

HUBBARD ELEMENTARY SCHOOL

2020-2021 OPERATIONAL PLAN

Revised: March 31, 2021

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**HUBBARD ELEMENTARY SCHOOL
SCHOOL OPERATIONAL PLAN
2020 – 2021**

COMMUNICATIONS

COMMUNICATE OPERATIONAL STRATEGIES AND PROVIDE ORIENTATION TO SCHOOL PERSONNEL AND STUDENTS:

School Personnel:

- The newest revision of the Hubbard Operational Plan, known as the **HOP** will be shared with school personnel via e-mail on March 30, 2021.
- Staff will be asked to read the plan before the first day before students begin.
- A meeting (virtual or socially-distanced, (depending on Zone COVID Phase), will be held with regular faculty to review the HOP.
- The plan will be provided to auxiliary and support staff as they return/come to Hubbard to work.
- Components of this plan have been reviewed and created originally by a school-based COVID Planning Committee and represent a revision of our 50 Hubbard Ave. location and our new 95 Drummond Dr. location.

Students:

- The operational plan will be communicated to students by homeroom teachers through practices, routines and class meetings.
- Rehearsal of routines will take place with teachers.

COMMUNICATE OPERATIONAL STRATEGIES, PROVIDE ORIENTATION TO VISITING PROFESSIONALS:

- Visiting professionals will be provided a copy of the revised HOP and have an opportunity to pose questions the first time they enter the building.
- Guest teachers will be expected to read the HOP that has been posted in the AESOP supply teacher login notes.

COMMUNICATE OPERATIONAL STRATEGIES TO PARENT/CAREGIVER AND SCHOOL COMMUNITY:

The Hubbard Operational Plan:

- Will be shared electronically with staff. Staff are expected to pose questions for clarity as need arises and will make meaningful suggestions for improvement.
- Will be shared with PSSC. Q & A opportunities will be provided at meetings following changes to the plan.
- Will be posted to the school website for parents and caregivers. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.
- Pertinent sections of the plan will be summarized in parent newsletters and through school messenger.
- Reminders and changes will be communicated through class or school messenger, and school newsletters as needed.

PREVENTION OF PUBLIC FROM FREELY ACCESSING THE SCHOOL:

- Parents/caregivers will not be permitted to enter the building without an appointment. Parents/caregivers can contact school personnel by phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only and are to be consistent with Public Health directives according to COVID Zone or Provincial Phases.
- Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office in advance. 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 357-4199 to indicate that they have arrived or to ring the doorbell at the school bell/cameral location. The administrative assistant will ask who the parent/caregiver is picking up. The student will be called from the appropriate classroom. The administrative assistant will record who picked up the child and the time that the child left.
- Students who arrive at school beyond the opening of the school day, will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late, as per usual procedures.
- Parents/Caregivers arriving at school to drop off items, including lunches, will be permitted to enter the building vestibule once identifying themselves and the purpose of their visit to the office. Items will be placed in one of the sanitized baskets provided in the vestibule. Items must be labelled with the child's full name. Used baskets will be spray-sanitized daily after 2:00 pm.

PROCEDURES TO REDUCE CONGESTION AND FOLLOW PHYSICAL DISTANCING REQUIREMENTS DURING THE SCHOOL START AND DISMISSAL TIMES:

Entrance and Dismissal times at Hubbard Elementary School occurs with three populations.

- 1. Students walking to or from school**
- 2. Students being dropped off or picked up by vehicle**
- 3. Students using bus transportation**

ENTRANCE DETAILS

All students will enter the building at designated doors per grade/class, as identified in the sections below. Once inside, students are expected to follow the arrows of traffic flow while observing appropriate distancing. Adults in hallways will monitor movement. It is expected that all students and adults wear a face mask upon entering the building and while in the hallways, or in transition, according to the COVID Public Health Phase guidelines.

All students will go directly to their classroom to remove outdoor footwear and clothing, unpack book bags, and prepare for the day. The homeroom teachers and/or duty teachers will monitor movement in the halls and remind students of routines. Homeroom teachers are asked to ensure that students have all belongings in proper locations, with no remaining items left on the floor, allowing easy cleaning/disinfecting of the areas. Indoor shoes should be put on once inside the classroom in order to avoid hallway congestion.

Any student arriving after instruction has begun is asked to enter through the main lobby entrance and report to our administrative assistant who will sign them in. Parents are able to see students to the door but not to enter at this time. Notification to the administrative assistant will occur through our doorbell/camera feature. The administrative assistant will sign the individual in once inside the building. They are to sanitize and walk directly to class.

Entrance for Walking Students:

To stagger entrance and to prevent foot congestion, it has been requested that walking students arrive as close to 8:15, as is possible.

- **At our 95 Drummond Drive location** bussing has been offered to students who normally walk to school. Any students who will walk to school, are able to enter the building at the end doors by the playground (far left side of building) OR through the front door at the main lobby entrance. This may, or may not include the accompaniment of a parent to the doorway. Social distancing and turn taking is required as this doorway is also shared with students arriving by vehicle drop-off. All students will sanitize at entrances before coming into the school.

Entrance for Students Being Dropped Off by Vehicle:

At our 95 Drummond Dr. location, student drop-off and pick-up by vehicle occurs at the front of the building. To stagger entrance and to help minimize vehicle congestion, parents/guardians are asked to drop students off between 7:50 and 8:15 am.

- Vehicles are to enter according to the arrows/signage indicated.
- Flow of traffic is one way and there is no passing lane, please have children prepared to exit the vehicle without delay.
- Drivers are asked to be mindful that walking students are present in the area and use caution. It is imperative that parents/guardians plan their time accordingly and not to rush in the drop-off or pick-up zone for the safety of all.
- Social-distancing and turn-taking is required as students enter the building.
- Students will be prompted to sanitize by supervisors posted at the doorway and lobby area.

