# 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: \_\_\_\_\_Nackawic Middle School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal (Signature): \_\_\_\_\_\_\_Tanya Whitney\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

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## 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.

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| **Communications** | **Resources** | **Status** (Done, In Progress, Not Started, N/A) |
| **Communications** |  |  |
| Communicate operational strategies, provide orientation to school personnel and students. | School staff meetings1 page summary sheet of expectations for staff and studentsTeachers review expectations with studentsSignage | In progress |
| Communicate operational strategies, provide orientation to visiting professionals | 1 page summary sheet to be shared with visitors—teachers, AA, custodians, and principal can all share. Signage and Sandwich board.  | In progress |
| Communicate operational strategies to parent/caregiver and school community. | District CommunicationsSchool communications via school messenger, facebook, website, and twitter.Teachers will be set up to do individual school messenger with their own classes.  | In progress |

**Communication Strategies:**

Principal has been sending out updates via school messenger, and will continue.

Principal has been communicating with custodial team frequently for the past few weeks. For the first week of school, custodial and principal will meet daily to review status of plan. Any updates will be shared that day with staff and community if necessary.

All staff in building have been receiving updates via email. Teachers begin the week of Aug. 31 and there is one full day and one other 1 hour meeting scheduled to review plan and procedures. Staff meetings will be held each Tuesday for the first month to assess progress and issues with plan. After October, monthly staff meetings will be held unless more frequent ones are needed.

Custodial team and principal will ensure that school signage regarding screening and general expectations are up.

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| **Building Access** | **Resources** | **Status** (Done, In Progress, Not Started, N/A) |
| **Building Access** |  |  |
| Controls are in place to prevent the public from freely accessing the operational school. | Entry signage (sandwich board), locked doors, visitor buzzerEntry protocol—unknown or unsanctioned visitors to be met outside to determine entry by C2 or principal.Visitor log. |  |
| Procedures are in place to reduce congestion and follow physical distancing requirements during the school start and dismissal times. | Floor arrows will indicate that students can only go upstairs on one stairwell and downstairs on another one. The flow of student traffic will always be in one direction. Upon arrival to school, students will go directly in to school and go inside of home room classroom. Upon dismissal, students will leave school accompanied by homeroom teacher.  |  |
| Provide COVID controls for staff working outside of the classroom. | *Return to School* documentStaff have access to face shields and extra classroom space that can be used when needed. No staff will be working in open hallway areas.  |  |
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Visitor log will be kept at front office and responsibility of AA to maintain for every visitor. We will have an “unknown” or “unsanctioned” visitor protocol where the person must remain outside until the C2 or principal are able to communicate with the visitor (while remaining outside) to determine if the visitor may enter.

Students will be able to practice the entry and exit flow patterns with their teachers.

Principal will communicate with parents and community about expectations of minimal visitors to schools.

Students who are dropped off or picked up by parents must enter and exit building individually and without parent. Parents may drop off students in normal drop off area in parking lot.

There will be a duty teacher outside at entry and dismissal times to monitor direct flow to and from the building. There will be 2 duty teachers inside to monitor flow to class homerooms.

Dismissal routines will involve home room teachers waiting with their student bubble groups and escorting the to the foyer, where they will be met by a duty teacher that escorts them outside to busses, pick up, or walking home. Students will be directed to leave premises directly and not linger.

**Building Access:**

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| **Risk Assessment** | **Resources**  | **Status** (Done, In Progress, Not Started, N/A) |
| **Risk Assessment** | [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) |  |
| 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 custodial team and principal will connect daily at lunch time |  |
| Determine the physical isolation elements for people showing signs of illness in the operational plan for your school. | *Return to School* document.School has a medical room that is adjacent to office area.  |  |

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| **Physical Distancing** | **Resources** | **Status** (Done, In Progress, Not Started, N/A) |
| Implement physical distance protocol. | *Return to School* documentFacilities staffItinerant professional plansArrows on floor for flow patternsPicnic tables to be placed down upstairs hallway to provide a barrier and promote the one direction flow of students.Any visitors to school will be required to wear a mask and physically distance. Furniture in common areas and hallways has been stored away with exception of 2 distanced chairs outside admin office and outside principal’s officeBreakfast program bins |   |
| * Consider staff, students, visiting professionals, parents/guardians, and community members.
 |   |
| * Arrange furniture to promote the physical distancing requirements. (Include a reception area).
 |   |
| * Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.
 |   |
| * 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 times and locations, virtual rather than in-person meetings, limit access to common areas, etc.). | *Return to School* documentVirtual meetings with parentsStations for lunch activities |  |
| Evaluate options to reduce those required onsite, | Virtual and phone call meetings  |  |
| 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. | Stairwells will only be up or down for students |  |

Stairwells to classroom wing will be marked up or down for students. Teachers will practice this with students.

