

**HARVEY HIGH SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**September 25, 2020**

**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. On the first day of work, staff will be asked to read the plan upon arrival. A meeting will then be held with staff to go over the plan. The plan will be reviewed with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: Upon approval from District, the summary of the operational plan will be communicated to students through email prior to returning to school. The operational plan will then be reinforced to students by their homeroom teachers. To ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.

Date	Grade level
September 8 (Tues)	6, 9 & 10 students
September 9 (Wed)	Grade 7, 8, 11 & 12 students
September 10 (Thurs)	Grades 6 through 12

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

Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)

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

Once the plan is approved, a summary of the plan will be sent by email to each family or by mail to those without email access. The approved operational plan will be posted to Harvey High School’s website in its entirety. Parents/caregivers who have additional concerns will be asked to call the school.

**BUILDING ACCESS:**

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

On the first day of school for their child, the parent/caregiver will be asked not to enter the building with their child. Staff will be on hand on the patio to welcome students to Harvey High.

Parents/caregivers will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) will 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 366-2200 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(s) will be sent from the appropriate classroom. The administrative assistant will walk the student(s) to the main entrance and record who picked up the student(s) and the time that the student(s) left.

Students who arrive at school following the opening of school will be admitted into the building by the administrative assistant and proceed to the office. The administrative assistant will record when the child arrived as well as the reason the child was late.

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

#### **Start of Day Arrivals:**

**8:40-8:59 a.m. All Grades 6-12** Students will go directly in through the main entrance, using physical distancing markers when there is a group, sanitize, and go to the cafeteria (yellow marked spaces), teaching theatre, or stage and take a seat until 9:00 am.

#### **9:00-9:20 a.m.**

**Grades 6-8** Will get off the bus and enter through the **ball field entrance, sanitize,** and go directly to lockers prior to going to their homeroom. Lockers will be assigned by class bubbles. Desks will be sanitized prior to leaving for period 1.

**Grades 9-10** Will enter the school, physically distanced through the **gym entrance, then sanitize.** Grade 9 will proceed through cafeteria to Rm 142.

Grade 10 will proceed up the gym stairwell, down the high school hall to Rm 204.

**Grades 11-12** will enter the school physically distanced through the **administration entrance, sanitize,** and proceed directly to period 1 classes.

Grades 9A, 10A, 11A, & 12A will be directed to their lockers at 9:20am. All B classes will sanitize desks.

Grades 9B, 10B, 11B, & 12B will be directed to their lockers at 9:25am. All A classes will sanitize desks.

Lockers will be assigned to ensure physical distancing. Students will be required to wear a mask in the hallways and at their lockers. **Students will only go to lockers when guided to do so by teachers to ensure physical distancing.**

#### **Dismissal:**

Masks to be worn at dismissal as students exit building and cross the patio.

Administration will announce when busses have arrived, and Middle School students can be dismissed. Teachers will lead their classes down. Once MS students have been dismissed, the High School students will be dismissed. High school dismissal will be by class.

Staff will lead students to exit the building to ensure that physical distancing is maintained, and congestion limited. Staff and students will be required to wear a mask during this time.

Staff and students will utilize designated fire drill stairwells when exiting the building.

Stairwell 1 – Administration Exit: Rooms 204, 209, 210, 211, 142, Theatre, and cafeteria

Stairwell 2 – Gym Exit: Rooms 140, 141, 201, 200, 202, 203, 207, and gym

Stairwell 3 – Ballfield Exit: Rooms 212, 213, 214, 215

Exception:

Technology Wing (Rooms 148, 156, 157, 161, 165, Resource, Yearbook, and Distance Ed Room) will exit through the Administration Exit.

Once outside students will line up in their designated bus line while maintaining a distance of 2m and will wear a mask. Students will enter the bus, one student at a time.

**Parent/Guardian conveyance and Walkers**

Parents/caregivers will be asked to ensure that students arrive between 8:40 – 9:15 a.m..

Students who are dropped off at school by parents/caregivers or walk to school will enter the building at 8:40 through the administration entrance of the building and proceed directly to the cafeteria, teaching theatre or stage area in order to maintain physical distancing. Once doors to upstairs open, students will follow the established protocol for their grade level. High School students will go directly to their period 1 class without stopping at their lockers.

At the end of the school day, students who walk to school, will be expected to maintain the appropriate physical distance while on school property.

**Student Drivers**

Students who drive to school will arrive between 9:00 – 9:15. Upon arrival, students will exit their vehicle and enter school according to established protocols. Students will go directly to period 1 class. Following lunch, student drivers will follow same protocol without stopping at lockers.

**Provide COVID controls for the classroom:**

Hand sanitizing and disinfectant stations will be provided in all classrooms. Staff are encouraged to maintain a 1 metre distance between themselves and students. When this cannot be done, a mask is required.

Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.

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.)

