

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure safe school environments each must apply risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations. All schools, and district offices, must develop a written COVID-19 operational plan to provide the safe environment needed for students and staff.

The following is intended to provide a check list with spaces for site-specific points for each main topic area and resources to help the plan owner, the principal, outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. District Occupational Health and Safety Coordinator is expected to be primary support with staff and students in consideration. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

Refer to EECD's *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below.

School Name: **McAdam Avenue School**

Principal (Signature): \_\_\_\_\_

School District Official (Signature): \_\_\_\_\_

Plan Implementation Date: **September 2020**

Plan has been reviewed internally to assess any new risks or changes to regulatory guidelines; Oct to May, monthly, and as increased hazard/risk conditions warrant:

_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date
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Name

Date

Name

Date

**RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls**

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette. Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective on-site communication regarding the prevention and control of COVID-19.

The K-12 [Return to School September 2020](#) document is the comprehensive and first reference point for this document.

<b>Communications</b>	<b>Resources</b> (Examples, Templates, Guidance Documents)	<b>Status</b> (Done, In Progress, Not Started, N/A)
<u><b>Communications</b></u>		
Communicate operational strategies, provide orientation to school personnel and students.	School Communications	
Communicate operational strategies, provide orientation to visiting professionals	School Communications	
Communicate operational strategies to parent/caregiver and school community.	District Communications	

**Communication Strategies:**

Describe how school operational strategies are being communicated.
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**Communicate operational strategies, provide orientation to school personnel and students:** School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a meeting will be held with staff and SLPs to go over the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work. A meeting will also be held with EAs on September 4<sup>th</sup> to go over the plan together.

Students: The operational plan will be communicated to students by homeroom teachers and by a video and powerpoint created by staff. The video/powerpoint will walk students through important points that are key to helping them to learn the plan.

**Communicate operational strategies to parent/caregiver and school community:** A message was sent to parents/caregivers on August 14<sup>th</sup> informing them that a plan is being developed and information items will be shared as they become available. The message also encouraged families to read over the 'Return to School Parent Guide' shared with them, asking for specific areas of concern that they would like to have addressed through the school website. Once the plan is approved, the plan will be emailed to families and posted on the school website on September 3<sup>rd</sup>. Parents/caregivers will be asked to send questions to the school through e-mail (using our school e-mail). We will do our best to answer all questions via email, video, or phone call.

**Communicate operational strategies, provide orientation to visiting professionals:** The operational plan and summary that is explicit to visiting professionals will be emailed and shared with frequent visiting professionals prior to their first visit of the year. (ie. Child and Youth, OT, PT, Autism Lead) Other visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. For supply teachers/EAs/Custodians/Admin assistants the plan will be posted in Aesop for them to review prior to entering the building. Upon entering they too will be given an in-person orientation and answering of any questions or concerns.

Building Access	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b><u>Building Access</u></b>		
Controls are in place to prevent the public from freely accessing the operational school.		
Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times.		
Provide COVID controls for staff working outside of the classroom.	<i>Return to School</i> document	

Describe how access to the school is being controlled and communicated. All usual security measures must be maintained. E.g., use visitor logs.

### **Building Access:**

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

School front door will remain locked throughout the day. Visitors coming to the school will buzz the office and the admin assistant will speak with them through the speaker system. She will inform them of our operation access to building. Those approved for entry will be allowed in school, contact info collected, community mask on or provided, and provided overview of our operational plan. (I.e. Leads, Specialists, District personal, etc) Any deliveries will be met at door and admin assistant/custodian will bring items into school. Any unknown visitors or unplanned visits will be discouraged. They will be directed and encouraged to contact whom they need to speak with via email or phone.

Prior to the first day of school for students, parents will be provided with teacher information and guidelines for accessing the school. The guidelines will ask that Parents/caregivers to contact school personnel through phone, email, and/or virtual means. In person meetings with parents/caregivers will be by appointment only following health and safety guidelines.

Parents/caregivers will also receive information guidance on picking students up during school hours. Those who are picking students up during school hours 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) 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 453-5422 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school to let us know they have arrived. The administrative assistant will ask who the parent/caregiver is picking up. The administrative assistant will collect the student and walk the student to the main entrance and record who picked up the child and the time that the child left.

