**Sunbury West School Operational Plan**

**2020 – 2021**

**COMMUNICATIONS**:

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

School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a meeting will be held with staff 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.

Students: The operational plan will be communicated to students by homeroom teachers. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following table.

|  |  |
| --- | --- |
| Tuesday, September 8th | Wednesday, September 9th  |
| 2M | KW |
| 2P | K/1M |
| 3S | 1RB |
| 5E | 3/4R |
| 6T | 4G |
| 6/7G | 7S |
|  | 8M |

\*All classes will attend full time starting Thursday, September 10th.

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

Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (A copy of the plan will be included with lesson plans for supply teachers).

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

Once the plan is approved by district, a summary of the plan will be sent home with students on the first day of classes. The entire plan will be posted to our school website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). The answers to parent questions will be posted on the school website. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

**BUILDING ACCESS:**

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

There will be no open house this year. Kindergarten students and their parents will be invited by appointment on Thursday, September 3rd from 4-6pm to a Kindergarten orientation. Phone calls to parents will be made by Kindergarten teachers to schedule these appointments.

Parents/caregivers will be asked not to enter the building without an appointment. If parents are dropping their children off at school, they are asked to remain outside to say their goodbyes.

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

Parents/caregivers who are picking students up (including at dismissal times) 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 368-2900 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent from the appropriate classroom. The administrative assistant will 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 opening of school 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.

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

Students will disembark from buses, maintaining social distancing. The Principal (wearing a mask) will be on duty to direct students off the bus as well as in the school lobby.

All students will enter the building through the main doors at the front of the school.

Headstart students will enter and exit door closest to their classroom.

K-2 will go directly to their wing. KW, K/1M and 2M will hang their belongings on their hooks and proceed directly to their classrooms. 1RB and 2P will go directly to their rooms to unpack their book bags, etc. The homeroom teachers will monitor this. Once KW, K/1M and 2M are done at their hooks and into their classrooms, students in 1RB and 2P will go to their hooks to hang up and store belongings. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. At the end of the day, K-2 classes will be called to load buses one at a time.

Grades 3-5 will go directly to their wing via the center stairs. Students in 3S and 4G will hang their belongings on their hooks and proceed to their classrooms. 3/4R and 5E will go directly to their rooms to unpack their book bags, etc. The homeroom teachers will monitor this. Once 3S and 4G are done at their hooks and into their classrooms, students in 3/4R and 5E will go to their hooks to hang up and store belongings. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves where possible with nothing left on the floor to allow easy cleaning/disinfecting of the area. At the end of the day, at 2:45, 3S and 4G will go to their hooks to pack their belongings and then return to the classroom. At 2:50, 3/4R and 5E will go to their hooks to pack their belongings and return to the classroom. Classes will be called to load buses one at a time.

Grades 6-8 will enter the school wearing their masks and continue to wear masks until they are done at their lockers and have entered their classrooms. Homeroom teachers will monitor students to ensure that they do not move into the area where students from other classes have their lockers. Homeroom teachers will be asked to ensure that students have all belongings in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. At the end of the day, students will put on masks before leaving their classrooms to go to lockers to pack their belongings. All will go back to their homerooms to wait to be called to load buses one class at a time. Middle level students will exit the school wearing masks.

Parents/caregivers will be asked to ensure that students arrive no earlier that 7:45am. Students who are dropped off by parents/caregivers or walk to school will enter the building no earlier than 7:45am and go directly to their classrooms. At the end of the school day, students who walk to school will remain in their homeroom classes until buses have been dismissed and then exit their assigned door. Non-related walking students will be expected to maintain the appropriate physical distance while on school property. Any parents who are picking up their children must send a note or call the school so teachers are aware. To prevent congestion in front of the main doors, K-2 parents will pick up their children in front of the office windows, 3-5 parents will pick up their students at the corner of the exit driveway (on school walkway), and 6-8 parents will pick up their students at the end of the walkway closest to staff parking lot.

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m 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 as per this plan.

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. As an added educational space, benches have been placed on the lawn in front of the office that classes are welcome to use. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

Middle level students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed.)