Desk barriers and protective face shields will be provided to all staff. Middle School students may be requested to wear a face mask when working with the teacher or an Educational Assistant. High School students will be required to wear a face mask when entering, moving around, and exiting the classroom.

Desks, chairs, and workspaces will be sanitized by the teacher, upon entry and exit of class to ensure that each area is clean for the user.

**Science, Music, Math, Technology, Skilled Trades, and Physical Education Equipment** – Equipment will be sanitized before and after each use under the direction of the teacher.

**Changing Rooms** – Middle school students will enter changing rooms in their bubbles. High School students, wearing masks, will proceed to a designated area (1 metre apart) in the changing room in reduced numbers.

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

Hand sanitizing stations, desk barriers, and protective shields will be provided in all work areas.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables, and any areas touched, must be disinfected by Resource teacher or Educational Assistant. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

**Guidance Area** –Between each meeting with student(s), chairs, tables, and any areas touched by the student(s) must be cleaned with disinfectant by guidance counsellor.

**Visiting District Personnel** – Masks will be required at all times when not in a meeting room. If appropriate physical distancing can be maintained in a meeting room, masks will not be required. Visiting professionals will sanitize or wash hands upon entry and proceed to the office window to sign in. Visiting professionals will sign out when they leave.

**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:

- School personnel and students will have interactions with multiple people while at school.
- School personnel and students will have interactions with others at a distance of less than 2 metres.
- School personnel and 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.
- School personnel and 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.
- Some school personnel and students may be in contact with visiting professionals who consistently work in high exposure areas.

Mitigating factors to address the risks are as follows:

- Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, social distancing and identifying when they are feeling ill.

Students will be required to stay home when ill. 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).
- Masks are required for all people in common areas.
- In High School a mask is required when a distance of 1m cannot be maintained in the classroom setting.
- School Personnel will be provided with face shields and desk barriers.
- Public access will be by appointment only.

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

People showing **two** symptoms of illness will go to the room adjacent to the Principal's office (Room 107). The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks and maintain a distance of 2 metres until the person has been picked up, and the room has been sanitized. The door to the room will be kept closed while the person is inside (windows will allow for monitoring of the individual). Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

**PHYSICAL DISTANCING:**

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

**Hallways:**

Most hallways will have directional marking to indicate the flow of traffic. Students and staff will be required to wear a mask when travelling in the hallways and washrooms. Physical distancing markers will be displayed on the floor outside of washroom, by cafeteria microwaves and water bottle filling stations, and in locker rooms. Capacity signage will be posted at entrance of washrooms.

**Locker rooms:** Physical distance markers (yellow tape) will be displayed in the locker room to ensure 1 metre distancing for high school students. High school students will be required to wear a mask while in the locker room. A reduced number of high school students will be permitted in the locker room at one time.

**Reception Area:** Chairs will be placed to ensure physical distancing. People in the reception area will be required to wear a mask.

**Cafeteria:** Physical distance markers (yellow tape) will be displayed on tables (for high school) and floor by microwaves. Middle School bubbles (colour-coded tape) will be assigned areas and bubbles will have a designated microwave.

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

**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.)**

**Staffroom:** Tables to be set up so that physical distancing is respected. No more than 4 people at a time in the staffroom at tables. Tables will be arranged to ensure physical distancing. Other staff members may walk into their area to access their food while wearing a mask. Use of Keurig will be permitted.

Use of the school dishes, glasses and cutlery will **not** be permitted.

Dishes brought from home are to be taken home to be washed. Sinks will be reserved for hand washing.

Staff will bring their own water bottle and coffee mug. When not in use, items will be stored in personal mailbox.

Microwaves and fridges will be available for use.

1 staff member at the mailboxes at a time.

**Office:** There is to be only **1** additional staff person in the office besides office personnel at a given time. Only 1 staff member is permitted behind the administrative assistant's desk to go to the photocopier, work table or filing cabinets. Masks are required.

Students accessing the main office will report to administrative assistant's side window and must have permission from administrative assistant or administration to access the office area. Students will sanitize upon entry. The door to the main office will remain closed throughout the day.

A staggered schedule for start, break, lunch and release times have been created. Please see table in **Transition** section.

Staff Meetings and other professional meetings will be virtual when distancing of 2 metres can not be maintained.

**Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.**

Most **hallways** will have directional markers to guide the flow of traffic. Students will be taught to walk closely to the right side of hallways.

Staff and students will utilize designated fire drill stairwells to move from class to class or when exiting the building.

Stairwell 1 – Administration Exit: Rooms 204, 209, 210, 211, 142, Theatre, and cafeteria

Stairwell 2 – Gym Exit: Rooms 140, 141, 201, 200, 202, 203, 207, and gym

Stairwell 3 – Ballfield Exit: Rooms 212, 213, 214, 215

Technology Wing Exit to be used for fire drill exit only: Rooms 148, 156, 157, 161, 165, Resource, Yearbook, and Distance Ed Room.