Students will proceed to their classrooms in the following manner:

Grade 3: Sanitize at lobby junction and proceed right  to respective classes.

Grade 4 FI: Sanitize at lobby junction and proceed left  to respective classes.

Grade 5 & Grade 4 English: All students in **classes upstairs** will sanitize at lobby junction and proceed left  to stairwell, proceed upstairs socially-distanced on the right side of stair case. Once upstairs, students will walk according to the arrows and taped halls.

Entrance for Students Being Dropped Off by Bus:

At our 95 Drummond Dr. location, student drop-off by bus occurs at the far, right doors in the bus lane off Drummond Dr. There are to be no other vehicles in this area.

Students will proceed to their classrooms in the following manner:

Grade 3, 4 & 4 FI: All students in **classes downstairs** will sanitize at the double doors to the school hallway and proceed to classes  socially distanced, according to the arrows and lines in the hallway.

Grade 5 & Grade 4 English: All students in **classes upstairs** will sanitize hands before proceeding up the stairwell, socially-distanced on the right side of stair case. Once upstairs, students will walk according to the arrows and taped halls.

DISMISSAL DETAILS

Students will be dismissed in 3 groups with some staggered times to allow for movement. It is very important that all staff and parents work toward these timings to help the flow of traffic. A detailed description of dismissal was sent home on March 23, 2021.

- 1. Walking students will be dismissed at 2:50**
 - 2. Students being picked up by vehicle will be released at 2:55.**
 - 3. Students taking a bus, will be walked to their bus lines to begin loading at 3:00. At our new location there will be two waves of bus dismissal and students will wait in their classroom bubble.**
- Students will prepare for the end of the day in their homerooms. The homeroom teachers and/or duty teachers will monitor movement in the halls and remind students of expectations of social distancing. Additional supervision by support staff has been arranged.
 - All students will exit the building at designated doors per grade/class, as identified in the sections below or with teachers accompanying them to bus lines. Once outside, students are expected to follow adult direction and wait where identified so we can observe appropriate distancing. Adults in hallways will monitor movement as students leave the building. It is expected that all students and adults wear a face mask while in the hallways and when social distancing is not possible, even outside. We will follow Public Health directives according to the COVID Phase guidelines.
 - Students leaving later than the regular dismissal time for 'unforeseen' circumstances will wait in their homeroom classroom until called to the office, or they will be accompanied by a teacher to wait, wearing a personal mask, in the lobby area as directed.

Dismissal for Walking Students:

To stagger dismissal and to prevent foot congestion, walking students will exit the building at 2:50 (just a few minutes before all other students) through the far, left playground doors. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

Dismissal for Students Being Picked Up by Vehicle:

To provide a safe dismissal, parents/guardians who are transporting children by vehicle are asked to provide ample time for a safe pick-up at dismissal time at the front of the school. A traffic flow update was sent home to families on March 23, 2021.

- Students who are being picked up by vehicle will be dismissed at 2:55 pm
- Drivers are to be mindful that walking students may present in the area and that **our drop-off and pick-up area has only ONE WAY traffic with NO PASSING LANE, at our new location on Drummond Dr.**
- It is imperative that parents/guardians plan their time accordingly and not to rush in the drop-off or pick-up zone for the safety of all. To help with the flow of traffic:

Gr. 3 Drivers be at school for 2:55

Gr. 4 Drivers be at school for 3:00

Gr. 5 Drivers be at school for 3:05

Brightly colored name cards were provided to help identify child and driver.

Procedure by Class:

- **Gr. 3 and ¾ Messer- In this order: (Gerbrandt, McCabe, Kennedy, Bowie, Messer, Harrison)** will exit the building through the front lobby doors. They will be escorted supervised, and walk according to the marked arrows and lines, to designated waiting areas supporting classroom bubble groups.
- **Grade 4 FI (Lavolette-Rowe, Beyea), & Gr.5 (Blaney, Thomas, Baker, Muise, Edmondson)** will exit the building via the end door nearest the playground. They will be escorted supervised by classroom teachers, and walk according to the marked arrows and lines, to designated waiting areas supporting classroom bubble groups. Social distancing and turn taking is required as this entrance is shared with others. Supervision has been arranged to monitor students being picked up by vehicle to safely find their waiting spot for pick-up.
- **Grade 4 English (Brophy, Frost, Dunn)** will exit the building through the front lobby doors. They will be supervised walking according to the marked arrows and lines down the far, left stairwell (playground side), to designated waiting areas supporting classroom bubble groups.

Dismissal for Students Picked Up by Bus:

- **All Grade 3-5 students travelling by bus** will be walked to the bus loading zone, in their classroom bubble by their homeroom teacher or a designated adult. A specific waiting area for classes will be designated for each class. This area is necessary to accommodate a second wave of 3-4 buses at our new location. Students will load buses by number as they arrive, under the direction of their teacher. *Note: Bus transfers are not being accommodated this year due to contact tracing protocols and crowding on busses.

Procedure by Class:

- **Grade 4 English (Brophy, Frost, Dunn)** All students, wearing masks, will be escorted by their teacher, walking according to the marked arrows and lines down the far, right stairwell (bus loading zone side), to designated waiting areas supporting classroom bubble groups. The 2nd bus wave group of students will wait in the designated area outside, while classroom teachers safely load the 1st group of bus students. The second bus group will load under classroom teacher supervision upon arrival.
- **Gr. 3 and ¾ Messer- In this order: (Harrison, Messer, Bowie, Kennedy, McCabe, Gerbrandt)** will line classes up in hallways, maintaining social distancing and having students wearing masks. Walkers and students being picked up by vehicle, will exit appropriately. Wave 1 of buses will be escorted supervised, to buses to load. Wave 2 of buses will wait outside of classes, socially-distanced and supervised in the hallway until the teacher returns for the second group of students.
- **Grade 4 FI (Lavolette-Rowe, Beyea), & Gr.5 (Blaney, Thomas, Baker, Muise, Edmondson)** will exit the building via the end door nearest to the playground. Students in classes upstairs will use the stairwell closest to the playground exit doors. All students, wearing masks, will be escorted by their teacher to a designated waiting area supporting classroom bubble groups. The 2nd bus wave group of students will wait in the designated area outside, while classroom teachers safely load the 1st group of bus students. The second bus group will load under classroom teacher supervision upon arrival.

