Harold Peterson Middle School

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**HAROLD PETERSON MIDDLE SCHOOL OPERATIONAL PLAN**

**2020 – 2021 *(updated January 19, 2021)***

**Please note: This document is subject to change based on direction from ASD-W and/or NB Public Health.**

**COMMUNICATIONS:**

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

**School personnel:** The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work and this will be reviewed whole staff in a staff meeting the first day. The plan will be reviewed with any staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

**Parents/Guardians/Students:** Parents/Guardians will be provided a copy of the operational plan prior to school starting. This will be sent via email and will be posted on the school website. We request that parents/guardians review the operational plan with their child prior to coming to school on the first day, so that there is some level of understanding in advance. All students are required to bring a clean mask to school daily and must wear a mask in common areas. When masks are not in use, it is recommended that they are stored in a Zip lock bag clearly labeled with the student’s name. If a student does not have a mask at school, a mask will be provided on a one-time basis. If the student repeatedly forgets their mask, they will be required to call home and have a parent/caregiver bring them a mask to stay at school. Students will be taught about the mask routine that will be needed at school, with students wearing them upon entering the building, in the hallways, when going to the washroom, when moving to a class, etc. Students should have a minimum of two clean masks a day for school.

**Students:** The operational plan will be communicated and taught to students by teachers and school staff. Teachers and staff will model and practice our plan with students on their first day, and will continue to reinforce the school plan daily. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following schedule:

|  |  |
| --- | --- |
| Date | Grade Level |
| Tuesday, September 8 | 8 |
| Wednesday, September 9 | 7 |
| Thursday, September 10 | 6 |
| Friday, September 11 | All grades |

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

Visiting professionals will be given a copy of our school operational plan as well as an in-person orientation with an administrative assistant or VP (depending on availability) the first time they enter the building during the 2020 – 2021 school year. The plan will be e-mailed in advance of a visiting professional entering the building. This will also include supply teachers/supply EA’s, as the plan will be attached to AESOP.

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

Once the plan is approved, it will be sent by email to each family. The entire operational plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail) – an administrator will respond to all inquiries. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

**BUILDING ACCESS:**

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

**THE FIRST DAY OF SCHOOL:**

A staggered entry for each grade level is planned for the first week of school:

**Tuesday, September 8 – all grade 8 students (English and FI)**

**Wednesday, September 9 – all grade 7 students (English and FI)**

**Thursday, September 10 – all grade 6 students (English and FI)**

**All students in grades 6, 7 and 8 will attend school on Friday, September 11.** This orientation day allows teachers to spend time reviewing our school operational plan with students. In addition, students will spend time getting to know the students in their class bubble, meet their other subject teachers, and practice movement around the building with the new procedures and expectations. **All students must have a clean mask to wear daily at school.**

On the **first day of school**, parents who accompany their children must make their visit **brief**. Please do not expect to meet with school staff. The number of people entering the building will be monitored to ensure social distancing as well as to ensure hand sanitizing is occurring and masks are being worn. Once your child is at their homeroom, parents/guardians must leave the school. Please have your afterschool travel arrangements made in advance, and ensure your child knows what bus to take home afterschool if needed. (357-4256 Oromocto Education Centre - Transportation).

Students may enter the building through the front door (drop off students) or the end door by the bus drop off area (bus students). Students will consult the posted class lists in these two areas to determine their homeroom class location. Many staff will be there to direct students to their classroom.