Library Exit: Library

**TRANSITION:**

**School schedule has been modified to address transition times, break/recess, lunch to promote and enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.**

Middle School	High School	Grade 9/10	Grade 11/12
9:00-----Doors open	9:00-----Doors Open		
9:20-9:31 SEL/Homeroom (11)	9:20-10:20---Period 1 (60)	9:20-9:25 A's to lockers 9:25-9:30 B's to lockers	9:20-9:25 A's to lockers 9:25-9:30 B's to lockers
9:31-10:30----- Period 1 (59)	10:20-10:30-- Break/Homeroom (10)	Break	Homeroom
10:30-10:45----- Break (15)	10:30-11:30---Period 2 (60)		
10:45-11:43 Period 2 (58)	11:30-11:40--- Homeroom/Break (10)	Homeroom	Break
11:43-12:33—Noon (50)	11:40-12:40—Period 3 (60)	Following Period 3 Books to SEL class before dismissal	
12:33 – 12:59- Noon (26)	12:40 – 1:20 SEL/Noon (Per. 4) (40)	Noon	SEL 12:45-12:50 A's to lockers 12:50 – 12:55 B's to lockers
12:59- 1:56—Period 4 (57)	1:20- 2:00-----Noon (40)	SEL 1:25-1:30 As to lockers; 1:30-1:35 Bs to lockers	Noon
1:56- 2:53 Period 5 (57)	2:00-3:00-----Period 5 (60)		
2:53- 3:03 Break (10)			

3:03- 4:00 – Period 6 (57)	3:00-4:00-----Period 6 (60)	3:48-3:53 A's to lockers; 3:53- 3:58 B's to lockers	3:48-3:53 A's to lockers; 3:53- 3:58 B's to lockers

## Middle School Chain of the Day Overview September 23, 2020 Revision

Time	Event
9:00-9:20	<ul style="list-style-type: none"> <li>• MS – Go straight to homeroom.</li> <li>• Sanitize and then go to lockers and washroom</li> <li>• O Canada and announcements follow.</li> <li>• Leave chairs pushed out – line up at door and wait to be dismissed to your class.</li> <li>• Sanitize when leaving classroom</li> </ul>
9:31	<ul style="list-style-type: none"> <li>• Go straight to <b>period 1</b></li> <li>• Sanitize hands upon entry</li> <li>• <b>10:20-10:30</b> Chain of bathrooms/lockers 6E, 7E, 8E, 6FI, 7FI, 8FI</li> <li>• Return to class to lineup for break</li> </ul>
10:30-10:45	<ul style="list-style-type: none"> <li>• <b>Morning Break</b></li> <li>• Lineup by class at end of break</li> <li>• Led upstairs by period 2 teacher straight to class</li> </ul>
10:45	<ul style="list-style-type: none"> <li>• Go to <b>period 2</b></li> <li>• Sanitize hands upon entry</li> <li>• <b>11:33-11:43</b> Chain of bathrooms/lockers 6E, 7E, 8E, 6FI, 7FI, 8FI</li> <li>• Return to period 2 to sanitize and lineup for lunch dismissal.</li> </ul>
11:43-12:33	<ul style="list-style-type: none"> <li>• Go downstairs for <b>lunch</b></li> <li>• Sit with assigned class bubble</li> <li>• At 12:08 different activities each day</li> <li>• At 12:30 lineup by class at end of activity</li> <li>• Led by 2<sup>nd</sup> noon activity teacher to next activity</li> </ul>
12:33 - 12:59	<ul style="list-style-type: none"> <li>• Different activities each day</li> <li>• 12:59 line up to head to period 4 (sanitize upon exit)</li> </ul>
12:59 – 1:56	<ul style="list-style-type: none"> <li>• <b>Period 4</b></li> <li>• Sanitize hands upon entry</li> <li>• <b>12:59 – 1:09 Chain of bathrooms/lockers</b> 6E, 7E, 8E, 6FI, 7FI, 8FI <b>*get items in locker for periods 4 and 5</b></li> <li>• Back to period 4 class</li> </ul>
1:56 – 2:53	<ul style="list-style-type: none"> <li>• Go straight to <b>Period 5</b></li> <li>• Sanitize upon entry and sit</li> <li>• <b>2:43 – 2:53</b> Chain of bathrooms/lockers 6E, 7E, 8E, 6FI, 7FI, 8FI</li> <li>• Return to class to lineup for break</li> </ul>



2:53 – 3:03	<ul style="list-style-type: none"> <li>• <b>Afternoon Break</b></li> <li>• Lineup by class at end of break</li> <li>• Led upstairs by period 6 teacher straight to class</li> </ul>
3:03 – 4:00	<ul style="list-style-type: none"> <li>• Go straight to <b>Period 6</b></li> <li>• Sanitize upon entry and sit</li> <li>• 3:50 – 4:00 same chain of bathroom/locker procedure as homeroom proceeds 6E, 7E, 8E, 6FI, 7FI, 8FI</li> </ul>

