

**Florenceville Middle School**  
**Covid-19 Operational Plan 2020-2021**

**Updated September 4, 2020**

**COMMUNICATIONS**

The operational plan will be communicated to staff, students and families as described below.

School personnel:

- The operational plan will be provided to school personnel via e-mail upon district approval of the plan. Staff will be asked to read through the plan prior to entering the building on their first day of work. On the first day of work, a virtual staff meeting will be held to go through the plan and ensure clarity of all areas. When EA's return to work on August 31, there will be a small group meeting to review the plan and ensure clarity of all areas.
- Visiting professionals such as district office personnel and supply teachers will be given an in-person orientation the first time that they enter the building during the 2020-2021 school year. They will be provided with a 'cheat-sheet' of the operational plan, as well will be provided via email the full plan prior to their arrival.

Students:

- The necessary parts of the operational plan will be communicated to students by homeroom teachers during the first days of school. Students will return to school on a staggered basis to ensure that they have the time to transition to school and allow proper introduction to new daily expectations and processes.

Staggered Entry:

Date	Grade Level
September 8, 2020	Grade 6
September 9, 2020	Grade 7
September 10, 2020	Grade 8
September 11, 2020	All Students

Parents/Guardians:

- Beginning on August 12<sup>th</sup>, a weekly video message will be sent to parents addressing concerns that they may have as well as slowly releasing information regarding the upcoming school year, as information is made public.
- Upon approval by district office, a summary of the plan will be provided to parents and the entire plan will be posted to our school website. Parents and guardians will be asked to communicate their concerns through the school email or through the talkmail system. These questions will either be answered via an upcoming message, or through a personal phone call depending on the nature of the question.

**BUILDING ACCESS**

FMS will reduce access to the school building to outside personnel as well as the public.

**Parents/Guardians:**

- A video tour of the building was sent home in the spring to our incoming students and will be resent prior to school beginning. A video version of 'meet the teacher' will be forwarded to families the week before school begins. A letter will be emailed on September 1, 2020 indicating which homeroom students will be in.
- Parent access to the school building will be reduced. Parents and guardians will be notified through the Operational Plan Summary Document, as well as through video message, that contact with school personnel will be through phone and or virtual meetings as much as possible. We will remind parents that if a student forgets something at home, we can take care of many of their needs. Necessary in person meetings will be by appointment only, and physical distancing/sanitizing measures will be in place.
- Parents or guardians who are picking up students on a regular basis will be asked to provide one note to the homeroom teacher and will be asked to wait outside at dismissal time. For appointments or one-time pickups, parents and caregivers will be asked to provide a note to the homeroom teacher that includes the time and person who will be picking up the student. The student will be encouraged to get ready just before their pickup time to reduce wait time for parents.
- When the parent/guardian arrives at school, they are asked to call 392-5115 to inform the administrative assistant of their arrival, or to use the buzzer to let us know of their arrival. The administrative assistant will then have the student sent from their classroom and will record the pickup. Parents are asked to wait in the vehicle.
- If students arrive following the opening of school, they will follow the normal protocol of ringing the buzzer and will be buzzed in by the administrative assistant. The late arrival will be recorded, as well as the reason for late arrival.

**COVID controls for the classroom:**

**Teaching classrooms:** Sanitizing stations will be available in classrooms, including appropriate signage. Students are encouraged to maintain 1m distance between themselves and students. The number of staff moving between classroom bubbles will be minimized. Students will mostly remain in homeroom classrooms while the teacher moves from class to class. Sharing of items will be minimized and disinfected between use. When possible, teachers are encouraged to take students outside to learn.

**Library:** The library will be open to classroom bubbles and students will visit the library to sign out books. The librarian will sanitize books upon arrival or leave for 72 hours. The librarian will disinfect tables between visits. Students will need to sanitize or wash their hands before entering and after exiting the library.

**Gymnasium:** Students will not be required to change into PE clothes this year, however, will be required to wear PE sneakers. Teachers will schedule their teaching based on unit to allow rotation of items so that they do not need to be sanitized as often. PE items for that unit/class will be stored in a closed container. After a group has finished a unit, the items will be sanitized. Teachers will be encouraged to instruct outside whenever possible.