PROVISION OF COVID CONTROLS

Classroom:

- Students will remain in homeroom class groups (bubbles) throughout the day.
- Students will travel by class to gym, music or library with their classroom group and with an adult.
- Hand sanitizing stations will be provided in all classrooms, including library, gym and music.
- Staff are encouraged to maintain a 1 m distance between themselves and students where possible, unless engaged in a bubble. Visiting staff are to maintain a 2m distance and wear a mask if distance cannot be possible. (COVID Public Health Guidelines by Phase will be followed).
- Students should use personal belongings where possible, with little or no sharing of items between students. Manipulatives cannot travel from class to class. If this occurs, appropriate sanitization of items is to be completed as per disinfection standards, *Appendix G: Cleaning and Disinfection Standards*.
- Staff are encouraged to open windows in the classroom where possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office when leaving and re-entering the building for security purposes).
- PPE equipment will be provided to staff members, with the exception of a personal use mask.
- Portable plexiglass dividers will be made available for staff use.
- Custodial staff will disinfect classrooms according to the protocols provided in *Appendix G: Cleaning and Disinfection Standards*.

Library:

- A library schedule will be arranged that will allow classes to visit in their bubble group.
- The schedule will be arranged so that high touch areas can be sanitized between classes.
- Borrowing books is permitted. Returned books will be left for a minimum of 48 hours between return and re-shelving. Any being re-shelved on the same day will be sanitized (cover).

STEAM Carts/Materials:

- STEAM science carts and materials are permitted for use in a single classroom bubble group and materials cannot be shared from cart to cart or class to class.
- Carts can be used for individual classes engaged in this activity.

Music Room:

- A music class schedule will be arranged that will allow classes to be held in the designated music space (library), weekly. The teacher will follow expected curriculum guidelines in keeping with COVID 19 and public health directives.
- The music teacher will be required to sanitize equipment between use and high touch surfaces.
- Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized at the end of the day, as per *Appendix G: Cleaning and Disinfection Standards* in the EECD directive.

Computer Cart LapTop/iPad Use:

- Teachers will arrange for lap top use in advance to allow for sanitization between uses.
- Oxiver-1 minute dry spray on a cloth, or Oxiver-1 minute dry disinfecting wipes will be used.
- LapTops will require sanitization under the direction of the teacher before being returned and locked in the cart. Units that have not been sanitized cannot be returned to the cart. This is the responsibility of the adult who is facilitating the use of the units.
- iPads will be centrally stored in the resource room and will be sanitized before and after use by an adult (EA or Teacher).

- iPads and devices that are single user identified as assistive technology may remain in the classroom as needed, in a safe and secure location. Devices will be sanitized after use by the supervising adult.

Gym:

- Mask wearing is necessary in transition to and from the gym as social-distancing cannot be guaranteed in the lobby area.
- Classes will enter the gym with teacher supervision, sanitizing as they enter. When two classes are present, the entering class will line along the far, right wall of the gym away from the door, until the class before is ready to leave. This is to avoid bubble contact in the doorway and lobby. Students will sanitize at the station provided.
- Teachers must walk students into gym and meet the students just inside the gym doors before they exit. **The lobby is not to be used as a waiting area as there is not space to do so safely.**
- Students will visit the gym in their bubble class only. When necessary, the gym will be used concurrently with bench dividers to denote 2m distancing between bubbles. Two classes will operate cross-court at this point as per schedule.
- Students wishing to change into PE clothing, will do so at the washroom frequently visited and designated to that bubble class, and not in a change room.
- Allowing students washroom breaks during Phys. Ed. is discouraged.
- Sanitizing equipment between uses, and bubble classes is necessary, as well as day's end.

PROVIDE COVID CONTROLS FOR STAFF WORKING OUTSIDE OF A CLASSROOM:

- Hand sanitizing stations will be provided in all work areas of the school including offices, and other learning centres.
- Portable plexiglass dividers will be provided to all staff to use while working with others and when distancing is not possible.

Resource/Guidance/EA Break Out/Wolastoqey Area(s):

- Small group work will be limited to students who are in the same class, unless the room is large enough to accommodate 2m distancing between students in differing bubbles.
- Student chairs, tables and any areas touched by the student(s) must be sanitized appropriately between use, according to protocol.
- Students must have individual materials with which to work. 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 labeled and shelved containers.
- Sanitizing stations are encouraged to be used when entering the space.
- All group work area protocols are subject to COVID 19 Public Health Guidelines according to Provincial COVID Phases at the time.

Professional Support Staff (Speech Language Pathologist, Occupational Therapist, Autism Resource Staff, APSEA Workers, Child & Youth Team Members):

- All professional support staff engaging with students are expected to follow the operational plans of the school and to have signed acknowledgement of the plan.
- Appropriate mask, and shields will be worn when working with students and personal use masks must be worn when entering the building.
- Each student must have their own set of materials. Materials are to be kept in separate enclosed containers properly identified by student name.

- Student chairs, tables and any areas touched by the student(s) must be sanitized appropriately between use, according to protocol. Disinfectants are provided by the school.