Students who arrive at school following the first bell will be permitted into the building by the administrative assistant through the front doors and must wear a community mask. The administrative assistant will record when the child arrived as well as the reason the child was late. She will make sure the child sanitizes then proceeds to classroom. Face masks must be worn if entering school after first bell.

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

Parents/caregivers will be asked to ensure that students arrive between 7:50 – 8:05am. Students are to be dropped off at the designated drop off area with teacher on duty one family at a time. Students will then proceed to their playground section identified by classroom colored pylon. They will place backpack in sectioned area of playground where they are. Upon bell students will collect backpack and proceed to class line up. Line ups will be spaced at least 2 meters apart to maintain social distancing.

Entering School- K – 5 students will enter the school through the doors on their end of the school. (K-2 parking lot side, 3-5 garden side) Upon start bell, students will line up in their class bubble socially distanced from other classes. (See attached line up visual) Students will enter one class at a time and leave a time space of 30 seconds between entering.

**K-2 Door-** Students will enter and hand sanitize. They will then proceed up the stairs to their classroom. Classes will leave a time space of 30 seconds between classes before entering. Grade 1 students will enter first and go directly to their shoe rack and stay within their blocked off area. They will then go directly into their classroom and sanitize. Grade Kindergarten will be next and will go directly to their shoe rack and remain in their blocked off area then proceed directly into the classroom room, sanitize, and unpack book bags, etc. Students in grade 2 will follow and enter last. They will go directly to their show rack then into classroom., sanitize, unpack bags, etc. Homeroom teachers will be asked to ensure that students have all belongings in classroom with nothing left on the floor to allow easy cleaning/disinfecting of the area.

**3-5 Door-** Students will enter and hand sanitize. They will then proceed up the stairs to their classroom Grades 5 will enter first and go directly to their shoe rack and stay within their blocked off area. They will stay behind line until grade ¾ have cleared hallway in order to maintain social distancing. They will then go directly into their classroom to hang up belongings. Grade ¾ will enter next and also go directly to shoe rack then into classroom to hang up belongings. Again, homeroom teachers will be asked to ensure that students have all belongings with nothing left on the floor to allow easy cleaning/disinfecting of the area.

**End of Day-** Students will all prepare for departure in their classroom with belongings, coats, bookbags, etc. Once ready students will line up in the classroom. They will then proceed to boot rack, staying in blocked off area, and change shoes and line up to leave (teachers will control numbers at boot rack at once). Grade 2 will exit via parking lot doors. Grade k will exit main doors and once clear and off to side of walkway, then grade 1 will exit main doors. Grades 5 will get ready and then remain in blocked off space. Grade ¾ will then enter hallway to boot rack and then exit end doors when ready. Once clear then grade 5 will exit end doors. All students and staff will sanitize hands prior to exiting the building.

Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom.

Parents at pick up will wait near child's exit door which will allow spacing around the front yard and allowing them to maintain social distancing.

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff and school personnel who interact with multiple groups of students in any grade level must practice a one metre physical distance between themselves and students.

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. Shared equipment and supplies should be cleaned and disinfected after each use by students or a member of school personnel other than custodians. This equipment includes computer lab equipment (keyboard, mouse, laptops, etc.), toys, gym and physical activity equipment, vocational equipment, music instruments, art supplies, science lab equipment, smartboard markers, microwaves, photocopiers and other materials or items that students may communally use

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

**Library** – Library will take place on Fridays. The Librarian will maintain 2 meters and wear a face mask or shield. The librarian will select grade appropriate books to display for students to take. This will result in less book handling to occur. Between classes the librarian will wipe down and sanitize area, pencils, etc. The librarian will sanitize books upon their return to the library.

**STEAM room** – The STEAM room may be used. The use of the space is limited to one class at a time. The teacher who has used the space and students will be required to ensure that all items used by students have been properly sanitized prior to next classes entry. (wipe screens, keyboards, chairs, tables, etc.) The classroom will be provided with sanitizing spray and cloths to sanitize items/areas as necessary.

**Music Room** – The music room will be closed to students. The music teacher will visit classes for music class. Any equipment used will be properly sanitized prior to next class using. There will be no singing in music or in regular class.

**Learning Space (downstairs classroom/storage)**– Staff working in this area will require masks shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer. The room will be sanitized at the end of each day. Limited staff entry.

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

Hand sanitizing stations will be provided in all work areas. Plexi glass will also be provided if available.

All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. This includes all programming rooms.