Library – The library will be scheduled for classes to visit. Books can be signed out. Classes will be scheduled on a bi-weekly basis leaving 30 minutes between each class to provide the Librarian time to sanitize high touch surfaces, chairs and tables after each class leaves.

Makerspace – The Makerspace will be used by middle level for the rotation block, only one class one period per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized.

Art Room – The Art room will be used by middle level for the rotation block, only one class one period per day. The Art teacher is required to ensure all equipment is sanitized and put away. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized.

Science Lab – Science will be taught primarily in homeroom classes. When teachers wish to use the lab, teachers will need to book the science lab through the shared calendar. Only one class will be permitted to use the science lab each day. The science teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Custodians will ensure that tables, chairs and high touch surfaces are properly sanitized between classes.

Computer Lab – Teachers will need to book the computer lab through the shared calendar. (Middle school students will be expected wipe screens, keyboards, chairs and tables prior to leaving.) The teacher will notify the Admin. Assistant that the class is leaving the computer lab. The Admin. Assistant will notify the custodian that the computer lab is ready to be cleaned. Custodians will ensure that screens, keyboards, tables, chairs and high touch surfaces are properly sanitized between classes.

Changing Rooms – Middle level classes will be assigned changing rooms to be used before and after Phys Ed classes. Only one class in each changing room each day. Custodians will ensure changing rooms are properly cleaned and sanitized at the end of each day.

Home Ec Room – Teachers will need to book the home ec room through the shared calendar, only one class per day. The teacher will notify the Admin. Assistant that the class is leaving the home ec room. The Admin. Assistant will notify the custodian that the home ec room is ready to be cleaned. Custodians will ensure that all tables, counters, chairs and high touch surfaces are properly sanitized.

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

Hand sanitizing stations will be provided in all work areas.

Resource Rooms (including 3-5 Breakout room) - 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 disinfectant. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

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

Guidance Office – Students will sanitize hands before and after visiting the guidance office. Guidance Counsellor will sanitize chairs, table and doorknob after each visit.

SLP – the SLP will be required to wear a clear shield when working with a student. 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 disinfectant by the SLP.

APSEA WORKER – the APSEA Worker will be required to wear a clear shield when working with a student. 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 disinfectant by the APSEA worker.

District Personnel meeting with SWS Staff – When a distance of 2 metres 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 SWS.

Child & Youth Team – Members of the Child & Youth team will be required to wear a mask when working with a student. Between students, chairs, tables and any areas touched by the student must be cleaned with disinfectant by the member of the team.

**RISK ASSESSMENT:**

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

The risk assessment within the school is as follows:

• Students will have interactions with 1 – 5 people while at school.

• Students will have interactions with others at a distance of less than 2 m.

• Students will have prolonged interactions with others (longer than 15 minutes).

• The setting in classes has a high density of people.

• The classroom setting is primarily indoors.

• 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).

**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 sick room in the back of the main 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 will be required to wear masks until the person has been picked up and the room has been sanitized. The furniture in the room will contain a fold up cot with a vinyl covering, a student 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.

**PHYSICAL DISTANCING:**

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

**Arrange furniture to promote the physical distancing requirements (include a reception area)**

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

**Hallways:**

Hallways will have directional arrows to indicate the direction for the side of the hallway. Signage will be added to indicate areas at which movement is to stop and where students must stand if in line for the washroom.

**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.)**

**To ensure physical distancing, there will be absolutely no congregating in the lobby or office area by staff, students or approved visitors.**

**Staffroom**: Tables to be set up so that physical distancing is respected. No more than 6 people at a time in the staffroom. Other staff members may walk into the area to access their food and/or to go to the washroom.

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

Use of the school dishes, glasses and cutlery will not be permitted, please bring what you need from home.

Dishes brought from home are to be taken home to be washed. Dishwashers will not be available; sinks will be reserved for hand washing.

Please bring your own water bottle.

Microwaves and fridges will be available for use.

**Office**: When entering the office please report to the main counter. Permission must be given by the Administrative Assistant to enter the office area. There is to only be 1 additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk.

Staggered start, break/recess, lunch and release times have been created. Please see table in Transition section.

Staff meetings will be held after school in the cafeteria where physical distancing is possible.