District Personnel meeting with Hubbard Staff:

- Upon entering the school, District personnel will wear a personal use mask and sanitize appropriately. When a distance of 2 m can be maintained in the meeting location, masks continue to be encouraged, but not required depending on the Provincial COVID 19 Phase.

RISK ASSESSMENT

Further documentation regarding risk assessment can be found through the following hyperlinks:

- Risk Assessment Guideline Health Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>
- Risk Mitigation Tool Health Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html>

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 adults 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.
- 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).
- Water filling stations have been installed and drinking fountains disabled.
- A personal use water bottle has been purchased for each student and staff member.
- Signage and safe direction decals are evident in the school.
- Request for additional staffing for supervision of students in transition in hallways and movement in the building has been made.
- Portable plexiglass dividers will be provided for use.

DETERMINE THE PHYSICAL ISOLATION ELEMENTS FOR PEOPLE SHOWING SIGNS OF ILLNESS IN THE OPERATIONAL PLAN FOR YOUR SCHOOL:

- Individuals demonstrating signs of illness will be directed to the office window, and office staff will be alerted. He/she/they will sit at a table area outside of the office in vision of the administrative assistant or office staff, while a parent/guardian is contacted.
- The individual who is sick must wear a mask. One will be given a mask to wear (if he/she/they do not have a mask).
- All staff in the area will be required to wear masks until the person has been picked up by a parent or guardian and the area has been sanitized. Following the departure of the individual who is ill, the custodian, or another available adult, will disinfect the table and chair.

PHYSICAL DISTANCING

IMPLEMENT PHYSICAL DISTANCING FOR STAFF, STUDENTS, VISITING PROFESSIONALS, PARENTS/GUARDIANS, VOLUNTEERS, AND COMMUNITY MEMBERS:

- Provide visual cues on floors, indicating directional movement and spacing.
- Provide signage for doors indicating room capacity for safe physical distancing (outside of classroom bubble) and arrange furniture to promote the physical distancing requirements.
- Indicate maximum capacity use of rooms on doorways with signage on doors.

Hallways:

- Main hallways will have a designated centre lines indicating the center of the hallway as a visual for our students and visitors. Arrows will be added to indicate the direction of movement for each side of the hallway.
- Physical distancing and stop decals will be applied to floors.

Installation of physical barriers, such as partitions, and relocation of space:

- A physical barrier wall has been installed in the former breakfast room to denote space for our Wolastoqey Centre. The remaining space has created a galley kitchen.
- A wall was removed to provide space for an additional classroom, and the music room has become a classroom.
- Music classes will now be held in the library, on opposite scheduled days, to ensure that only one class bubble is present in the space at any given time.
- See the following Maximum Capacity of Spaces at Hubbard:

MAXIMUM CAPACITY OF SPACES AT HUBBARD

Location	Capacity	Additional Capacity Notes
Gym	1 class bubble group, full court	2 class bubble groups, cross court with divider
Gym	25 with physical distancing	1 in Gym Office
Gym Equipment Rm	1 in 1 at door	
Balcony Storage	5 distanced	Adult supervision only
Library/Music Area	1 class bubble group	14 adults with physical distancing
Resource, Miller	6 same class bubble group	4 with distancing
Resource, Hanson	6 same class bubble group	2/3 with distancing
Guidance, Worden	3 same class bubble group	2 with distancing
Wolastoqey Centre	1 class bubble group/3 distanced bubble groups.	12 with distancing
C & Y Office	3 with distancing	
Cafeteria	1 class bubble group/3 distanced bubble groups	20 with distancing (including staff lunch tables)

Snoezelen Rm	2 (one adult, one child)	Mask is encouraged
Classrooms	1 class bubble group	8 with distancing for meeting purposes
Staff Work Rm	4 with distancing adults only	1 additional in aux office/2 distanced in photocopy rm.
Staff Lunch Upstairs	7 with distancing	
Staff Lunch Downstairs	7 with distancing	
Kitchen	3 with distancing	
Office Area	3 with distancing	
Principal Office	3 with distancing	
Break Out Learning Areas	Individual offices have maximum capacity signs posted	

PROTOCOLS TO MITIGATE CONGREGATION OF GROUPS

Note: COVID 19 Provincial Phase Guidelines Prevail

- Stagger entrances and exits for beginning and end of day, break/recess/lunch periods with specified play areas for bubble classes are in place. Adults are asked to enter the building at door of choice, self-responding to COVID 19 health questions, and sanitizing upon entrance. (See Table in Transition section of plan).
- Host virtual meetings where physical distancing is not possible.
- Encourage teacher team meetings vs. whole staff gatherings where social distancing is not possible.

Staffroom/Lunchroom:

- Eating lunch with colleagues is possible provided physical spacing is maintained, please eat lunch and provide an opportunity for others to use the space. Furniture is arranged to promote physical distancing with no more than 10 individuals in the room at any given time.
- All persons using the kitchen will need to wash hands before sitting or using the room or sanitize using the station.
- One person in the food prep/microwave area at a time; one person at the refrigeration area at a time.
- The use of coffee maker/kettle/toaster/refrigerator or microwave is permitted. Please ensure that hands are washed before handling.
- Using and returning your own dishes from home is encouraged. Dishes brought from home are to be taken home to be washed to minimize the need for emptying the dishwasher and undue handling of dishes. The use of staffroom dishes, glasses and cutlery is permitted, provided that all users place dishes directly into the dishwasher.
- The dishwasher must be emptied with a clean pair of one-time use gloves provided in the kitchen. There are to be NO DIRTY DISHES LEFT IN THE SINK OR ON SURFACES.
- The left sink will be reserved for hand washing and the right sink for dishwashing.
- Additional seating for lunch is available at the back of the school cafeteria. Protocols are the same in both locations. Picnic tables at the front of the building may also be used.