**Resource Area (Work room- Monday – Thursday)** - Small group work will be limited to students who are in the same class. Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with disinfecting solution. 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. Teacher working with students will wear face masks or shield and maintain one meter.

**SLP/Child and Youth (Work room)** – the SLP working with students will be required to wear a clear shield. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned with disinfecting solution. The disinfecting solution will be provided by the school and mixed new each time the SLP is in the school.

**District Personnel meeting with MAS Staff** – When a distance of 2 m cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at McAdam Avenue.

Risk Assessment	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Risk Assessment</b>	<a href="#">Risk Assessment Guideline Health Canada</a>	
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	OHS Coordinators Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic <a href="#">Risk Mitigation Tool</a>	
Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	<i>Return to School</i> document.	

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

The risk assessment within the school is as follows:

- Students will have interactions with 1 – 5 people while at school.
- Students will have interactions with others at a distance of less than 2 m.
- Students will have prolonged interactions with others (longer than 15 minutes).
- The setting in classes has a high density of people.
- The classroom setting is primarily indoors.
- 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 and objects will be sanitized as per district guidelines.
- Students and school personnel will have access to hand sanitizing stations.
- Supplies are available to school personnel for sanitizing items.
- Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).

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

People showing signs of illness will go to the small room off the staff room. Staff room will be off limits to the rest of the school at that time. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the area and office will be required to wear masks until the person has been picked up and the room has been sanitized. The half door to the room will be kept shut while the person/student is inside. There is also a window in principals office for monitoring. The furniture in the room will contain a table, chair, and garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the full door when finished. If two students become ill at the same time, the principal's office will be quarantine space number 2.

Physical Distancing	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)

Implement physical distance protocol.	<i>Return to School</i> document Facilities staff Itinerant professional plans	
<ul style="list-style-type: none"> <li>Consider staff, students, visiting professionals, parents/guardians, and community members.</li> </ul>		
<ul style="list-style-type: none"> <li>Arrange furniture to promote the physical distancing requirements. (Include a reception area).</li> </ul>		
<ul style="list-style-type: none"> <li>Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>		
Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	<i>Return to School</i> document	
Evaluate options to reduce those required onsite,		
Evaluate the risk of individuals/class bubbles coming closer than one metre, or two metres in common areas at the high school level.		
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.		

**Physical Distancing:**

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

Arrange furniture to promote the physical distancing requirements.

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

**Hallways:**

Hallway will have directional arrows added to indicate the direction for the side. Yellow dotted strips will be placed down the center of the hallway to help with distancing and flow.

Signage will be added to help with stair use. Ex. Washrooms, to gymnasium , exiting gymnasium.

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

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

**Staffroom:** Couch and tables have been removed. Chairs are set up so that physical distancing is respected. No more people than chairs in the staffroom at a time. Other staff members may walk into their area to access their food and/or to mailbox and community mask may be needed if cannot maintain physical distancing.

**Downstairs Kitchen:** Limit to 3 staff in kitchen at a time. Sanitize after use of anything.

Use of Keurig will be permitted but **only single serve** coffee will be available. This is in downstairs kitchen.

Use of the school dishes, glasses and cutlery will be permitted. Dishes need to be properly washed with hot soapy water or placed into dishwasher for washing.

Dishes brought from home are to be taken home to be washed.

Please bring your own water bottle to use at bottle filling station.

Microwaves and fridges will be available for use. Please sanitize after touching.

Lockers will be placed in workroom for Educational Assistants to use and coat hooks.

**Office:** When entering the office permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides admin assistant and principal at a given time. No one goes behind administrative assistant's desk.

Staff Meetings will be virtual or held in the gymnasium.

**Evaluate options to reduce those required onsite**

Not applicable.

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

**Hallway** will have yellow dotted lines indicating the center of the hallway. Arrows/shoe prints will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Water bottle filling station will have physical distancing standing spots for students.

Red lines and signage will be added to indicate areas at which movement is to stop.

K-5 students will access the gym or library by using the main stairs that connect from their floor directly to the gymnasium.

K-5 students will exit the gym or library by using the end stairs near library.

K-5 students will access washrooms by using the stairs on parking lot side. Community mask to be worn.

