home.

**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, they will notify 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 are to self-monitor throughout the day. If students or staff become ill, they are to report this to their direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff 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 be placed in one of four identified spaces based on availability. The sick room will be the first choice, then one of two other meeting rooms adjacent to the main office. The fourth location will be the meeting space located within the main office. The individual who is sick will be given a mask to wear (if they do not have a mask). All persons in proximity to the symptomatic individual will be required to wear a mask 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). 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. All 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.**

All staff who work with students in areas outside of classrooms will monitor their bottles of sanitizer and will ensure that it is refilled when levels are low. Paper towel dispensers will be monitored, and when low in each room, advise the administrative assistants so that custodial staff can replace and refill them.

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

Randy Johnson, head custodian, will monitor supply levels and communicate with Heather Nicholson, administrative assistant, when supply levels are such that additional supplies need to be ordered. Becky Dillon will be notified at ASD-W where supplies of sanitizer and paper towel are concerned, and Danny Lawson will be notified where additional PPE is required. As noted by Shawn Tracey, ASD-W Director of Finance and Administration, emergency supplies from EMO can be accessed by schools to limit the amount of dollars spent from school budgets where PPE is concerned.

**Washrooms are equipped with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.**

* Larger student washrooms located on the first and second floor of the C-wing are limited to 2 persons. The doors on these washrooms has been removed to allow visibility and supervision as to the number of persons in the washrooms. Students can still use the washroom with privacy respected. Stalls and urinals have been reduced to ensure 2-person capacity.
* Public washrooms in the Lobby of A-wing have a maximum capacity of 1 person.
* Student washrooms located in the D-wing on the first and second floors have a maximum capacity of 1 person.
* Staff washrooms located on the corners of C-wing on both the first and second floor are limited to staff members only.
* The two washrooms located in the B-wing hall adjacent to the main staff room will remain as they are, with 1 being staff and the other for all persons.
* The student washrooms located in the B-wing on the second floor have a maximum capacity of 1 person.
* Washrooms will be cleaned a minimum of three times daily between 8:00 am and 3:15 pm.
* Custodial staff will monitor levels of soap, paper towel, toilet paper, and hand sanitizer in all washrooms frequently and ensure that supply levels are adequate.
* 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.

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

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

* Any location outside of the regular classroom where students receive instruction by teaching staff, educational assistants, or visiting professionals will be equipped with sanitary spray bottles and paper towel.
* Staff who work with students in these locations will be responsible for informing the office when levels are low and custodial staff will refill bottles and paper towel when necessary.
* Hygiene and handwashing posters will be posted in these locations.

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

Staff will work with students to remind, model, and reinforce washing their hands and/or hand sanitization frequently and before and after handling shared items.

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

If staff members notice that the ventilation system is not working, they will notify Heather Nicholson or administration immediately. The Facilities Repair line will be contacted by the Heather Nicholson, Randy Johnson, or an administrator. This will be considered an “emergency” issue. Facilities will 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.**

As per the requirements in the *Return to School Document*, students must wear a facemask when getting on and off the bus, as well as keep it on during travel if not seated alone or sitting with a family member. Facemasks are mandatory in all common areas at the school, during transition times, and may be required for brief periods of time in classrooms when physical distancing cannot be respected. Outside of the classroom, a distance of 2m is required by all persons in the building and 1m within the classroom during instructional time. Student capacity in classrooms will be limited to 15 persons per room where and when possible.

**Promote appropriate hand and respiratory hygiene.**

Staff will reinforce and model appropriate hand and respiratory hygiene. Lessons and/or review of this will be done 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, custodial staff will be notified via one of the administrative assistants who will contact the Facilities Repair line. A sign will be placed on the door of the washroom or sink where the problem occurred. Any issues with water will be considered an “emergency” issue.

**Provide hand sanitizer.**

All classrooms and work areas will be provided with E-Z PUR hand sanitizer as per communicated by ASD-. 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 administrative assistants and custodial staff.

**Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.**

Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and paper towel 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. will be cleaned prior to and following each transition time, following noon hour, 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. Additional barriers for teacher desks are available upon request through ASD-W facilities and health and safety coordinator.