Washroom Facilities for Adults:

- Staff are asked to use the washroom facilities closest to your workspace. Practice the use of paper towel on faucets, handles and doorknobs on exit and 20 sec. handwashing.
- Regular professional support staff are asked to use the facilities closest to them.

Main Office:

- Visitors are to have an appointment to enter the school, please report to the main office window for any purpose of visiting the office area.
- Permission must be given by the Administrative Assistant or Administration to enter the office area.
- Invited visitors to the office will be expected to wear a mask. Workers in the area are expected to wear a mask when distancing is not possible.
- Two additional persons in the office beside office staff at any given time.
- Administrative Assistants who share office spaces, will sanitize all areas after use.
- No one is to move behind administrative assistant's desk touching desk items, nor enter the Principal or auxiliary office without permission and without sanitizing.
- Principal and 2 other visitors in Principal's Office at any time.

Staff Meetings/Student Gatherings:

- Staff meetings will be held virtually when social distancing is not possible and within provincial/public health guidelines. Safe distancing for meetings can be had in the gym, library or cafeteria depending on the size of the group.
- Small group/team meetings are permitted in rooms with appropriate capacity.
- Whole school assemblies are not permitted.
- Staff will engage in alternate opportunities to promote school spirit and celebrations, respecting the classroom bubble and social distancing.

Staff Workroom:

- A maximum of 4 persons with physical distancing in this common use area.
- One user in photocopier area upstairs, and 2 in photocopier area downstairs with distancing.
- Monitor movement in the area and entrance and exit to any room with one doorway.

EVALUATE THE RISK OF INDIVIDUALS/CLASS BUBBLES COMING CLOSER THAN ONE METRE (STAIRWELLS, ENTRY AND EXIT POINTS AND NARROW HALLWAYS CAN PRESENT CHALLENGES:

- Students and staff are encouraged and depending on Provincial COVID Phase, directed to WEAR A PERSONAL USE MASK when moving in the hallway, going to the washroom and travelling outside of the classroom bubble.
- One-way traffic zones where possible are indicated. We will use alternate doorways for entrance and exit, take advantage of doors that lead directly to the outside where possible. Stagger entry and exit in doorways as students arrive and leave school. See Entrance and Dismissal section for specific exit and entrance modifications to mitigate proximity.
- Appropriate decals are applied to indicate areas at which movement is to stop, before proceeding in the hallway.
- Hallways are marked with lines indicating the center of the hallway. Arrows indicate the direction of movement. Students will be taught to walk on the appropriate side and follow arrows with spacing and stopping feet.

TRANSITION CONSIDERATIONS

Hubbard Elementary School's daily schedule has been modified to address transition of students and staff during the day. Arrival and dismissal times, as well as classroom breaks, and recess or lunch procedures have been adjusted as we promote appropriate physical distancing, amongst classroom bubbles and individuals. *Please see Transitional Tables below.

Supervision:

- Students will be supervised at a ratio of 1 teacher/3 classes when outside and staff will make every attempt to ensure that students do not move between their classroom bubbles.
- A schedule of playground areas is provided to assist with supervising so students remain in their class bubbles in designated play areas. Teachers will review expectations and areas with students.
- Students will rotate use of the designated play areas for each classroom bubble, on a weekly basis. Teachers will be provided a schedule monthly by VP. *See weekly sample below.
- Teachers will meet students in line, prior to re-entering the building following recesses. Supervising staff will indicate to each class where and when they are to line up following recesses to ensure classroom bubbles are maintained.
- Each class will be provided with play equipment that can be used by members of that class while on the playground. The homeroom teacher will be responsible to ensure that equipment is maintained. This equipment will be replenished in the spring or as needed. Notify the office.

OUTDOOR MOVEMENT/BREAK TRANSITION SCHEDULE

Group	Outdoor Movement Break	Lunch Break: Indoor	Get Moving: Outside Lunch Recess
Group A: (Far Right Exit Doors) 3/4 Messer 3 Gerbrandt 3 Harrison 3 Kennedy 3 Bowie 3 McCabe	9:55 to 10:10	12:10 to 12:30	11:50 to 12:10
Group B: (Far Right Exit Doors) 4 Lavolette-Rowe 4 Beyea 4 Brophy 4 Dunn 4 Frost	10:35-10:50	11:55 12:15	12:15-12:35
Group C: (Far Left Exit Doors) 5 Baker 5 Thomas 5 Blaney 5 Edmondson 5 Muise	10:55 to 11:10	12:20 to 12:40	12:40 to 1:00

SCHEDULE FOR PLAYGROUND EQUIPMENT AND DESIGNATED PLAY AREAS (SAMPLE)

Week 1	Area	RECESS #1 9:55-10:10 LUNCH #1 11:55 – 12:15	RECESS #2 10:35-10:50 LUNCH #2 12:15 – 12:35	RECESS #3 10:55-11:10 LUNCH #3 12:40 – 1:00
Monday To Friday	1 Basketball court, picnic tables, school wall/pavement	Messer	Laviolette-Rowe	Baker
	2 Tire swing, playground area behind the basketball court	Gerbrandt	Brophy	Thomas
	3 Blue climber, red stepping stones, monkey bars, tetherball field, pavement	Harrison	Dunn	Blaney
	4 Balance beam, stepping stones, tubes, slide, bench	Kennedy	Frost	Edmondson
	5 Swings, yellow slide play structure, 1 teether totter	Bowie	Beyea	
	6 Other teether totter, red slide structure, soccer field	McCabe		Muise

Nutritional and Other Break Considerations:

Breakfast:

- Breakfast support for students is a delivery to classroom model daily for students requiring nutrition at the beginning of the day, until cafeteria services are determined at new location.
- Items will be distributed to classrooms in baskets that are collected and sanitized at the end of the day.