<b><u>Transition Times</u></b>		
School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.	District OHS Coordinator Facilities Staff	
School layout guide maps to inform students, staff, visitors, and public are encouraged.		
Provide time for food preparation and mealtimes.	<i>Return to School</i> document	

**Transition:**

Describe how transitioning/staggering is being implemented and maintained.

**TRANSITION:**



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

TIME	CLASSES	WHAT?
7:50-8:05	K-5	Playground
8:05	Bell to enter.	Start of school day
8:05	K-5	Proceed to boot racks and into classroom
8:15	Instructional time begins	Start of school day
9:50	K-5	Start Morning Recess  Eat snacks in in homeroom before or after going outside
10:05	Recess ends	
10:10	Instruction time begins	
11:45	K-5	Lunch Recess
12:15	Recess ends	
12:20	K-5	Start Lunch  Eat Lunch in classroom
12:40	Lunch ends	
3:00	K-5	Dismissal

**Supervision:**

Students will be supervised at a ratio of 1 teacher/5 classes when outside with supporting EAs. Staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the playground map of zones. All classrooms have been assigned a color and a color pylon. The pylon will be placed outside in the morning to indicate play zone for that class. **Please see attached Playground map for zones.**

Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class where they are to line up following recesses to ensure classroom bubbles are maintained. Please see attached map for line up areas.

Each class will be provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized at the end of the day and be used only by that class. The homeroom teacher will be responsible to ensure that equipment is properly sanitized.

**Playground Zone Rotation: (Please note- the next week is the opposite and will flip back and forth each week)**

Week/Day	Area	Class
Monday	E	5
	D	3/4
Tuesday	E	3/4
	D	5
Wednesday	E	5
	D	3/4
Thursday	E	3/4
	D	5
Friday	E	5
	D	3/4

**K-2 classes will be on a continuous daily rotation. (Ex. Kindergarten Monday playground B, Tuesday C, Wednesday A, Thursday B, Friday C, and so on. )**

**Kindergarten will go on playground zone- B, C, A**

**Grade 1 will go on playground zone- C, A, B**

**Grade 2 will go on playground zone- A, B, C**

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

Students will eat in their classrooms. One staff member will do lunch supervision visiting each class. EAs will also be in classrooms for support.

Milk program will continue. Those responsible to distributing milk will wear masks and gloves. Each classes milk will be placed in a cooler bag and left at classroom door. Bags will be sanitized by classroom teacher prior to returning them to the kitchen.

Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles.

Breakfast baskets will be provided to classrooms with non-perishable food items in them. These baskets will be filled 2 – 3 times per week by classroom teacher.

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

School layout map with assigned classrooms, workspaces, and traffic flow will be provided to staff and posted in classrooms and for visitors to see.

**Recess:**

See above table.

Screening	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<p><b>Screening</b></p> <p>Ensure that the staff understands and implements its screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>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.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>EECD Outbreak Management Plan <i>Return to School</i> document</p>	

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.	EECD Outbreak Management plan.	
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**Screening:**

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

Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents are responsible for reviewing the screening questions with their children prior to leaving for school and only sending their child to school when they are well and have met the criteria outlined in the attached document.

Parents/caregivers will be required to ensure that if their child is not feeling well, that their child remains at home and as per provincial protocol, when a child is presenting symptoms of COVID-19, parents/caregivers will need to keep their child home and contact 811 to determine whether testing is required.

Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

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

Passive screening will be required by school and district personnel prior to coming into the school. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day and should take their temperature. Staff are also encouraged to practice self-monitoring.

**If a staff member has symptoms of COVID, they 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 suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will make contact with the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel and students 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 administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

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

Students showing signs of illness will go to the room located in staffroom and next to the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office and helping to support supervision of student will be required to wear masks until the student has been picked up and the room has been sanitized. The half door to the room will be kept shut while the person is inside. The furniture in the room will contain a table and chair and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

Cleaning and Disinfection Procedures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
	<i>Return to School</i> document and appendixes for guidelines	
<ul style="list-style-type: none"> <li>Proper hand hygiene practiced before and after handling objects or touching surfaces.</li> </ul>	<a href="#">Hand Sanitizer Poster</a>	
<p>Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators.</p>		
Washrooms		
<ul style="list-style-type: none"> <li>Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.</li> <li>Foot-operated door openers may be practical in some locations.</li> </ul>	Schools Custodial and District Facilities Management	
<ul style="list-style-type: none"> <li>Hand-washing posters must be posted.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.</li> </ul>		
<b>Since physical barriers are not always possible:</b>		
<ul style="list-style-type: none"> <li>Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	Cleaning and Disinfection Guide for Schools	
Encourage proper hand hygiene before and after handling objects or touching surfaces.		
Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	Cleaning and disinfecting guide	
For ventilation, consult the <i>Return to School</i> document.	Facilities staff	

**Cleaning and Disinfection:**

Describe the cleaning and disinfection procedures and how they are being managed.