**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 when working with identified students in specific identified areas. It is noted that any staff can request a face shield and may choose to wear non-latex gloves. It is noted that gloves do not reduce the risk of transmission. Proper hand hygiene practices do.

**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 assistants. Administrative assistants 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 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 and Student Transportation**

Unfortunately, cafeteria services will not resume until September 28th, 2020. Until then, all grade 9 students as well as any grade 10-12 students not leaving school property at noon will require a bagged lunch from home. We recognize this is an inconvenience. We recommend students having bagged lunches across grade levels 9-10 and for those who do not have their own transportation. Based on the New Brunswick Motor Vehicle Act, student drivers in high school are driving on a Graduated Driver’s Licence (GDL) and are classified as level 1 or level 2. Those who are eligible to drive without an unrestricted supervisor, are only level 2 GDL and are limited to transporting **no more than 3 persons** regardless of the number of seats in a vehicle. Students transporting themselves on and off school property with their personal vehicles must respect the law. Students who transport themselves using scooters are further restricted based on their licence and size of the scooter engine and are not permitted to transport any person other than themselves on their scooters. Students who violate the law will lose the privilege of bringing personal vehicles on school property. Only licenced vehicles for regular road/highway use are permitted on school property.

**OCCUPATIONAL HEALTH AND SAFETY**

**Occupational Health and Safety Act and Regulation Requirements**

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

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

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

1. [The right to know](https://ohsguide.worksafenb.ca/topic/rights.html#know) about health and safety matters.
2. [The right to participate](https://ohsguide.worksafenb.ca/topic/rights.html#participate) in decisions that could affect their health and safety.
3. [The right to refuse](https://ohsguide.worksafenb.ca/topic/rights.html#refuse) work that could affect their health and safety and that of others.

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

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

Staff will have access to this document. Staff will provide students with the information in this document at an age/grade appropriate level. New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

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

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

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

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

Records of orientation, training and inspections will be kept by administrative assistants and school administration.

**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. Karen O’Keefe is designated as the contact person who will update administration and staff with Public Health newsletters.

**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.**

Face shields, gloves, and other situational PPE will be provided as required for staff. Face masks are the responsibility of the employee and families. The school has purchased 500 extra masks and will been given an additional 200 for emergency situations but cannot and will not be responsible for daily or weekly need.

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

Staff not following policies and procedures will be referred to 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. Staff are advised to read information on the following website:

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

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

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

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

**Schools must engage the district from the beginning.**

This plan will be evaluated by the district. The plan will be reviewed as needed 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 the school becomes aware of one confirmed case of COVID-19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.
* If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place, and will lead any communication that is required.
* In the event a school, region, or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.
* Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school.
* If exclusion/isolation is required, the principal or vice-principal will inform parents/caregivers and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental/caregiver 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 1m and wear a mask.
* The symptomatic individuals must wear a mask.
* Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
* If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/caregivers to ensure that disease information is available for school personnel and parents/caregivers 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. Administration will provide check-in with teachers on a weekly basis. EST-R will make contact with Educational Assistants on a weekly basis. The principal will contact custodians, administrative assistants, library assistant, and any other staff members on a weekly basis.

As per Department guidelines in grades 9-10, a percentage of each day will be working with students to promote their social, emotional, and physical health. In addition, as required students will be provided individual and/or group support by our school EST-G. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional, or physical health.

**Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact** [**NACTATR Guide to School Re-Entry**](https://nactatr.com/news/files/01GuideRe-Entry.pdf)**.**

All school staff participated in the training module provided and were given the facilitators guide and the guideline document, as well as a live session with Kevin Cameron on September 4th, 2020.

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

**Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:**

**Do you have any of following symptoms:**

**If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop.**

**If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.**

* A fever of above 38°C
* A new cough or a worsening chronic cough
* Sore throat
* Runny nose
* Headache
* A new onset of fatigue
* A new onset of muscle pain
* Diarrhea
* Loss of sense of taste or sense of smell
* In children, purple markings on fingers or toes

**If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.**

**If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.**

* Have you had close contact within the last 14 days with a confirmed case of COVID-19?
* Have you had close contact within the last 14 days with a person being tested for COVID-19?
* You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
* Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
* You have been told by public health that you may have been exposed to COVID-19.

**Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.**

**If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.**

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