**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.**

Arrows will be added to hallways to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall, always on the right side where possible. Spots will be marked on floors outside washrooms for students who are waiting to go in.

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

All classes will enter the gym through the 1st door and exit through the second door. Water bottles will be filled in the appropriate wing prior to proceeding to the gym and placed in the designated area while students participate in Phys. Ed.

K-2 students will access the gym through the main hallway. These students will access their playground by the exit in their wing.

3-5 students will access the gym, to and from, by using the center stairs. These students will access the playground by exiting the back door of their wing and then enter through the main front doors of the school.

6/7G and 8M students will proceed to the gym using the middle level end stairs. They will return to their homeroom using the center stairs.

6T and 7S students will proceed to the gym and return to their homerooms using their main hallway.

**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?** |
| **7:45-8:05** | **KW, K/1M and 2M** | **Go to hooks to put belongings away and then into classrooms.** |
| **7:45-8:05** | **1RB and 2P** | **Go into classrooms first to unpack bookbags, etc, then go to hooks in hall when other classes are in class.** |
| **7:45-8:05** | **3S and 4G** | **Go to hooks to put belongings away and then into classrooms.** |
| **7:45-8:05** | **3/4R and 5E** | **Go into classrooms first to unpack bookbags, etc, then go to hooks in hall when other classes are in class.** |
| **7:45-8:05** | **6T, 6/7G, 7S and 8M** | **Go to lockers to unpack and then into classrooms.** |
| **10:00-10:15** | **6T and 6/7G** | **Nutrition break (lockers, snacks in classrooms)** |
| **10:20-10:35** | **7S and 8M** | **Nutrition break (lockers, snacks in classrooms)** |
| **10:20-10:40** | **KW and K/1M** | **Snack recess on blue team playground** |
| **10:30-10:50** | **1RB, 2M and 2P** | **Snack recess on green team playground (exit gym hall door, enter front doors)** |
| **11:30-11:50** | **KW and K/1M** | **Eat lunch in classrooms** |
| **11:30-11:55** | **1RB, 2M and 2P** | **Lunch recess on blue team playground, come back in through door near Headstart** |
| **11:55-12:20** | **KW and K/1M** | **Lunch recess on blue team playground, enter/exit blue team playground door.** |
| **12:00-12:20** | **1RB, 2M and 2P** | **Eat lunch in classrooms** |
| **11:30-11:55** | **3S and 4G** | **Recess (outside on playground/soccer field)** |
| **11:35-11:55** | **3/4R and 5E** | **Lunch (in classrooms, water and washrooms)** |
| **12:00-12:20** | **3S and 4G** | **Lunch (in classrooms, water and washrooms)** |
| **12:05-12:30** | **3/4R and 5E** | **Recess (outside on playground/soccer field)** |
| **12:30-12:50** | **6T and 6/7G** | **Outside on playground/soccer field** |
| **12:30-12:50** | **7S and 8M** | **Lunch (in cafeteria with class seating, microwave)** |
| **12:50-1:10** | **6T and 6/7G** | **Lunch (in cafeteria with class seating, microwave)** |
| **12:50-1:10** | **7S and 8M** | **Outside on playground/soccer field** |
| **1:50-2:00** | **K-2** | **Called to load buses one class at a time (KW, K/1M, 1RB, 2M, 2P)** |
| **2:40-2:45** | **3S and 4G** | **Prepare for home and return to classroom** |
| **2:45-2:50** | **3/4R and 5E** | **Prepare for home and return to classroom** |
| **2:50-2:55** | **6T and 6/7G** | **Prepare for home and return to classroom** |
| **2:55-3:00** | **7S and 8M** | **Prepare for home and return to classroom** |
| **2:50-3:00** | **3-8** | **Called to load buses one class at a time** |
| **FRIDAY 11:45-11:50** | **KW, K/1M and 2M****3S and 4G****6T and 6/7G** | **Prepare for home and return to classroom** |
| **FRIDAY 11:50-11:55** | **1RB and 2P****3/4R and 5E****7S and 8M** | **Prepare for home and return to classroom** |
| **FRIDAY 11:55-12:05** | **K-8** | **Called to load buses one class at a time** |

**Supervision:**

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

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

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 stored within the classroom bubble and will not be shared with other classes.