**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 and will go over with students. Hand sanitizers approved by Health Canada may be used if there is no access to soap and water, and if their hands are not visibly soiled. To wash your hands properly with hand sanitizers, follow these steps: • Apply hand sanitizer. • Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists. • Rub until dry.

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

Homeroom teachers and all staff who work with students in areas outside of classrooms will have spray bottles with a designated cleaning solution daily and cloths from the office. All staff will return cloths and spray bottles to “custodial” room before leaving daily. Cloths will be washed and dried for reuse. The Custodian or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate disinfectant.

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

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

## **Washrooms**

**All washrooms in the school are equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers where needed.**

**Washrooms:** Students will need to wear a community mask when going to the washroom. We only have one washroom per gender and one gender neutral bathroom. Classes will be assigned a stall in each washroom.

Designated Staff Washrooms – Office, Equipment room (Staff can use students' Washroom if they desire)

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 three times per day.

**Doors to student main washrooms will be left open to limit frequent touching.**

**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.**

Main student washrooms will be limited to 3 students at a time wearing community mask. Stalls will be marked to indicate which classroom is to access it. 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 and seek permission from the homeroom teacher prior to going to the bathroom. If there are 3 students in washroom, students waiting will line up on designated spaces outside the washroom marked with tape which will maintain social distance.

Staff members on supervision (outside or inside) will need to ensure that they only permit one-three students to go to the washroom at a time and remind them to wear their mask.

**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 with a designated cleaning solution daily and cloths from the office.

Plexi glass dividers will also be proved for each classroom to use.

This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher after being outside of the classroom.

All staff will return cloth and spray bottles to the 'custodial room' before leaving daily. Cloths will be washed and dried for reuse.

The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate disinfecting solution and will be ready for staff to pick up in the morning.

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.

**For ventilation, consult the *Return to School* document.** Teachers will be encouraged to open windows often. Custodian will open windows in non-teacher classrooms and areas in morning and close at end of day. There will be no use of fans.

Personal Hygiene Etiquette	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Use masks according to the <i>Return to School</i> document protocols.	<i>Return to School</i> document.	
Promote appropriate hand and respiratory hygiene.		
<ul style="list-style-type: none"> <li>Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.</li> </ul>	<a href="#">Handwashing Poster</a>	
<ul style="list-style-type: none"> <li>Provide minimum 60% alcohol-based hand sanitizer.</li> </ul>	<a href="#">Hand Sanitizer Poster</a>	
<ul style="list-style-type: none"> <li>Communicate frequently about good respiratory hygiene/cough etiquette.</li> </ul>	<a href="#">Coronavirus disease (COVID-19): Prevention and risks</a>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	Cleaning and Disinfection Guide for Schools	

**PERSONAL HYGIENE ETIQUETTE**

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

While students are not required to wear a mask while at school, but will be encouraged for certain tasks, it is recommended that students have a cloth mask with them. The school will be providing all students with one community mask that color codes with their classroom and playground pylon. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. **Due to our hallway and stairwell spacing and limit of one washroom, students will be encouraged to wear a mask when filling water bottles and when going to the washroom.** Staff will be required to wear a mask at all times when in hallways/common spaces where 2 meters cannot be maintained.

Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extend periods of time. Mask requirements will not apply to students or school personnel who have been advised by a medical professional to not wear one due to an underlying medical condition, such as asthma, etc. Appropriate documentation will be required and submitted to the principal.

In some instances, face shields may also be worn as an additional measure

**Promote appropriate hand and respiratory hygiene.**

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

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

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

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

All classrooms, work areas, and entrances to the school will be provided with hand sanitizer. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through the custodian.