**Please note new school hours for 2020-2021:**

**School Start time: 9:20am Buses will arrive from 8:35am-9:15am.**

**Walking students should not arrive at school prior to 9:00am**

**Students may be dropped off no earlier than 8:30am. The school is locked and there is no supervision for students until this time.**

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

To reduce the number of visitors to our school, we ask that families follow our sign in/sign out/absence procedure:

* Parents/caregivers are asked to write a note to the homeroom teacher and/or call the office for students who are being picked up during the day for an appointment. When a note is received, the teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school, the parent/caregiver will be asked to call the main school line 357-4070 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent from the appropriate classroom to sign out. Parents/guardians will be asked to wait outside/in their vehicle.
* Students who arrive at school following the opening of school will be permitted into the building using the main entrance by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late. Students will sanitize their hands in the main office entry area and then proceed to their homeroom.
* At the end of the school day, we ask that parents/guardians remain **outside** of the building to wait for your child. It is important that children know in advance that you are picking them up as well, so they will know to come outside and meet you.

**Supply Teachers/Casual EA’s or Admin Assistant -** A sign in/sign out document is in our reception area next to the office for supply teachers and casual EA’s and admin assistants. The Vice-Principal will ensure this documentation is monitored weekly and that supply teachers/EA’s are completing the information requested (date, time in/time out, in for whom/confirm aware of the school operational plan). Vice-Principal will ensure all supply personnel are familiar with our operational plan.

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

Upon arrival to school, students are asked to put on their mask as they exit the bus or car. All walkers are asked to put their mask on when once on school property and nearing the building.

All students getting dropped off will enter through the Main Entrance (no earlier than 8:30am).

Bus students who arrive at school in the morning and are in the grade 6 ,7 or 8 English Prime should enter through the end door near the bus drop off, located by the school cafeteria.

Bus students who are in grade 6, 7 or 8 French Immersion should enter the bottom door of the new wing, located near the music room (breakfast room).

Students will go to their locker and then their classroom upon arrival at school. Students will need to maintain social distance from other students from different class bubbles in the hallway. The duty teachers will help students with this as needed. Students may not be in the hallway for no reason. They will need to remain in their class bubble homeroom (potential time 8:35am-9:15am) and a teacher will be supervising the classrooms in each hallway. The duty teacher will monitor students going to washroom while on duty to limit number of students. Students will need have their materials for morning classes in their bookbag, as students are not permitted to be back at their locker until lunch time. Homeroom teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. Upon entering their homeroom, all students will be required to sanitize their hands.

Beginning on Monday, November 16, students will begin moving throughout the building, more than they have been this year, and will travel from class to class for their subjects in the mornings for this week. This movement will be practiced for periods 1,2, and 3, to ensure that students and staff are able to sanitize at the beginning of each class and class bubbles remain intact when moving throughout the building. Students will continue to move as a “class bubble” to PE, Art, Woodshop, Makerspace, Music, as began in September. Once we have practiced the morning movement from class to class for a week, we will determine as a staff if we are ready to safely move to a full school day of students moving for each class. Our procedures will be reviewed with staff and students in detail in a Teams meeting on Friday, November 13, 2020. Staff have received a detailed document indicating their roles for hallway supervision to facilitate classes moving and remaining socially distant from other class bubbles, as well as for increased sanitization procedures for classes to move.

Students are not permitted to go to lockers between classes. They can be at their lockers only first thing in the morning, at lunch, and at the end of the day. Students will carry a bookbag to morning classes and afternoon classes with all necessary materials. Coats and boots must be in lockers. Athletic sneakers are required for PE class. One student only can be dismissed for the washroom at a time, and students must wear their masks to travel to the washrooms.

At dismissal, all students return to homeroom to go to their lockers and collect their belongings. Walking students and students being picked up will be dismissed first. Students being picked up must exit through the front door. Walking students from the new wing (FI) are to exit through the bottom door of the new wing, located by the music room( breakfast room), and walking students who are in the old wing (English Prime) are to exit through the end door of the old wing, located by the cafeteria. An announcement will be made to signal this dismissal and students must wear their masks until they are in their vehicle or have left the property. Parents/guardians must be waiting outside of the building.