**Changerooms:** The changerooms will not be used during the school year.

**Computer Lab:** Teachers will pre-book the lab. Students will be expected to wipe down screens, keyboards, mouse, table and chair prior to leaving. Students will need to sanitize before entering and after exiting the lab.

**Music/Art Room:** When at all possible, music and art classes will be scheduled in students' homerooms. The music and art teachers will be required to sanitize any equipment used by students directly after use.

**CYT Workroom:** If a CYT member is required to meet with a student, we will try to have pre-set meetings and use a plexiglass shield. The CYT member will disinfect the space after the student leaves.

**Main Office:** Divider will remain down to limit access. There will be a limit of 2 addition staff allowed to enter the main office at one time, and will be required to maintain physical distancing and wear a community mask.

**Staffroom:** The door will remain closed. Limit of 2 staff members in the eating area and 2 staff members in the kitchen area at a time. Staff will disinfect their sitting/eating space after use, as well will disinfect the microwave, Keurig, or fridge handle. Staff must bring their own dishes and utensils, taking them home each day. The sink is only to be used to handwashing.

**Guidance and Resource Areas:** Small group work will be limited to students in the same class. Between meetings, the workspace will be disinfected. Chairs and furniture are to be kept to a minimum and be easily disinfected. Staff will have access to PPE as needed.

## **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 interact with 1-6 adults while in the school building.
- Students will have some interactions with others at with less than 2m spacing.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The classroom setting 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 or reside with someone in a high risk group.

Mitigating factors to address the risks are as follows:

- Teachers will be provided with a script that outlines hygiene practices and expectations which will be reviewed daily during the first weeks of school. This will ensure that students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing, reasons for not sharing items such as water bottles, and how to identify when they are feeling ill.
- High touch surfaces will be sanitized as per district guidelines. Students will also be encouraged to accept a collective responsibility and keep their own work areas clean.
- Classrooms will be equipped with sanitizing materials such as disinfectant spray and paper towels.
- Students and school personnel will have access to hand sanitizing stations but will be encouraged to practice hand washing whenever possible.
- Teachers will be encouraged to make use of outdoor spaces for teaching whenever possible.

**Determine the physical isolation elements for people showing signs of illness in the operations plan for your school:**

Students: Any student showing signs of illness will be sent to the classroom to the left of the Principal's office. The classroom teacher will call the office to let them know to expect someone. The student will be asked to wear a mask, and anyone interacting with them will practice physical distancing as well as wear a mask. Parents will be informed and will be required to pick their child up within an hour of calling.

Staff: If a staff member is feeling ill, they will be required to isolate themselves until they are able to leave the building.

After the student or personnel have left the building, the custodian will disinfect the area according to district protocols.

## **PHYSICAL DISTANCING**

### **Consider staff, students, visiting professionals, parents/guardians, and community member:**

- Community masks are required in all common areas.
- Staff are encouraged to maintain appropriate social distancing from each other and students.
- Staff are encouraged to communicate with parents virtually.
- All face to face meetings will be scheduled in advance and social distancing will be required.
- The school building will remain locked to visitors. The administrative assistant will determine entry.

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

- The cafeteria will house only 2 tables, 3m apart from each other.
- There will be minimum furniture in all common areas.

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

- Foot traffic decals will be placed in the hallways indicating the path of travel.
- Staff and students will practice ‘stay to the right’ in the halls. Signage will be posted.
- Decals indicating the 2 m distance will be placed in areas such as the office and by water fountains.
- Students will be taught and directed not to touch the walls.
- For all times other than during noon hour (exiting the building – downward passage only, entering the building, upward passage only), stairwells will be one way traffic only. Downward stairwells: P21 stairs, stairs on McCain side entry. Upward stairwells: Bridge side stairs, playground stairs.
- Teachers and other supervisors will be responsible for ensuring that hallway traffic/congestion is minimized.

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

- Teachers will have access to plexiglass desk shields and face shields.
- When necessary, gym classes will be separated by a heavy curtain when necessary.

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

- Occupancy limits are placed on common areas with corresponding signage (ie. Staffroom, staffroom kitchen, office areas) .
- Large staff meetings will be virtual.
- Staff will arrive and exit through 3 doors, based on the proximity to their classrooms. Sanitize upon entry.
- Teachers will leave the building no later than 5pm.