All school meetings will be held virtually or via phone with parents. PSSC meetings will be held virtually or by phone. Teachers will share general curricular info and announcements via virtual, email, or phone message means.

There will be 7 classroom bubbles and the school will arrange 7 classroom stations where students will access on a rotational basis. The stations will be gym, library, theatre, tech room, games room, and outside1, outside2. This will be communicated daily via announcements as well as signage in classroom areas. Communication with parents regarding outside days will be critical to ensure students come prepared to be outside. Outside 1 is parking lot and basketball nets. Outside 2 is swings and baseball diamond.

Furniture in all class home rooms will be spaced to promote typical distance and space between students. Furniture in all other rooms will be spaced to ensure physical distancing.

Staff meetings will occur in the library or theatre in a way that ensures physical distancing. Meetings can also occur through the Microsoft teams platform.

Breakfast program food will be delivered to each of the class home rooms in separate bins. These bins will be sanitized daily before use again (in cafeteria dishwashers). Teachers will get numbers of students wanting breakfast program on a weekly basis.

Microwaves will be removed from common hall areas.

**Physical Distancing:**

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| **Transition Times** |  |  |
| 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.School layout guide maps to inform students, staff, visitors, and public are encouraged. | District OHS CoordinatorFacilities StaffStairwells are only one wayTeachers must at all times accompany student groups Bathroom usage by several students minimized |  |
| Provide time for food preparation and mealtimes. | *Return to School* documentStudents eat in homerooms |  |

The schedule will not be affected during this time. The school should be equipped to handle the flow of 7 homerooms with a mix of students remaining in classrooms and teachers coming to them, or when moving, having teachers accompany the students when transitioning. Six classrooms are located upstairs and one is downstairs. Teachers are able to be at door of classroom, and check for any traffic, before initiating movement with their group of students. The bell schedule will remain the same and teachers will incorporate time in to their teaching period to allow for sanitization and transition.

Students will begin the lunch hour by eating in their homerooms. Once it is time to transition to their lunch activity station, they will be accompanied by a staff member and then picked up a at end of lunch activity by homeroom teacher. Teachers and EAs will be engaged in a more rigorous duty schedule to ensure that adequate supervision is achieved at all times.

Bathrooms---every other bathroom stall will be closed and inaccessible. The middle sinks will be closed and inaccessible. Limit of two students per bathroom. The school will continue to use its model of having a student bring their agenda to the bathroom (once it is signed by a teacher) and they leave the agenda in the agenda holder so that it is easily visible upon entry if there are already 2 students in the bathroom. If so, the waiting student can remain in hallway waiting or return to classroom to wait. Students who are in the classrooms of Ms. Allen, Mr. Liston, Tech Lab, Science Lab, or Ms. Campbell will use the downstairs bathrooms. Students who are in the classrooms of Mr. Crawford, Ms. Graham, Ms. Wilson, Mme Morin, or Ms. Evans will use the upstairs bathroom.

Cafeteria—will be closed until October and a specific plan to allow students to access food from cafeteria will be developed in September.

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| Screening | **Resources**  | **Status** (Done, In Progress, Not Started, N/A) |
| Screening |  |  |
| Ensure that the staff understands and implements its screening process. Staff must screen themselves, take their temperatures, before leaving residences. If there are 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.Students and staff must self-monitor throughout the day. | EECD Outbreak Management Plan*Return to School* document |   |
| 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.Separate medical room for sick students or adults |  |

**Screening:**

Staff are aware their responsibility to self screen.

School has a medical room where a student or staff member can self isolate until they are able to leave. Guardians will be contacted immediately if a student is sick and expected to come pick up as soon as possible.

Principal will follow procedures outlined in Outbreak Management plan in terms of reporting or addressing if someone is sick or has contracted Covid19.

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| Cleaning and Disinfection Procedures | Resources  | Status (Done, In Progress, Not Started, N/A) |
|  | *Return to School document and appendixes for* guidelines |  |
| * Proper hand hygiene practiced before and after handling objects or touching surfaces.
 |  [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf) |   |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.Designate personnel responsible for monitoring supply levels and communicating with administrators. | Sanitizing stations in classrooms. Custodial supervision of supply.  |  |
| Washrooms |  |   |
| * Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.
* Foot-operated door openers may be practical in some locations.
 |  Schools Custodial and District Facilities Management |   |
| * Hand-washing posters must be posted.
 | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) |   |
| * For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.
 | Lock and tape sign on every other washroom stall to not be used. Tape off middle sink in bathrooms.  |  |
| **Since physical barriers are not always possible:** |   |   |
| * Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.
 | Cleaning and Disinfection Guide for Schools |   |
| Encourage proper hand hygiene before and after handling objects or touching surfaces. | Teachers will reinforce in classrooms |  |
| Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.  | Cleaning and disinfecting guide |  |
| For ventilation, consult the *Return to School* document. | Facilities staff |  |

**Cleaning and Disinfection:**

The custodial team will have a routine of cleaning classrooms at lunch and afterschool and in between will monitor the classroom sanitation stations. Custodians will clean bathrooms three times per day. Surfaces that are touched frequently in common areas such as doors and front reception desk area will be cleaned frequently through the day.