### **Grade 9 and 10 Protocols**

2020-09-12 Revised

Morning- Upon entry- Sanitize and move **directly** to Period 1 classes

Period 1- go to lockers as scheduled and get all educational materials required for:

P1, Break Snack, P2, P3, SEL

Following Period 3 take morning materials to SEL Room and leave them there

Dismiss to lunch by As and Bs

End of noon - sanitize at SEL Class, not the entrance

Following Lunch go directly to SEL (materials from morning classes will already be there)

During SEL - send A's and B's to lockers after 11 & 12 have gone to lunch

Get material for remainder of SEL, P5, P6

After SEL, go directly to P5

Period 6 go to lockers to drop off material and get anything needed for home

### **Grade 11 and 12 Protocols**

Morning- Upon entry- Sanitize and move **directly** to Period 1 classes

Period 1- go to lockers as scheduled and get all educational materials required for:

P1, P2, Break Snack, P3, SEL

SEL- go to lockers as scheduled to drop morning materials and get lunch, P 5 and P6 (need 5 minute bumper before going to lockers to give 9 and 10s time to get downstairs- 12:45 As- 12:50 Bs)

Dismiss from SEL to lunch leaving all belongings in SEL Room

Following Lunch sanitize at SEL not the entrance

Go directly to SEL to collect belongings

Go to Period 5  
Period 6 go to lockers to drop off material and get anything needed for home

**Supervision:**

Middle School students will be supervised when outside and staff will ensure that students remain in their classroom bubbles. To assist staff in this task, they will be given a copy of the playground schedule and class lists.

**Daily Bubble Activities for MS:**

**( Library not confirmed for 12:33-12:59 therefore floater will go to gym first at 12:33)**

Day	Area (12:08 – 12:33)	Class	Area (12:33 – 12:59)
1	Skateboard Park/Basketball Court/ <b>T Th</b>	6E	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	6FI	BBT
	Gym A/B or Library <b>7E</b>	7E/8E	Gym A/Gym B or Library <b>8E</b>
	Library Patio/ <b>Classroom</b>	7FI	Soccer Field A/ <b>Games Room A</b>
	Patio/ <b>Cafeteria</b>	8FI	Soccer Field B/ <b>Games Room B</b>
2	Skateboard Park/Basketball Court/ <b>T Th</b>	6FI	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	6E	BBT
	Gym A/B or Library <b>7FI</b>	7FI/8FI	Gym A/Gym B or Library <b>8FI</b>
	Library Patio/ <b>Classroom</b>	8E	Soccer Field A/ <b>Games Room A</b>
	Patio/ <b>Cafeteria</b>	7E	Soccer Field B/ <b>Games Room B</b>
3	Skateboard Park/Basketball Court/ <b>T Th</b>	7FI	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	7E	BBT
	Gym A/B or Library <b>6FI</b>	6FI/6E	Gym A/Gym B Library <b>6E</b>
	Library Patio/ <b>Classroom</b>	8FI	Soccer Field A/ <b>Games Room A</b>
	Patio/ <b>Cafeteria</b>	8E	Soccer Field B/ <b>Games Room B</b>
4	Skateboard Park/Basketball Court/ <b>T Th</b>	7E	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	8E	BBT
	Gym A/B or Library <b>8FI</b>	8FI/7FI	Gym A/Gym B or Library <b>7FI</b>
	Library Patio/ <b>Classroom</b>	6FI	Soccer Field A/ <b>Games Room A</b>
	Patio/ <b>Cafeteria</b>	6E	Soccer Field B/ <b>Games Room B</b>
5	Skateboard Park/Basketball Court/ <b>T Th</b>	8E	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	8FI	BBT
	Gym A/B or Library <b>6E</b>	6E/6FI	Gym A/Gym B or Library <b>6FI</b>
	Library Patio/ <b>Classroom</b>	7E	Soccer Field A/ <b>Games Room A</b>
	Patio/ <b>Cafeteria</b>	7FI	Soccer Field B/ <b>Games Room B</b>
6	Skateboard Park/Basketball Court/ <b>T Th</b>	8FI	Games Room C
	Tennis Court/Mini Sticks/Skipping ropes/ <b>BBT</b>	7FI	BBT
	Gym A/B or Library <b>8E</b>	7E/8E	Gym A/Gym B or Library <b>7E</b>

	<b>Library Patio/Classroom</b>	<b>6E</b>	<b>Soccer Field A /Games Room A</b>
	<b>Patio/Cafeteria</b>	<b>6FI</b>	<b>Soccer Field B/Games Room B</b>

Each MS class will have a marked, designated area in which to line up prior to re-entering the building following lunch activities. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.