**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.):**

- Staff and students will practice the “stay to the right” when travelling in hallways.
- There will be no stopping and talking/congregating in hallways.
- Staff will monitor to ensure that hallways are not congested and follow the enter/exit plan for whole group bubbles at noon hour.

## **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:**

- Students remain in the homeroom bubbles for most of the day.
- All staff and students will wear masks while in hallways or common areas.
- Teachers will move students through the hallways quickly, staying to the right.
- Students will stay within their classrooms during nutrition break. They will keep their lunch bags inside their desks for the duration of the day.
- Students will eat within their classrooms, other than 2 groups who will be allowed to eat in the cafeteria. The groups in the cafeteria will change on a weekly basis.
- Microwaves will be out of order.
- Students who purchase from the cafeteria will have their food delivered to their classrooms.
- Students will remain in their homeroom class for the majority of the school day. When the attend phys ed, MSTE they will follow the direction of travel, ensuring that they go down the appropriate stairwell (Described above). This will reduce bubbles passing each other in the hallways.

### **Supervision**

- During nutrition break, all teachers will be on duty. With their assigned partner, they can take turns having a necessities break.

- During noon hour, there will be 4 teachers on duty. Students will be assigned a weekly station on the playground where they will spend time with their bubble. (See appendix B) Teachers will be spread out to ensure students stay in their bubbles.
- Teachers will be provided with visual class lists to support them during supervision.
- When exiting and entering the building we will use 4 doorways. Teachers will have a 5 minute window for transition outside, and will exit according to the schedule. (See attached plan) At the end of recess, the students will line up in their bubble at their activity spot. Teachers on duty will direct them inside the building.
- Each class will be provided with a set of equipment that can be used by members of that class. Equipment will be sanitized at the end of each week before rotating to the next group.

**Provide time for food preparation and mealtimes:**

- Chartwell’s Food Service will manage the cafeteria food preparation according to their guidelines for the 2020-2021 school year.
- Students must have water bottles to access to water bottle filling stations. It is strongly suggested that students have their names on their water bottles
- Microwaves will not be available to students.
- Students bringing their lunch must have appropriate utensils and napkins. These will not be provided by Chartwell’s or the school.
- Food will be pre-ordered (on-line by parents or by students telling the teacher in the morning) and delivered to classroom or assigned cafeteria table (with napkin, utensils and condiments) by Chartwell’s staff.
- Students will be able to eat in the cafeteria as per the cafeteria rotation chart.

**Breakfast Program:**

- FMS will continue to run a breakfast program with ‘grab and go’ options that are individually packaged.
- A basket of options will be sent to homerooms each morning with these options.
- Staff preparing the baskets will wear clean masks and gloves.
- Baskets will be delivered to each homeroom and returned at noon hour for disinfection.
- One person in each homeroom will be tasked with handing out the options after sanitizing.

**SCREENING**

**Outline how passive screening requirements are being met and communicated:**

- Passive screening guidelines will be shared with parents through email, voicemail, as well as a print copy (Appendix A).
- Parents will be required to ensure that if their child is not feeling well that they remain at home, and will take their temperature daily.
- Parents will have a plan in place to pick up their child if they fall ill at school.
- As per provincial protocol, parents will need to have their child tested for COVID19 when presenting with sufficient symptoms to require testing.

- Parents will be asked to contact 811 if they are unsure as to whether testing is required.
- Members of the public who have an appointment to enter the building will be required to respond to 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 refer to prior to leaving for work each day.

**Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. \*Regional Public Health will notify the school about what is to be done:**

- If a member of the school’s personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration.
- A member of the administrative team will contact the individual to verify the information.
- School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19.
- School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

**Students and staff must self-monitor throughout the day:**

- Students and staff members are to self-monitor throughout the day.
- If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately.
- Students will immediately move to isolation and parents will be informed.
- Staff members will leave immediately.
- Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

**Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given:**

- People showing signs of illness will go to the medical room next to the Main Office.
- The individual who is sick will be given a mask to wear (if he/she does not have a mask).
- Anyone interacting with the individual will wear a mask and maintain physical distance.
- The individual will be monitored.
- 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.
- Teachers will ensure that students sanitize hands before leaving the classroom and after returning to the classroom for all activities and transitions.