Morning Nutritional Break and Outdoor Movement:

- Under the direction of their teachers, students will sanitize or hand wash before eating.
- Morning Recess is a 15 minute indoor nutritional break for students, as eating on the playground is not permitted.
- An outdoor movement period will be had within the instructional day for all classes in their bubble. A schedule will be developed to ensure that outdoor space use is not conflicting with other classes, however teachers may choose to involve students in outdoor movement breaks at alternative times as a part of the daily routine.

Lunch:

- It is critical that students arrive at school with a lunch as it is restrictive to have students move about the building and have office staff make calls to home for food. Likewise, visits to the school for lunch drop off is discouraged during this period of pandemic control.
- Under the direction of their teachers, students will sanitize or hand wash before eating.
- Lunch is staggered for classroom bubble groups. There is to no sharing of food.
- Note that microwaves are not available for students. Easy to open food items are necessary to limit touching of student food items by staff members who are outside of the classroom bubble and who are on duty during this time.
- Desks will be washed daily, as per usual cleaning process and sanitized at the day's end with appropriate disinfectant.

- Duty teachers and available support staff will dismiss bubble classes, one at a time.

Hot Lunch/Lunch Service:

- A lunch and drink program will continue. Additional volunteer support is appreciated as per COVID guidelines. Items will be portable and delivered to classes in individual class boxes.
- Providers have been consulted in advance, to ensure a safe process can be secured. Lunches will not be prepared on site unless cafeteria services can be made available in 2021-2022.
- Hot lunch/Milk/Juice will be delivered and dropped off to the outside of the hallway door of classes by adults or student volunteers from the same bubble, practicing appropriate COVID 19 protocol and wearing a personal use mask.
- Once in the classroom, food will be handled by the classroom teacher and/or students within the same classroom bubble only.

Access to Potable Water:

- Water filling stations have been installed and drinking fountains disabled.
- A personal use water bottle was purchased for each student and staff member.
- It is strongly encouraged that bottles are labelled with student names and washed regularly.

SCREENING REQUIREMENTS

OUTLINE HOW PASSIVE SCREENING REQUIREMENTS ARE BEING MET AND COMMUNICATED:

- Parents/caregivers will be provided access to the current information document on symptoms of COVID 19 through Office Messenger, and school Website. Additional information can be found at www.gnb.nb.ca in education tab and through public health.
- 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 THE 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 before coming to work each day.
- Staff will not be required to take their temperature before leaving for work each morning, but will do so if other symptoms of COVID present themselves.

NOTE: Staff must screen themselves, before leaving residences. If there are symptoms of COVID, they should not come to 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:

Note: Regional Public Health will notify the school about response and actions.

COVID 19 Case Suspected:

- If a member of the school personnel becomes aware that they, or another school community member is suspected of having COVID 19, he/she will notify the administration immediately.
- 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 a member of the household or their child is suspected of having COVID 19.
- School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

Students and Staff must Self-Monitor Throughout the Day:

- Students and staff members are to self-monitor throughout the day.
- If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately.
- Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.
- Students will move at once to a location identified (office area) where contact is minimized, and supervision can occur, while a parent/guardian is contacted.
- Staff members will wear a mask and leave immediately, leaving behind any items that may be required for a substitute teacher the next day.

Appropriate Record Keeping to Support Contact Tracing:

- Hubbard Elementary School will maintain an accurate visitor log, and staff and student attendance records that can be easily retrieved for contact tracing purposes.
- District Staff and other professionals who visit the school are to report to the office where their attendance can be recorded.
- Teachers are to keep track of additional visitors to their classroom, if any. This will include the date and approximate time (AM or PM). Visitors will sign in at the office for contact tracing purposes.
- Staff are to keep a log of parents/guardians/meeting attendees who have visited the class/office by appointment, if they have not signed in at the office. IE after hours meetings.
- Teachers or designate working with students outside of the classroom will be asked to maintain a record of the session containing the date, the time, the students within the bubble group, and any other adults present at the time.
- Other staff working with students outside of the classroom bubble group are to maintain a record of students seen, including the time and date. Because of this, it is imperative that all visitors have signed in at the office.
- A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

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:

- Symptomatic individuals will be immediately separated from others in a supervised area until they are picked up from school. Anyone providing care to a symptomatic individual should maintain social distance and wear a mask.
- Parental and school personnel cooperation is critical. Pick-up is to occur within an hour of notification for students exhibiting symptoms of illness.

- Individuals demonstrating signs of illness will be directed to the office window, and office staff will be alerted. He/she will sit at the table area outside of the office in vision of the administrative assistant and office staff, while a parent/guardian is contacted.
- The individual who is sick will be given a mask to wear (if he/she does not have a mask). The area will be positioned such that the student is facing the wall, away from potential passersby.
- All staff in the area will be required to wear masks until the individual has been picked up by a parent or guardian and the area has been sanitized. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the table and chair.
- Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

CLEANING AND DISINFECTING PROCEDURES

PROPER HAND HYGIENE PRACTICED BEFORE AND AFTER HANDLING OBJECTS OR TOUCHING SURFACES:

- Proper hand hygiene practice will be reviewed with staff.
- Homeroom teachers will have copies of this procedure in their classrooms.
- Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.
- Teachers are expected to review and teach proper hand washing techniques with students.