High School students will be supervised to ensure that physical distancing is respected at break and noon times. Each class will have a marked, designated area in which to line up prior to re-entering the building following lunch activities.

Playground equipment will be sanitized when returned with Resource support under supervision of an educational assistant.

High School students will be required to maintain 2 metre distance regardless of the activity area that they choose. The duty supervisors will monitor this.

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

Middle School bubbles will be assigned a designated eating area and microwave. High School students will sit at clearly marked spots at tables. All students will eat in the cafeteria according to staggered schedule for noon. Distancing markers will be placed on the floor near microwaves. Duty teacher will monitor distancing.

The cafeteria service will be closed for the school year. Students will be provided with refillable water bottles or they may bring one from home. It is strongly suggested that students have their names on their water bottles. Microwaves will be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

**RETURN TO PLAY**

**After school athletics:**

In cases where any organized sports have a Provincial Sport Organization governing body, the level of play and associated modified rules will comply with operational plans developed by the that body.

NBIAA guidelines regarding competitive athletics will determine division, level of play for each associated sport and the number of participants permitted.

Custodians to be given a schedule of practices/games to ensure changing rooms cleaned and disinfected before next day of school.

Students not permitted to participate more than one interscholastic sport at a time.

## **RETURN TO PLAY SOCCER:**

Students staying after school for athletics are under the supervision and guidance of the field manager who will ensure adherence to all COVID guidelines and protocols. Namely,

- COVID Screening is mandatory prior to any travel and/or participation.
- Water bottles to be filled prior to going to the changing rooms.
- Changing rooms accessible *prior* to practice/game only. 6-8 bubbles; 9-12 reduced numbers and separation of 1 metre as indicated by the yellow markers.
- Belongings to be separated by a distance of two metres and lined up in the hallways for post-practice or post-game collection.
- Sanitization of hands prior to exiting and re-entering the building.
- Attendance to be taken at each practice for all involved, players, coaches and volunteers.
- Records of attendance to be kept on file.
- No sharing of bibs (pinnies).
- Everywhere outside field of play physical distancing of two metres- mask required. If not on the field, a mask must be worn. This includes post-practice and post-game when exiting the premises.
- When travelling to an event, everyone should attempt to provide their own transportation. If carpooling, follow risk mitigation measures as outlined in The NB Return to School Document Appendix D3 p. 47:
  - Only the driver in front, unless the driver and passenger reside in the same household or the driver and the passenger are wearing masks
  - For each subsequent row, no more than 1 per row, except:
    - a) Students that are part of the same household may sit up to 3 to a row.
    - b) Students in grades 6-12 who are not in the same household must wear masks if seated together in the same rows.
- Coaches and volunteers are required to maintain two metres physical distancing. If this is not possible a community mask must be worn.
- Team and coach meetings in person must follow two metres physical distancing and a mask.

## **Hosting extra-curricular outdoor events games after school:**

### **Players:**

Field Manager shall ensure:

- Host school must have a master list of all names and contact information of coaches, players and volunteers
- Participants to arrive ready to participate as the use of changing rooms by visiting teams is not permitted for extra-curricular activities.
- Visiting team must arrive dressed ready to start warm up
- Host school must keep a record documenting the contact information of all in attendance- practice and play.

Reception Manager shall ensure:

- Outdoor events are limited to 50 spectators. No exceptions.

- Players encouraged to limit to one spectator.
- COVID screening questions shall be asked to all spectators.
- Host school must have a master list of all names and contact information of spectators.
- Hygiene etiquette shall be respected by those in attendance. Hands to be sanitized upon entry.
- Physical distancing of 2 metres to be respected and masks shall be worn at all times.
- Inform that washroom facilities are not available to the public. Share possible locations in the village.

### **RETURN TO BASKETBALL PRACTICE**

NBIAA Phase 2 (NB Yellow Phase): Return to Basketball Practice Operational Plan  
School training within the NBIAA season of play.

Only students involved in the practice immediately following school will be permitted to stay after school.

Beginning October 26, 2020, Harvey High School will host senior and junior boy and senior girl high school basketball try outs and practices with the understanding that no more than 12 players and 3 non-playing members may attend. COVID Screening is mandatory prior to any participation and will be completed by coaches. Practices will concentrate on individual skill building, “Challenges”, fundamental movement skills, and live play within the team without rule modifications (no competition with other teams/groups). All equipment to be used must be sanitized both before and after practice- this includes basketballs, cones, and any other equipment used. There shall be a designated ball rack for used basketballs. No sharing of bibs (pinnies). Pinnies, after use, are to be placed into a designated bin and washed after each use. Players are encouraged to bring reversible jerseys.

Students are required to wear masks when not involved in play, while in the changing rooms, in corridors, washrooms and outdoors.