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

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

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

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

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

Protective Measures	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
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.	<i>Return to School</i> document District Student Support Services Guidelines for itinerant (visiting) professionals	
<b>Provide personal protective equipment – only for those situations that require it:</b>	<a href="#">OHS Guide-PPE</a>	
<ul style="list-style-type: none"> <li>• Hand protection (nitrile, rubber or latex gloves)</li> </ul>	<a href="#">PPE Poster</a>	
<ul style="list-style-type: none"> <li>• Eye protection (safety glasses, goggles or face shield)</li> </ul>	District Student Support Services	
<ul style="list-style-type: none"> <li>• Other PPE as determined necessary through the risk assessment</li> </ul>		
In areas where following the school physical distancing standards as set out in the <i>Return to School</i> 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.	<i>Return to School</i> document	
<b>Additional Protection</b>		
Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.	<a href="#">Health Canada information on non-medical masks and face coverings</a>	
Considerations for schools licensed under Food Premises Regulations	<i>Return to School</i> document	

## 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.**

Physical barriers are in place at the office desk with a window opening.

Moveable plexi glass will be in workroom for working with students- ie. Complex needs, SLP, C&Y

Each classroom will also be provided with plexi glass to be used as needed.

**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**

This type of PPE may be required or requested and used by EAs, staff as needed. This will also be used by custodian when cleaning room of Covid symptom student.

**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.**

### **School Physical Distancing Standards**

P.E, Music and STEAM teacher if unable to physically distance one metre, community mask is required. Itinerant Teachers, Supply Teachers, Visiting Professionals if unable to physically distance two metres, community mask is required. Staff and school personnel who interact with multiple groups of students in any grade level must practice a one metre physical distance between themselves and students.

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. Name, time, and contact number will be taken.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

SLPs will also be required to keep a log of any visitors.

### **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**



Hot lunch will continue. Food must be individually packaged and packaged by classroom. Delivery will be to the front door of the school. Administrative assistant and/or principal will deliver to classroom door.

Occupational Health and Safety	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
<b>Occupational Health and Safety Act and Regulation Requirements</b>		
Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<a href="#">OHS Guide-Three Rights</a>	
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">OHS Guide-New Employee Orientation</a>	
Provide staff the employee training on the COVID-related work refusal process.	<a href="#">Right to Refuse</a> School District HR	
Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.		
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.		
Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.		
Make available appropriate <u>personal protective equipment</u> for the school setting.	District Student Support Services	
*School district Human Resources confirm process for addressing employee violations of policies and procedures.		
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.	<a href="#">OHS Guide-JHSC</a>	
Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	
<p>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.</p> <p>Schools must engage the district from the beginning.</p> <p>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.</p> <p>Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>	EECD and school outbreak management plan <i>Return to School</i> document	

**Elements of the OH&S Act and Regulations – School-based COVID Response:**

Outline how the requirements for OH&S within a COVID response are being met.
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**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 this document.

Staff will provide students with the information in this document at an age/grade appropriate level.

New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety policies. They will also receive an electronic copy of this document.

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

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

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

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

Records of orientation, training and inspections will be kept by the admin assistant and principal.

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

All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

**Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.**

All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

**Make available appropriate personal protective equipment for the school setting.**

Masks, gloves, shields, plexi glass dividers, 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, the principal will be provided with this information. As needed a meeting will occur in the gymnasium (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

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

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

Administration and staff will work together 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.**

Staff will be informed of the outbreak management process and follow the plan.

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

This plan will be evaluated by the district. The plan will be reviewed bi-weekly in September and then monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

**Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.**

**Once the district is advised of a positive case, they must then report it to WorkSafeNB.**

**Outbreak Management Plan – COVID Response:**

Using the *Return to School* document, outline how the requirements for COVID response are being met.

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 measures are in place and will lead any communication that is required.

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

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

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

Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of two meters 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	Resources (Examples, Templates, Guidance Documents)	Status (Done, In Progress, Not Started, N/A)
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	<a href="#">GNB Mental Health Resource</a> School District support staff School District Human Resources Staff	

Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact <a href="#">NACTATR Guide to School Re-Entry</a>	School District Support Services	
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**Additional Considerations:**

Describe how any additional considerations are being met.

**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 and directed to [www.homeweb.ca](http://www.homeweb.ca) and Teacher Counselling. The Principal will make contact with all staff members on a weekly basis. A meeting with Michael Leblanc has been set up on September 4<sup>th</sup> to support staff wellness. Staff will be assigned a buddy system and do weekly check ins on their buddy.

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. 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. Parents will also be encouraged to bring any concerns about their child's social emotional wellbeing to the attention of the teacher and/or to the administrator.