ENSURE AVAILABILITY OF ALL NECESSARY SUPPLIES FOR CLEANING AND DISINFECTING. CONSIDER “SANITIZATION STATIONS” FOR ACCESSING, BORROWING AND RETURNING PRODUCTS BY STAFF:

- Disinfecting spray and cloths will be provided in rooms where a whole class bubble group does not exist. This includes music class, gym, library, offices, resource areas and rooms that are shared by others that require sanitization between occupants.
- Additional spray bottles, cloths, and disinfecting needs will be kept in the teacher workroom at the ‘sanitization centre’ for easy access.
- Homeroom teachers and all staff who work with students in areas outside of classrooms are able to obtain additional spray bottles and cloths from the sanitization centre in the workroom.
- The Custodian or designate will sanitize the bottles in the sanitization centre at the end of the day and ensure that supplies are replenished.

DESIGNATE PERSONNEL RESPONSIBLE FOR MONITORING SUPPLY LEVELS AND COMMUNICATING WITH ADMINISTRATORS:

- Hubbard Custodial staff will monitor supply levels and communicate with administrators or an administrative assistant when supply levels are such that additional supplies need to be ordered.
- Staff members with supplies in rooms, will be responsible to notify office, that replenishment is needed.

EQUIP WASHROOMS WITH HOT AND COLD RUNNING WATER UNDER PRESSURE, LIQUID SOAP, PAPER TOWEL OR AIR DRYERS, TOILET PAPER, AND GARBAGE CONTAINERS WHERE REQUIRED:

Washroom Use by Students:

- All classes will have a designated washroom, upstairs or downstairs. Regardless of location, students are to use the facility to which their class has been assigned (unless an emergency occurs).
- Teachers of classes who use the same designated washrooms will determine amongst themselves a routine for whole class washroom use to prevent classroom bubbles from

contact. Supervision of washrooms is necessary, and teachers need to be present when whole class washroom breaks are taken. Do not send groups of students unattended.

- In the classroom bubble group, as many students as is practical will be permitted to enter the washroom. Boys will use both stalls and urinals to be more expedient.
- Outside of the bubble group, only one student may be in a washroom at a time. It is expected that students wear a personal mask while in the washroom as other students outside of the classroom bubble group, may be present at the time.
- If a student is in the washroom, outside of group visits, they will be directed to indicate so, by using their foot to move a pylon that is placed by the washroom door in front of the door. They will move it to the side when they exit. The pylons will indicate occupied and will alert others that the facility is in use. Emergency situations will be considered.
- Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
- Washrooms will be cleaned three times per day as per protocol.
- Washrooms will be designated to classrooms in the following manner:

FOR MULTIPLE STALLS AND SINKS IN WASHROOMS, LIMIT ACCESS THROUGH A MAXIMUM NUMBER PERMITTED IN THE SPACE AT ONE TIME BASED ON DISTANCING REQUIREMENTS:

- All washrooms will be limited to general use within the classroom bubble grouping.
- Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time.
- Students will be required to return to homeroom classes after recesses or breaks to ask permission from the homeroom teacher, prior to going to the washroom.
- 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.
- Pylons are placed outside of the washrooms. When a student enters a washroom, they are to place a pylon in front of the door to indicate that the washroom is in use. This is to assist in ensuring that only one student per class has access to the washroom. This will indicate that the washroom is in use. Regardless, it is expected that students wear a personal mask when visiting the washroom as a routine safety measure and as safe distancing is not guaranteed.

Additional Hand-Washing Considerations:

HAND-WASHING POSTERS MUST BE POSTED:

- Additional hand-washing posters will be printed, laminated and posted, as needed.
- All washrooms in the building will have a handwashing poster posted beside every sink or bank of sinks.
- Classroom sinks (where available) are to be used prior to eating vs. using the shared washrooms. Teachers are responsible to ensure that this is appropriately monitored. Students will wash hands before leaving washrooms, and are not to wait to return to class.

SINCE PHYSICAL BARRIERS ARE NOT ALWAYS POSSIBLE:

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

- Teachers and any staff who work with students in areas outside of classrooms, are able to access additional cleaning supplies, including sanitizing spray bottles with a designated cleaning solution. If the room is not equipped with such equipment, they can be found at the sanitization centre in the workroom.
- This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher, or when an adult has dismissed students from one class bubble in preparation for the next

- The Custodian or designate will sanitize the bottles in the sanitization centre at the end of the day and ensure that supplies are replenished.
- Each class/programming 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 to deliberately teach proper hand washing and hand sanitizing. Students will be reminded to wash their hands and/or hand sanitize frequently and before and after handling shared items.

FOR VENTILATION, CONSULT THE *RETURN TO SCHOOL DOCUMENT*:

- If a staff member notices that the ventilation system (if existing) is not working, he/she is to notify the administration immediately.
- The Facilities Emergency Repair line will be contacted by a member of the office staff immediately. This will be considered an “emergency” issue.

PERSONAL HYGIENE ETIQUETTE

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

- While students are not required to wear a mask while at school, it is recommended that students have access to a personal use mask at all times.
- Students in 3-5 may or may not be required to wear masks when on a bus. However, when physical distancing of 2 m is not possible, it is required that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community mask wearing is subject to the Provincial COVID Phase at any given time.

Promote appropriate hand and respiratory hygiene:

- Staff will teach students about appropriate hand and respiratory hygiene during their first day at school and review regularly following the staggered entry week with the whole class.
- 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 where appropriate.
- If a problem with water/plumbing occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Emergency 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 areas and classrooms.
- Additional hand sanitizer can be obtained through custodial staff or office.

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:

- All push bars, handrails, and washrooms will be cleaned prior to, and following morning recess cycles, and following noon recess and at the end of the day. This will include stall handles and faucets, or any other high touch area in the washroom.
- Sanitizing solution and cloths will be available to staff for disinfecting commonly shared items in their work space. It is preferable that students, even in the same classroom bubble group, have access to personal use items. Manipulatives and other commonly shared items should be sanitized weekly or comparative to use. High-touch shared items such as markers, crayons, pencils should be wiped daily.