Students and coaches are to sanitize hands upon entry and exit of the gym each time.

Water bottles to be filled prior to practice and to be labelled.

Students, under no circumstances, are permitted in the equipment room.

Players are to avoid high fives, fist pumps, and handshakes. Players are to avoid touching their faces. There will be no sharing of food, drinks, or towels.

Players will avoid gathering in groups and maintain social distancing during breaks in play.

Attendance to be taken at each practice for all involved, players, coaches and managers.  
Records of attendance to be kept on file.

Try outs and practices will be held either immediately after school dismissal or 20 minutes following an earlier practice.

If practice is immediately following school dismissal, students will proceed directly, under the supervision of an assigned adult, to the changing rooms. Both locker rooms will be used. Six students will be allowed in each locker room and will be required to wear masks. Each player will go to a yellow marker that has physically distanced by one metre.

Once finished changing, all belongings will be taken from the locker rooms, placed in the gym, separated by two metres and lined up in the gym for post-practice collection. No player is permitted to re-enter locker rooms.

If practicing after the first practice, students will remain in a vehicle outside until waved inside by the coach. No one is to wait outside the building. Students may not be admitted if they are late to practice as doors are locked and not manned.

Students need to be picked up or leave the premises immediately following the practice.

Coaches must wear masks and be socially distanced by 2 metres from others at all times. Coaches will ensure that equipment is properly sanitized before and after practice. Coaches will sanitize chairs, tables, and score clock upon completion of practice. Coaches will ensure players are following COVID regulations.

For after school practices only, coaches will ensure locker rooms are open for students to change. Coaches will ensure that no more than six players are allowed per room to change. Players are not permitted to leave belongings in locker rooms.

Coaches will monitor that players' belongings are stored in the hall or gym socially distanced.

Coaches will monitor players as they arrive and leave to ensure social distancing is maintained when not in play.

#### **RETURN TO CONFERENCE PLAY: BASKETBALL**

School doors will remain locked. The reception manager will direct admittance to the building. No spectators will be permitted.

#### **Masks:**

At all times, those entering will wear a mask unless directly involved in play on the floor.

#### **Sanitization:**

Sanitization will be required upon entry or re-entry to the gymnasium.

Sanitization will be required prior to re-filling water bottles.

Sanitization of gymnasium and washrooms will occur following and in between all games.

Sanitization of warm up and game balls will be in accordance with regulations defined by the governing basketball bodies, namely, Basketball New Brunswick and the NBIAA.

- Away teams will provide their warm-up balls.
- Home team will provide two game balls and will designate those to sanitize as per directives.

Public washrooms:

Public washroom will be available. Capacity for washrooms will be posted and respected by all individuals. Those using these facilities will call out before entering the washroom to ensure capacity is respected.

Locker rooms will not be available. Home and Away players will arrive ready to play. An exception to this will be the home senior girls' team members. On game day, the home senior girls shall be permitted to remain at school prior to their game start. Senior girls' players shall remain in the cafeteria at socially distanced designated areas until entry to the gymnasium is permitted.

Arrival:

All contact tracing information will be kept and stored in a secure location for a minimum of 30 days and released to Public Health upon request.

Home and Away teams will arrive no sooner than forty minutes (\*\*see Double Header category directly below) prior to game start and will be met at the gymnasium entrance door by the reception manager who will be responsible to ensure screening for those entering the building has been completed using the provincial screening questionnaire. Each team will be permitted fifteen people in total including twelve players, one coach, one assistant coach, and one team manager. Home and Away team coaches will be responsible for screening players and the manager prior to entry to the building. The reception manager will screen and collect contact tracing information on the accompanying adults. The coach will submit to the reception manager the team roster with contact tracing information. The reception manager will verify names of those being admitted. The teams will enter the building socially distanced, remove outdoor footwear, and proceed directly to the designated Away bleachers in the gymnasium with all personal belongings. Individual belongings will be stored at each player's designated place on the bleachers. Bleachers are marked at two metre increments to ensure social distancing.

Double headers:

\*\*To ensure proper sanitization, the reception manager will signal when it is time for teams to be admitted following the first game. All team members and accompanying adults will remain in vehicles to avoid contact and congestion.

Broadcast:

Photo/video consent will be verified by coaches for all players before broadcasting of games will be permitted. Broadcasted games will be livestreamed via Harvey High School YouTube page.

Upon entry to the gymnasium, Away and Home teams will proceed to the designated bleacher areas. In addition to the fifteen places marked at two metre increments, there will be a designated substitution spot. Each player and adult will have a designated place on the bleachers which will not change during the game. The players and accompanying adults will store all personal belongings at that place. Each player is responsible to have a water bottle. A water fountain will be placed in between each section of bleachers where water bottles may be filled maintaining social distancing in that area.

Warm up will officially begin twenty minutes prior to the game.