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

- All work areas (offices, classrooms, gyms, labs, etc.) will be equipped with spray bottles filled with sanitizing solution and paper towel/cloths, as well as hand sanitizer.
- Cloths will be washed daily in an appropriate bleach solution and dried for reuse.
- The custodian for each area will have the responsibility to ensure that cloths and spray bottles are filled and cleaned daily.
- Hand soap, sanitizer and paper towels for classrooms, washrooms and work areas will be refilled daily by the custodian assigned that area.

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

- The Custodian II will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

**Washrooms:**

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

- Students need to use the washroom closest to their classroom.
- Only two students may be in a washroom at a time.
- Students will use a verbal check to ask if the washroom is occupied.
- Staff are to monitor students leaving the class for the washroom – only one student allowed out of a classroom at a time, at all times of the day.
- Frequent washroom breaks are strongly discouraged unless medically necessary. (Students will need to provide a medical note)
- All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will be discouraged.
- Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
- Washrooms will be cleaned three times per day.

**Foot-operated door openers may be practical in some locations:**

- Not applicable

**Hand-washing posters must be posted:**

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

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

- All washrooms will be limited to two people at a time, unless single stall.
- Staff will ensure that only one student is excused to use the washroom at a time during class time, nutrition break, and eating block.
- Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.
- Staff members on supervision (outside or inside) will need to ensure that they only permit one student to go to the washroom at a time.

**Since physical barriers are not always possible, implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items:**

- All work areas (offices, classrooms, gyms, labs, etc.) will be equipped with spray bottles filled with sanitizing solution and a cleaning cloth/paper towel.
- Cloths will be washed daily in an appropriate bleach solution and dried for reuse.
- The custodian for each area will have the responsibility to ensure that cloths and spray bottles are filled and cleaned daily.
- Hand soap, sanitizer, disinfectant and paper towels for classrooms and work areas will be refilled daily by the custodian assigned that area.

**Since physical barriers are not always possible, 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.
- Signage to encourage proper hand washing/sanitizing will be in every workspace.

**Since physical barriers are not always possible, ensure a schedule of cleaning and sanitation as per cleaning and disinfection standards:**

- Staff will follow provided guidelines from EECD and ASDW.
- Principal and Custodian II will meet weekly to review protocols and procedures.
- Principal and Custodian Team will meet bi-weekly to review the cleaning standards and individual duties and responsibilities.

**PERSONAL HYGEINE ETIQUETTE**

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

- Students and staff will always be required to have a community mask with them.
- Students and staff are required to wear a mask to enter the building, in all common areas and hallways.
- Students will be required to wear masks when on a bus.
- Staff and students are not required to wear a mask while in their classroom bubble.
- Masks should be stored in a paper bag NOT in a plastic bag.
- It is encouraged that staff and students pin their mask to their person in some manner.

**Promote appropriate hand and respiratory hygiene:**

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

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

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

**Provide hand sanitizer:**

- We will be using hand Sanitizer that is approved by Health Canada. For a list of approved hand sanitizers and disinfectants please refer to this list:  
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>
- Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area.
- Additional hand sanitizer can be obtained through custodial staff.
- The custodian for each area will replenish supplies each evening.

**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.):**

- Teachers will ensure that classroom materials are sanitized as is appropriate.
- Sanitizing solution and cloths will be available to staff to ensure this is done.
- Specific rooms will be cleaned as indicated earlier in this document.
- All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

### **PROTECTIVE MEASURES**

- Staff will be informed of personal protective equipment options and the situations that require it. Protection such as hand protection (gloves) eye protection (Safety glasses, goggles, face shield), and other PPE will be provided as necessary through risk assessment.
- All staff and visitors including district office staff will be required to sign in and out of the building. This log will be maintained and stored in the main office.

### **ADDITIONAL PROTECTION**

- Non-medical ‘community’ face coverings will be used for individuals who exhibit symptoms of illness. They will be isolated in a supervised area, and anyone interacting with them will use a face covering as well as practice social distancing.

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **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 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 confirm that they have read the information at the site below. <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 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:**

- This will be reviewed on the first day of work.