Five minutes later, bus students will be dismissed by having bus numbers called out and bus students may move to their bus lines. Bus students from the new wing are to exit through the bottom door of the new wing, located by the music/ breakfast room. Bus students from the old wing will exit through the end door, located near the cafeteria. Students will be reminded about masks in the hallway, near the building, and on the bus.

**Provide COVID controls for the classroom:**

Paper towel and sanitizer spray (Oxivir) will be provided in all classrooms. Once in the classroom, students/teachers/EA’s are not required to wear a mask within the class bubble. Staff are encouraged to maintain a 1 m distance between themselves and students when possible in the classroom with your class bubble.

Students must use their own supplies and personal belongings. There should not be 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. Teachers will have extra supplies available if needed by students (i.e. paper/pencils).

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Students will remain in one classroom as much as possible to reduce movement in the halls. Depending on schedules, teachers will sometimes move from class to class, and at other times, students will move. On November 16, we will begin having students move from class to class, while at the same time respecting the class bubbles in the hallways by maintaining 6 feet between groups, and continuing effective sanitizing in each classroom.Students will travel from class to class but will required to sanitize their desk and chair before the end of each class. Students are required to appropriately wear their community mask in the halls, and must sanitize upon entering any classroom. Teachers will establish a common sanitizing process for students to follow to prepare the space for the next class. Staff will be in the hall each time the period ends and classes move. Teachers will dismiss the class as a group and monitor the travel in the hallway, reminding students to stay as a group and keep to the right.

**Library** – The library will be open. If a teacher takes their class to the library, the teacher is responsible for ensuring the surfaces (tables, chairs) are sanitized. Classes are only to visit the library twice a month at the most, to reduce movement through the building. Returned book will remain off the shelves for two days before being put out again for borrowing.

**Science Lab** – Science will be taught primarily in homeroom classes. If you require the lab, it is imperative that all equipment is sanitized after each class, and equipment is put away. Chairs and surfaces must be sanitized between classes.

**Computer Lab** – Middle school students must have their own personal headphones for the computer lab. Students will be expected wipe screens, keyboards, chairs and tables prior to leaving the computer lab.

**PE Changing Rooms** – The changing rooms are now used for the classes that are assigned to the gym for their PE class. We highly encourage students to wear their PE clothes to school on the days they have scheduled PE in the Wellness Studio, as there are no change rooms available for these students.

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

Hand sanitizing stations will be provided in all work areas. Spray sanitizer and paper towel are available to clean chairs and tables/desks between classes/students.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students, the 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, clearly labeled with student name.

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

**Visiting Professionals (**SLP/APSEA/) – visiting professionals will be required to wear a mask while in our school. Between each meeting with students, chairs, tables and any areas touched by the student(s) must be sanitized.

District Personnel meeting with HP Staff – When a distance of two metres cannot be maintained, masks will be required. If appropriate physical distancing can be maintained, masks will not be required. Chairs, tables and any areas used must be sanitized by those leading the meeting.

**RISK ASSESSMENT:**

**Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:**

The risk assessment within the school is as follows:

* Students will have interactions with 1 – 5 people while at school.
* Students will have interactions with others at a distance of less than 2 m.
* Students will have prolonged interactions with others (longer than 15 minutes).
* The setting in classes has a high density of people.
* The classroom setting is primarily indoors.
* Not all windows are able to be opened in the classrooms due to lack of screens.
* 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).
* Admin assistants will sign all students in and out to reduce traffic in the office and limit the sharing of writing utensils.
* Encourage outdoor classrooms and outdoor learning.

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

People showing signs of illness will go to the room next to the Principal’s office, known as the Reception Room. The individual who is sick will be given a mask to wear (if he/she does not have a mask). The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). A discreet area will be provided in the room for the student to wait to be picked up.

**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**:

Solid blue lines are down middle of each hallway, as a reminder to students to stay to the right. Arrow signage will be added to indicate the direction for the side of the hallway. People will be reminded to keep to the right of the hallway, stairway.

Signage posted with reminders of remaining 6 feet apart.