In addition to the teams, there will be three minor officials and two game officials. These individuals will be screened, and contact tracing information collected by the reception manager prior to admittance and will then be directed to proceed to their designated area in the gymnasium.

Minor officials, namely, the scorekeeper, shot clock operator and score clock operator, will proceed to the far side of the gymnasium to designated desks socially distanced by two metres. Game officials will proceed to the socially distanced designated area to the right-hand side of the gymnasium by the white board.

In addition, should the game be broadcast, videographer(s) will be in attendance and will be screened by the reception manager prior to admittance and will then be directed to proceed to their designated area. Contact information will be collected.

Time outs:

Players are to sit in their designated spots in the bleachers or stand/sit at the 1 metre interval spots marked on the floor in front of the benches.

Half time:

The usage of washroom facilities being the exception, all those in attendance will remain in the gymnasium during half time.

End of game:

Teams will depart within ten minutes of game's end.

### **SCREENING:**

#### **Outline how passive screening requirements are being met and communicated.**

Parents/caregivers will monitor their child referencing the attached document *Self-Monitoring Checklist for Students and Staff* (Appendix One) 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 if their child is not feeling well their child will remain at home.



As per provincial protocol, parents/caregivers will need to contact 811 to determine if testing for COVID-19 is required when presenting with two or more symptoms.

Members of the public who have an appointment to enter the building will be required to self-assess using the posted COVID-19 screening questions prior to entering the building. Members of the public entering the building will be required to ring the door buzzer to be admitted, sanitize their hands, wear a mask and check in to the building through the administrative assistant or administration.

**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 *Self-Monitoring Checklist for Students and Staff* (Appendix One) to reference when screening prior to leaving for work each day. If there are symptoms of COVID present, then staff should not be at school.

**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 demonstrating **two** symptoms of COVID-19, he/she will notify the administration. A member of the administrative team will contact the individual to verify the information. School personnel are to report to administration if they are experiencing COVID-19 symptoms. School personnel and students will be required to stay at home until symptoms have been resolved for 24 hours.

*"If a child has 2 symptoms of COVID-19, families are asked to contact 811 to determine if COVID-19 testing is required. If COVID-19 testing is required, Public Health will inform you when isolation may be lifted. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional." 2020-09-08 Superintendent McTimoney Parent Q and A document.*

Those tested may return to school if they have received a directive from Public to that effect.

**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 demonstrate two or more COVID symptoms, they are to report 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 and will proceed to designated isolated area.

**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.**

People showing **two** symptoms of illness will go to the room adjacent to the Principal's office (Room 107). The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks and maintain a distance of 2 metres until the person has been picked up and the room has been sanitized. Pick-up is to occur within an hour of notification (See Appendix Two). The door to the room will be closed while the person is inside (windows will allow for monitoring of the individual). Following the departure of the symptomatic individual, 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. Hand Sanitizer posters will be displayed in each classroom and in common areas.

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

Upon arrival, homeroom teachers and all staff who work with students in areas outside of classrooms, will pick up spray bottles with disinfectant solution as needed from the cafeteria. All staff will return spray bottles to the cafeteria as needed. The Custodian II or designate will sanitize and refill the bottles. The bottles will be available for morning pick up.

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

Colin Grieve, Custodian II, will monitor supply levels and communicate with administrative assistant 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, toilet paper, and garbage containers where needed.**

#### **Washrooms:**

All washrooms will have liquid soap dispensers and paper towel dispensers.

Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned and disinfected three times per day.

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

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

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

Downstairs washrooms will be limited to 2 people. The upstairs boys' washroom will be limited to 2 people and the girls' to 3 people. The other washrooms are single use.

Homeroom and subject teachers will ensure that only one student is excused from class to use the washroom at a time during class time. Students will be required to seek permission from the teacher prior to going to the bathroom both prior to and during class time, transitions times, breaks and noon. This allows staff to ensure the obligatory contact tracing information is accurate. Students will call out before entering washroom to assess capacity and wait outside physically distance until the capacity can be respected.

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 and that posted capacity is respected. Bathroom sign-out logs will be kept in each class and during cafeteria/recess breaks and noon.

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

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles containing a disinfectant as needed from the cafeteria.

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

All staff will return spray bottles to cafeteria before leaving as needed.

The Custodian II or designate will sanitize the bottles and refill as needed and place in the cafeteria for staff pick up.

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

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

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

**PERSONAL HYGIENE ETIQUETTE Use masks according to the *Return to School* document protocols.**

Students in grades 6 – 12 will be required to wear masks all common areas and when physical distancing of 1 metre is not possible in high school classes.