PROTECTIVE MEASURES

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:

- Plexiglass barriers are in place at the main office window and surrounding the administrative assistant desk.
- Portable plexiglass barriers are provided to all staff members including district support staff and others working with students.
- Updating Policy 704 records is imperative, particularly for students in a vulnerable sector and those who exhibit symptoms typical of COVID 19 such as allergies and asthma. Refer to the *Provincial Return to School document* guidelines, page 10-11.

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

IN AREAS WHERE FOLLOWING THE SCHOOL PHYSICAL DISTANCING STANDARDS (AS SET OUT IN THE RETURN TO SCHOOL DOCUMENT) IS NOT POSSIBLE:

- Personal use masks/non-medical community face covering shall be worn where physical distancing is not possible, contingent upon the Provincial COVID 19 Phase.
- An accurate record of visitors will be maintained at the office.
- 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 related Isolation Procedure section).

CONSIDERATIONS FOR SCHOOL LICENSED UNDER FOOD PREMISES REGULATIONS:

- Hubbard Elementary School has eliminated the use of the Breakfast Room (in room service) and the Lunch Bunch program for the 2020 – 2021 school year.
- A galley kitchen has been reconfigured with delivery service to classrooms. See *Nutritional and Other Break Consideration Section* in this document for details regarding food delivery service at Hubbard.
- Attention to sanitization according to COVID 19 protocols and Food Licence regulations.

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATION REQUIREMENT:

Communicate to staff and supervisors their responsibilities and rights under the OHS Act and Regulations:

- Herein, staff is provided the following information regarding Occupation Health and Safety: 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.
- Staff will have access to this document. The *Occupational Health and Safety Act* Website is: <https://ohsguide.worksafenb.ca/topic/rights.html>

PROVIDE STAFF AND STUDENT ORIENTATION WHERE APPLICABLE, INFORMATION AND TRAINING ON THE APPLICABLE POLICIES AND PROCESSES IMPLEMENTED REGARDING COVID-19:

- Provide staff with employee training on the COVID-related work refusal process-update to the right to refuse process. Administrators will consult with ASDW Human Resource staff.
- Staff will be asked to read and view the information at the site below and a sign off indicating that this has been completed. The document is found at: <https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

MAINTAIN A RECORDS/LOG OF ORIENTATION, TRAINING AND INSPECTIONS:

- Records of orientation, training and inspections will be maintained by the principal as orientations occur.

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. Training videos are to be provided by district for school use.

MAKE AVAILABLE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE SCHOOL SETTING:

- Masks, gloves, shields and any other PPE will be provided as required for staff.
- ASDW has purchased materials for schools. For additional cleaning supplies contact Roger Kelly, additional PPE, contact Danny Lawson, and for additional hand sanitizer, contact Becky Dillon.
- Staff, including visiting staff are to bring needs to the attention of administration or supervisors.

SCHOOL DISTRICT HUMAN RESOURCES CONFIRM PROCESS FOR ADDRESSING EMPLOYEE VIOLATIONS OF POLICIES AND PROCEDURES:

- Staff not complying with nor following policies and procedures will be referred to the ASDW 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.
- Monthly JHSC meetings will occur in the library where appropriate physical distancing is possible. A standing item on the agenda will be COVID 19 Policies and Processes.
- Staff are advised to read information on the following website:
<https://ohsguide.worksafenb.ca/topic/fixed.html>
- The JHSC will provide staff with information and post minutes of meetings as per protocol. Safety information related to COVID 19 will be shared.

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.
- Administrators and Team Leaders will ensure that communication about and reminders of expectations are discussed, and present at team meetings.
- Teachers will communicate expectations to parents in support of whole school procedures.

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 are to engage with ASDW, in the event that a suspected or confirmed case of COVID 19 occurs. Regional Public Health will advise district and school of a course of action.
- 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.
- 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.
- Cooperation from school faculty is imperative as visitor records (at the school and classroom level), attendance records, and absentee records will be requested.
- Once a district is advised of a positive case, this will be reported 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 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 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 it is closed by Public Health. 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. At the grade 3-5 level, a shared paper and electronic remote learning model will occur. Parents will be informed of the details of how learning will continue for their child.

- 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: 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 was provided a virtual session with Psychologist and world leader in trauma, Kevin Cameron on September 4, 2020.
- Staff has been made aware of contact information for EFAP and Teacher Counselling. Be advised that the former service of Homewood Health. Our district resource person is Roseanne Purinton.
- It is important that staff make time to check in with each other and to provide opportunities to discuss successes and challenges. The ESS team will have contact with Educational Assistants on a regular basis. Administration will check in with custodians, administrative assistant(s), library assistant and any other staff members regularly. Support one another.
- As per Department guidelines, a percentage of each day will consist of work with students to promote their social, emotional and physical health. Teachers in teams will work together to provide strategies for developing social-emotional health in school and will refer students to our Guidance Counsellor as necessary. Students may be provided individual or group support by our school EST-G and/or appropriate referrals will be made. Parents/caregivers will be provided information for useful websites, materials and strategies to assist them as needed and to help to address concerns that they might have about their child. Parents are asked to contact their child's teacher if they have persistent concerns and would like to speak further.
- Hubbard Elementary School will make every attempt to normalize the school days and months ahead. Whole school proactive teaching and learning celebrations will occur in classroom bubble groups both virtually and in person. Classroom and school events will be developed with student social and emotional health in mind.

OPERATIONAL PLAN REVIEW

- Hubbard Elementary School's COVID 19 Operational Plan has been evaluated by ASDW District Supervisors.
- The plan will be reviewed at the school level, and adjusted as needed.
- Review items as well as any changes or updates to the operational plan will be submitted to the district for approval.
- Productive feedback from school community members, including parents and parent groups is appreciated.

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