Staff is present in hallways when classes change. Staff will signal to each other the dismissal of their class to reduce congestion in the hallway. Staff must ensure students are dismissed to go to their next class as a class group and will remain supervising halls to await the arrival of their next class group.

**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 can be used by one person only. 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/drink and/or to go to the washroom.

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

Use of the school dishes, glasses and cutlery will be permitted, however staff are encouraged to bring necessary items from home.

Dishes brought from home are to be taken home to be washed. Dishwashers will be available for use. Staff must ensure all dishes are cleaned up and not left out. The sink must be free of dishes for hand washing.

Please bring your own water bottle and look after filling throughout the day. Students are not permitted in the office or staffroom to fill water bottles.

Microwaves and fridges will be available for use, with sanitizer available for staff to sanitize these high touch areas of the staff room/reception room.

**Office**: When entering the office please report to the main window. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk. Staff must ensure they have their necessary materials for class. Students are not to be sent to the office for errands.

Staff meetings may be held virtually, or held in person in the gym with social distancing practices being followed. Small group/team meetings are permitted with staff practicing social distancing or wearing masks.

**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.**

Solid blue lines indicate the center of the hallway to further encourage students to keep to the right. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Red lines and signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots)

**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. Each class schedule will determine times for student movement. (to be determined by class schedules).**

|  |  |
| --- | --- |
| **School Begins** | **9:15am**  **(Warning Bell)** |
| **Homeroom**  **O’Canada/Announcements** | **9:20-9:30am** |
| **Period 1** | **9:30-10:20am** |
| **Period 2** | **10:20-11:10am** |
| **Period 3** | **11:10-12:00pm (BELL)** |
| **Lunch/Outside Time ALL GRADES**  **FI classes – outside then lunch**  **English Classes – lunch inside then outside**  **Will rotate monthly who eats first/goes out first** | **12:00pm-12:40pm**  **(BELL at 12:20 and 12:40 for students to come inside)** |
| **Period 4** | **12:45pm – 1:40pm** |
| **Period 5** | **1:40pm-2:35pm** |
| **Period 6** | **2:35pm-3:30pm BELL** |
| **Return to Homeroom**   * **Lockers** * **End of Day Announcements** | **3:30pm-3:45pm**  **Staggered Dismissal** |
| **Dismissal**  **Walkers will be dismissed at 3:30pm, along with students being picked up to minimize congestion in the hallways. Upon exiting their homeroom, masks are required in ALL common areas until off school premises or entering a vehicle. Students being picked up or walking are to exit through the front door.** |  |
| **Bus Departure 3:40pm begin calling the first buses.**  **Bus numbers will be called on the intercom. Students will put on their mask, exit their respective doors, and go directly to their bus. Students from the new wing exit through the bottom door, near the music/breakfast room. Students from the old wing will exit through the bottom door, near the cafeteria. Students are to go to their bus line. They must have masks on, ready to board the buses.** | **3:45-4:00pm** |

**Supervision**:

Students will be supervised at a ratio of 1 teacher/2-3 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.

Each class will have a 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. A visual will be available for students and staff to see their line up areas and bubbles areas outside.

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

Students will eat in their classrooms. A duty schedule will be made to accommodate supervision, rotating students eating and students outside. After 20 minutes of eating, students are dismissed to go outside to their designated area, while at the same time, the group of students outside first will come in to eat their lunch in the classroom (while half the students are outside, the other half is eating. They switch after 20 minutes). Students from the new wing will use the lower, new wing door near the breakfast room. Students from the old wing will use the lower door by the cafeteria.

Staff will be located on each floor, supervising students as they eat lunch. Students will be responsible for cleaning and sanitizing their desk/chair when they have finished eating. Duty staff will monitor student movement to washrooms during the lunch time. The cafeteria will be closed until October 5 and then students eating first will have access to ordering from the cafeteria. Only students purchasing will be permitted to go to the cafeteria. Students coming in to eat at 12:20 do not have time to order a meal from the cafeteria, but can purchase chocolate milk and other drinks from the reception room area.