Teachers will teach and reinforce hygiene practices with students and model these practices as well.

Students will be expected to clean their own desk areas or equipment when finished at that area or with the piece of equipment. Teachers have opted to spray and have students wipe.

Bathroom usage during class time will be monitored by custodial team to ensure that there are only limited students accessing.

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| **Personal Hygiene Etiquette** | **Resources**  | **Status** (Done, In Progress, Not Started, N/A) |
| Use masks according to the *Return to School* document protocols. | *Return to School* document.  |   |
| Promote appropriate hand and respiratory hygiene. | [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) |    |
| * Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.
 |
| * Provide minimum 60% alcohol-based hand sanitizer.
 | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf) |   |
| * Communicate frequently about good respiratory hygiene/cough etiquette.
 | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html) |  |
| * 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.
 | Cleaning and Disinfection Guide for Schools  |  |

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| **Protective Measures** | **Resources**  | **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. | *Return to School* documentDistrict Student Support ServicesGuidelines for itinerant (visiting) professionals |   |
| **Provide personal protective equipment – only for those situations that require it:** | [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)[PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal%2BProtective%2BEquipment%2BPoster.pdf?MOD=AJPERES&CVID=mu8SU02)District Student Support Services |   |
| * Hand protection (nitrile, rubber or latex gloves)
 |   |
| * Eye protection (safety glasses, goggles or face shield)
 |   |
| * Other PPE as determined necessary through the risk assessment
 | Plexiglass desk barriers |  |
| 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. | *Return to School* documentDetailed visitor log |  |
| **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. | [Health Canada information onnon-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html) |   |
| Considerations for schools licensed under Food Premises Regulations | *Return to School* document |  |

**Personal Hygiene:**

All staff will be provided a face shield and all teachers will have a plexiglass desk barrier to use. Teachers are expected to provide their own face masks.

Face masks will be necessary in all common areas (any areas outside of a classroom bubble).

Students will provide their own face masks and are encouraged to bring in small containers to store masks when not in use. These containers will help keep them from being lost and getting soiled unnecessarily.

Custodians will gather any derelict face masks daily and have offered to wash and dry and set out in a lost and found area.

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| **Occupational Health and Safety** | **Resources**  | **Status** (Done, In Progress, Not Started, N/A) |
| ***Occupational Health and Safety Act* and Regulation Requirements** |  |  |
| Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations. | [OHS Guide-Three Rights](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. | [OHS Guide-New Employee Orientation](https://ohsguide.worksafenb.ca/topic/orientation.html) |   |
| Provide staff the employee training on the COVID-related work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/)School District HR |   |
| Keep records/log of visitor and employee presence, as well as orientation, training and inspections. |   |   |
| Ensure supervisors are knowledgeable of 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. |   |   |
| Make available appropriate personal protective equipment 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. | [OHS Guide-JHSC](https://ohsguide.worksafenb.ca/topic/fixed.html) |   |
| Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html) |   |
| Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school. Schools must engage the district from the beginning.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. | EECD and school outbreak management plan*Return to School* document |   |

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

The principal and custodial team will be responsible for the supervision of compliance to policies and procedures, as well as be informed of any new information and updates. The principal is responsible to communicate with designated district personnel, public health or WorkSafeNB about critical issues of managing the plan.

**Outbreak Management Plan – COVID Response:**

The principal is responsible to enact the Outbreak Management Plan in the event of a case of Covid19.

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| **Additional Considerations:** e.g., Mental Health Support | **Resources**  | **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. | [GNB Mental Health Resource](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/mental-health-and-coping-during-covid-19.html)School District support staffSchool 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 [NACTATR Guide to School Re-Entry](https://nactatr.com/news/files/01GuideRe-Entry.pdf)  | School District Support Services |  |

**Additional Considerations:**

The principal will be responsible to monitor the physical and emotional health of staff and students. Staff will be provided with timely information and offered supports and accommodations where possible. The principal will be extremely considerate of trauma informed support to staff, students, and broader school community.