Use of Community Masks and Physical Distancing for Students			
K-5	In class grouping	Community masks	Not required
		Physical distancing	Not required*
	In common areas when class grouping is not protected	Community masks	Encouraged
		Physical distancing	Two metres
6-8	In class grouping	Community masks	Not required
		Physical distancing	Not required*
	In common areas	Community masks	Required
		Physical distancing	Two metres
9-12	In the classroom	Community masks	If unable to physically distance one metre, community mask is required
		Physical distancing	One metre
	In common areas	Community masks	Required
		Physical distancing	Two metres

Use of Community Masks and Physical Distancing for School Personnel					
Grades	Location	Measure	Class Grouping Teacher	High School and All Level Specialty and Teachers (Art, Phys. Ed., etc.)	Itinerant Teachers, Supply Teachers, Visiting Professionals
K-8	In class grouping	Community masks	Not required	If unable to physically distance one metre, community mask is required	If unable to physically distance two metres, community mask is required
		Physical distancing	Not required	One metre	Two metres
	In common areas	Community masks	Required	Required	Required
		Physical distancing	Two metres	Two metres	Two metres
9-12	In the classroom	Community masks	N/A	If unable to physically distance one metre, community mask is required	If unable to physically distance two metres, community mask is required
		Physical distancing	N/A	One metre	Two metres
	In common areas	Community masks	N/A	Required	Required
		Physical distancing	N/A	Two metres	Two metres

**The use of a mask does not take away the need to physically distance.**

**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, administrative assistant and administration are to be notified immediately and the administrative assistant or administration 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, work and common areas will be provided with hand sanitizer that contains a minimum of 60% alcohol. Custodians are responsible to ensure that an adequate supply of hand sanitizer is available in all work areas. 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.

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

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

**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). This includes washrooms.**

Shared objects within a classroom, inclusive of skilled trades areas, are to be sanitized by teacher prior to being given to students and by students upon their return. Specific rooms will be cleaned as indicated earlier in this document.

Custodians will ensure that all push bars, handrails, cafeteria tables, other high touch surfaces, and washrooms will be cleaned prior to and following morning/afternoon breaks and following each lunch break, and at the end of the day.

Staff and students are required to clean the microwave before and after use.

Staff are required to sanitize the Keurig and microwave after use.

## **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 desk barriers and face shields will be available to all staff.

**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**

District will provide all necessary PPE.

**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 and staff sign-in/sign-out log will be maintained by the administrative assistant. The vice-principal will keep a log of staff attendance and any substitutes that are in the building. Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. Educational assistants' classroom movement will be tracked through schedules. If students are outside of the classroom, teachers or designate will be asked to note on lesson plans when students are not in their rooms and if applicable, 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 service will be closed for the 2020 – 2021 school year.

## **OCCUPATIONAL HEALTH AND SAFETY**

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

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

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

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

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

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

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

Staff will have access to Harvey High School's Operational Plan upon returning to school. Staff will provide students with the information in this document at an age/grade appropriate level. Staff will model and teach the practices outlined in the Operational Plan. Visiting professionals will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will receive both a hard and 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, vice-principal, and administrative assistant.

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

District leaders 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.

Staff are advised to read information on the following website:

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

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

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

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

**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. Updates to the operational plan will be submitted to the district.

**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. See Appendix Two**

**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 communicate with the Superintendent and collaboratively follow the directives of the Regional Medical Office of Health. The Superintendent will inform the Department.

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

In the event a school, region or the province is shut down (red phase) 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, Grades 6-8 teachers may have distance-learning kits that they can send home with students.



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. Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Pick-up is to occur within an hour of notification. Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2m 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. ESST will monitor school climate.

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

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

The staff will read and review Harvey High School's Operational Plan on August 31, 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.**

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

## APPENDIX TWO OUTBREAK MANAGEMENT

### Guiding Principles

Full-time education will be mandatory in September 2020. The Department of Education and Early Childhood Development has the mandate to provide quality education for all public-school students. COVID-19 is listed as a notifiable disease under the *Public Health Act* which means that the Chief Medical Officer of Health is responsible for the management of an outbreak. That being said, schools, school districts and the Department of Education and Early Childhood Development have a role to play in supporting the Chief Medical Officer of Health and the Regional Medical Officer of Health.

### Directives

#### School Absenteeism Guided Measures

School administrators understand the usual absenteeism patterns of their school. They will notify the Regional Public Health Office in cases of outbreaks or unusual situations, such as when absenteeism of students or school personnel is greater than would be expected, or severe illness is observed.

#### Symptomatic Students and/or School Personnel

- The school must have an area designated to isolate school personnel or students who become symptomatic during the day while waiting to be picked up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation.
- Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic student should maintain a distance of two metres and wear a mask.
- If two-metre physical distancing can not be maintained from the symptomatic student and if circumstances allow, the student must wear a community mask unless not tolerated and be separated from other students and school personnel until their parent arrives to pick them up.
- Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
- Hygiene and respiratory etiquette must be practiced while the symptomatic studentschool personnel is waiting to be picked up.

## Outbreak Management Process

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

# Outbreak Management