Students must have their own water bottle, as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. **Microwaves will not be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.**

There is no soup program. Grab and go snacks only will be available for a student who has forgotten their lunch if the parent/guardian is unable to bring their lunch.

Breakfast Room will open at 8:45am and remain open only for students who need breakfast. This room is closed at 9:15am. Students may come in and pick up some breakfast food, and head to homeroom. This is located next to the office.

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

School layout guides will be developed as needed.

**LUNCH RECESS:**

All classes will have lunch from 12:00pm-12:40pm. Students will be eating lunch in their assigned class. We will rotate classes who eat first and go out first monthly. Students will have 20 minutes to eat, and 20 minutes outside. Students must remain in their class designated area outside for their class bubble. Students from one class bubble are not permitted to mingle with other class bubbles.

A Lunch Schedule and Class Bubble Locations for outside will be developed – sample below

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| week | Location A | Location B | Location C | Location D | Location E | Location F | Location G | Location H | Location  I |
| Sept 7-11 |  |  |  |  |  |  |  |  |  |
| Sept 14-18 |  |  |  |  |  |  |  |  |  |
| Sept 21-25 |  |  |  |  |  |  |  |  |  |
| Sept 28 – Oct 2 |  |  |  |  |  |  |  |  |  |
| Oct 5-9 |  |  |  |  |  |  |  |  |  |
| Oct 12-16 |  |  |  |  |  |  |  |  |  |
| Oct 19-23 |  |  |  |  |  |  |  |  |  |
| Oct 26-30 |  |  |  |  |  |  |  |  |  |
| Nov 2-6 |  |  |  |  |  |  |  |  |  |
| Nov 9-13 |  |  |  |  |  |  |  |  |  |
| Nov 16-20 |  |  |  |  |  |  |  |  |  |
| Nov 23-27 |  |  |  |  |  |  |  |  |  |
| Nov 30 – Dec 4 |  |  |  |  |  |  |  |  |  |
| Dec 7 - 11 |  |  |  |  |  |  |  |  |  |
| Dec 14 - 18 |  |  |  |  |  |  |  |  |  |

**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 to check prior to leaving for work each day.

**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 may 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. Call 811 and comply with the instructions given.**

People showing signs of illness will go to the room next to the Principal’s office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). The person will wait next door in the reception room in a specific area. 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. Hand sanitizing stations will be available in all classrooms.

A hand sanitizer station will be set up at the front entrance, entrance by cafeteria, entrance by music/breakfast room. The hand sanitizer station at the gym must be used by students upon entering and exiting the gym.

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

All classrooms are to have a paper towel dispenser and spray sanitizer for their classrooms. If your supply runs low, notify the custodian for refills. Hand sanitizer will also be provided for all staff.

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

Len Manderson, custodian, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

**Washrooms**

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

**Washrooms**: All washrooms will have a limit of 2 people.

All washrooms will have liquid soap dispensers and paper towel dispensers. Air dryers are also available for use.

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.**

N/A

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

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink.

**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 people at a time. Teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to ask their subject teacher for permission prior to going to the washroom. If the washroom is already occupied by two people, the student will have to wait out in the hall. If there is more than one student waiting, they must be socially distant (2 metres) from one another in the hallway. As part of our first week orientation, students will be taught the importance of not congregating/socializing with others in the washrooms and other areas of the school.

Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time. Teachers on inside duty will need to be monitoring washrooms during duty.

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

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

Cleaning solution will be provided for all designated rooms. If refill is needed, see the custodian.

**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 members notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an “emergency” issue.

The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

**PERSONAL HYGIENE ETIQUETTE**

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

All students are required to have a mask on a school bus. Middle level students must have a clean mask to wear at school daily. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly.