**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.**

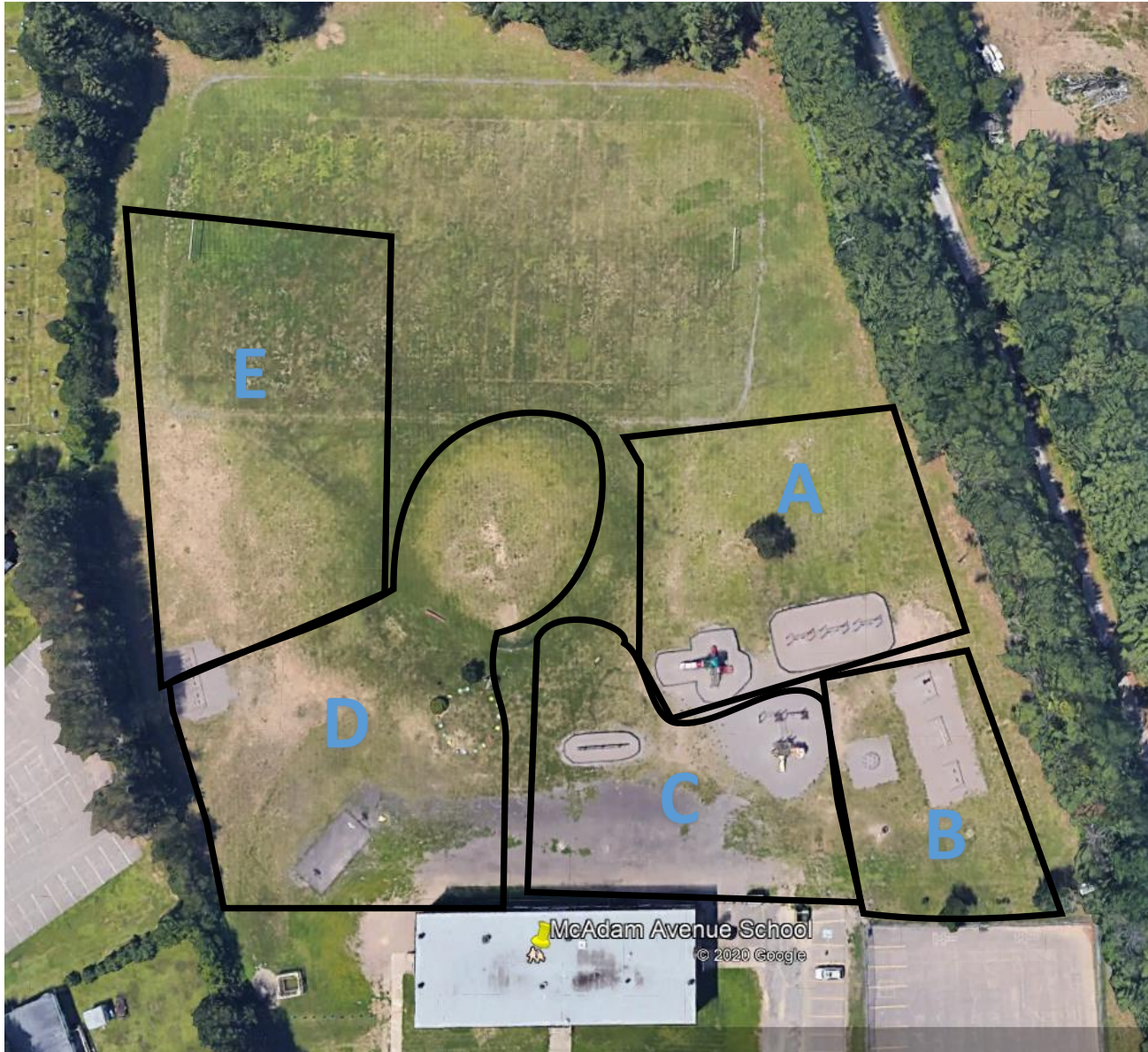
Staff will review the NACTATR guide to School entry and videos on September 4<sup>th</sup>. They will also attend the PL on Friday, September 4<sup>th</sup> at 11am with Kevin Cameron.

Outside Line Ups for Classes- maintaining social distance.





Playground Zones



## SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

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

Do you have any of following symptoms:

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

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

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

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

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

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

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

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

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)