**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.
- The monthly 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**

- If 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.
- The principal will follow direction provided by the Regional Public Health Authority based on the Outbreak Management plan.
- Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.
- If a child becomes symptomatic at school, the parents will be notified (outlined previously) and **pickup is to occur within one hour of notification.**
- The symptomatic individual must wear a mask unless not tolerated.

**ADDITIONAL CONSIDERATIONS: 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 administration team will connect with teachers on a weekly basis.
- The EST-R will connect Educational Assistants on a weekly basis.
- The EST-G will connect with School Intervention Worker on a weekly basis.
- The Principal will connect with 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.
- Students will be provided individual and/or group support by EST-G.
- Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

**Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry.** The ESST will read and review this document on September 1, 2020.

**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](http://www.gnb.ca/coronavirus)**

## Outdoor Class Rotation – Activity Area and Equipment Bins

- Each homeroom will change locations and activity bins each week. Homerooms are responsible for each bins' use and care. Disinfection will happen often, however a thorough disinfection will take place at the end of each week.

	Sept. 11 & 14-18	Sept. 21-25	Sept. 28-Oct. 2	Oct. 5-9	Oct. 13-16	Oct. 19-23	Oct. 26-30	Nov. 2-6	Nov. 9-13	Nov. 16-20
<b>6 Golding</b>	1	2	3	4	5	6	7	8	9	10
<b>6 Staples</b>	10	1	2	3	4	5	6	7	8	9
<b>7 DeMerchant</b>	9	10	1	2	3	4	5	6	7	8
<b>8 Pelkey</b>	8	9	10	1	2	3	4	5	6	7
<b>6 Comeau</b>	7	8	9	10	1	2	3	4	5	6
<b>6/7 Green</b>	6	7	8	9	10	1	2	3	4	5
<b>7 Schrader</b>	5	6	7	8	9	10	1	2	3	4
<b>7/8 Michaud</b>	4	5	6	7	8	9	10	1	2	3
<b>8 Frenette</b>	3	4	5	6	7	8	9	10	1	2
<b>8 Sanders</b>	2	3	4	5	6	7	8	9	10	1

Playground locations and equipment bins:

- Pavement close to school**
- Grass in between and including huts**
- Swings plus grass**
- Grassy area close to McCain's (back left corner)**
- Left half of soccer field**
- Right half of soccer field**
- Grassy area by trail (back right corner)**
- Basketball court and area**
- Swings and play structure**
- Grass on bridge side of school

**Cafeteria Rotation – when our classes eat in the cafeteria:**

<b>6 Golding</b>	Sept. 14-18	Oct. 19-23	Nov. 23-27	Jan. 11-15	Feb. 15-19
<b>6 Staples</b>	Sept. 14-18	Oct. 19-23	Nov. 23-27	Jan. 11-15	Feb. 15-19
<b>6/7 Green</b>	Sept. 21-25	Oct. 26-30	Nov. 30- Dec. 4	Jan. 18-22	Feb. 22-26
<b>6 Comeau</b>	Sept. 21-25	Oct. 26-30	Nov. 30- Dec. 4	Jan. 18-22	Feb. 22-26
<b>7 Demerchant</b>	Sept. 28- Oct. 2	Nov. 2-6	Dec. 7-11	Jan. 25-29	Mar. 8-12
<b>7 Schrader</b>	Sept. 28- Oct. 2	Nov. 2-6	Dec. 7-11	Jan. 25-29	Mar. 8-12
<b>7/8 Michaud</b>	Oct. 5-9	Nov. 9-13	Dec. 14-18	Feb. 1-5	Mar. 15-19
<b>8 Sanders</b>	Oct. 5-9	Nov. 9-13	Dec. 14-18	Feb. 1-5	Mar. 15-19
<b>8 Frenette</b>	Oct. 12-16	Nov. 16-20	Jan. 4-8	Feb. 8-12	Mar. 22-26
<b>8 Pelkey</b>	Oct. 12-16	Nov. 16-20	Jan. 4-8	Feb. 8-12	Mar. 22-26

All other students will eat in their classrooms. All students will be required to wipe down their desk/eating area when finished.

On fine weather days, all teachers are encouraged to take their students outside to eat. In this case, a garbage bag will be taken out with each class in order to collect trash.

## Entering and Exiting the Building at the Noon Hour Bell