Students will wear a mask upon entering the building and en route to their classroom. Once they have finished in the hallway and at their locker, they may go into their classroom and remove their mask. Masks are not required in their class bubble, however they may wear them in the classroom if they wish.

If students are travelling in the hallway to the washroom, to the office, or moving to another classroom, they must wear a mask.

**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 minimum 60% alcohol-based hand sanitizer.**

All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.

**Communicate frequently about good respiratory hygiene/cough etiquette.**

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

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

Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

**PROTECTIVE MEASURES**

**To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. \*To ensure that members of vulnerable populations and students with complex needs are accommodated.**

Movable physical barriers will be available for teachers who request for conferencing with students.

**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 sign in log will be maintained by the administrative assistant, along with student sign in/out. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building. Supply teachers will need to sign in and out of our building.

Teachers or designate will be asked to note 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 will open October 5, 2020 school year. Only students purchasing are permitted to go to the cafeteria. Once cafeteria opens, assigned classes will have access to the cafeteria based on monthly lunch schedule. Students must maintain 6 feet apart from students from other class bubbles while waiting in line at the cafeteria.

**OCCUPATIONAL HEALTH AND SAFETY**

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

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

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

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

1. [The right to know](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. Available in the staff room.

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/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 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**

In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform EECD.

If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.

If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school’s designated isolation area is outlined previously in this document. **Pick-up is to occur within an hour of notification.**

Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

**ADDITIONAL CONSIDERATIONS e.g. Mental Health Support**

**Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.**

Staff will be made aware of contact information for EAP and Teacher Counselling. Regular check ins with each others’ team members will be important. Open communication is key, as this is new for all of us. ESS team will check in on our staff members’ wellness on a regular basis (monthly or as needed).

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

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

The ESST will read and review this document on September 1, 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**](http://www.gnb.ca/coronavirus)

**APPENDIX TWO**

**In the event that our area move into the RED PHASE, the following additional guidelines and restriction will be in place, as per the Return to School Document (available on the Education and Early Childhood Development website** [**https://www2.gnb.ca/content/gnb/en/departments/education.html**](https://www2.gnb.ca/content/gnb/en/departments/education.html) **)**

**Staff Rooms**

* The use of commonly used rooms by personnel in schools, such as lunch rooms/break rooms, is prohibited. Staff will be permitted to use larger spaces in the building for breaks/lunches such as: the music room (cannot be used on Mondays only), the library, the large back part of the cafeteria, any empty classroom not used during lunch/break. The current staff room may only be used by one person at a time, to access the washrooms and to access the fridge. Mircrowaves will be placed in the alternate spaces. Social distancing must be practiced at all times.

**Screening**

* There will be active screening prior to entry into the school building for all school personnel.
* Parents MUST screen their children EVERY DAY before sending them to school and must keep them home if they have ONE symptom or more.
* Students and school personnel are not permitted inside the school building if they have ONE symptom or more.

**Mask Use**

* Students in 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 K-8 are required to wear a mask at **all times at school**, including outside. Exceptions are when students are sitting at a desk working silently or eating. Students will be required to wear a mask during physical education class.
* School personnel are required to wear a mask at all times at school, including outside. Exceptions are when they are eating or sitting alone in their closed office or classroom.

**Positive Case**

* If there is a confirmed case in a school, the school will be closed to students for three consecutive days, including weekends, to allow for contact tracing.
* Students will not be permitted to attend an early learning and childcare facility during these three days.
* During these three days, teachers will have to support students’ learning at home by various means (online teaching, materials, contact by various means, etc.).

**Extra-Curricular Activities**

* After school clubs and sports are cancelled.

**Music Education and Activities**

* The use of wind instruments and singing are not permitted in the RED phase. Extra curricular music activities, such as 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 strongly recommended. Masks must always be worn.
* Interscholastic, extra-curricular and intramural sport activities will not be permitted in the Red phase.