**Playground Equipment:**

**K-2 Snack Recess:**

|  |  |  |
| --- | --- | --- |
| **Day** | Blue Team Playground | Green Team Playground |
| Monday | KW-big structure, teeter totter K/1M-swings/little structure  | 1RB-bball court/play equip (balls, etc.) 2M-swings 2P-play structure |
| Tuesday | KW-swings/little structure K/1M-big structure, teeter totter | 1RB-swings 2M-play structure 2P-bball court/play equip. |
| Wednesday | KW-big structure, teeter totterK/1M-little structure/swings  | 1RB-play structure 2M-bball court/play equip 2P-swings |
| Thursday | KW-little structure/swingsK/1M-big structure, teeter totter | 1RB-bball court/play equip. 2M-swings 2P-play structure |
| Friday | KW-big structure/teeter totterK/1M-little structure/swings  | 1RB-swings 2M-play structure 2P-bball court/play equip. |

**K-2 Lunch Recess:**

|  |  |  |
| --- | --- | --- |
| **Day** | **Blue Team Playground** | **Blue Team Playground** |
| Monday | 1RB-big structure2M-teeter totter/swings 2P-little structure  | KW, K/1M-follow schedule for snack recess |
| Tuesday | 1RB-teeter totter/swings 2M-little structure 2P-big structure  | KW, K/1M-follow schedule for snack recess |
| Wednesday | 1RB-little structure 2M-big structure 2P-teeter totter/swings  | KW, K/1M-follow schedule for snack recess |
| Thursday | 1RB-big structure 2M-teeter totter/swings 2P-little structure  | KW, K/1M-follow schedule for snack recess |

**3-5 Lunch Recess:**

|  |  |  |
| --- | --- | --- |
| **Day/Time** | **Area** | **Class** |
| Monday11:30-11:5512:05-12:30 | Gaga pit/playgroundSoccer field/hill/swingsGaga pit/playgroundSoccer field/hill/swings | 3S4G3/4R5E |
| Tuesday11:30-11:5512:05-12:30 | Gaga pit/playgroundSoccer field/hill/swingsGaga pit/playgroundSoccer field/hill/swings | 4G3S5E3/4R |
| Wednesday11:30-11:5512:05-12:30 | Gaga pit/playgroundSoccer field/hill/swingsGaga pit/playgroundSoccer field/hill/swings | 3S4G3/4R5E |
| Thursday11:30-11:5512:05-12:30 | Gaga pit/playgroundSoccer field/hill/swingsGaga pit/playgroundSoccer field/hill/swings | 4G3S5E3/4R |

**Middle Level Recess:**

|  |  |  |
| --- | --- | --- |
| **Day/Time** | **Area** | **Class** |
| Monday12:30-12:5012:50-1:10 | Gaga pit/playground Soccer field/hill/swings Gaga pit/playground Soccer field/hill/swings | 6T 6/7G 7S 8M |
| Tuesday12:30-12:5012:50-1:10 | Gaga pit/playgroundSoccer field/hill/swings Gaga pit/playgroundSoccer field/hill/swings | 6/7G 6T 8M7S |
| Wednesday12:30-12:5012:50-1:10 | Gaga pit/playground Soccer field/hill/swings Gaga pit/playground Soccer field/hill/swings | 6T 6/7G 7S 8M |
| Thursday12:30-12:5012:50-1:10 | Gaga pit/playground Soccer field/hill/swings Gaga pit/playground Soccer field/hill/swings | 6/7G 6T 8M 7S |

Milk will be available to students through pre-ordering. Trays of milk will be delivered to each homeroom in time for lunch. 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.

The cafeteria seating area will only be utilized by middle level classes. Microwaves will only be available for middle level students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

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 volunteers who have been screened for COVID 19.

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

School layout guides will be developed as needed.

**Recess:**

See table above.

**SCREENING**:

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

Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school.

Parents/caregivers will be required to ensure that if their child is not feeling well, that their child remains at home.

As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether or not testing is required.

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

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

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff are encouraged to take their temperature before leaving for work each morning.

**Staff are encouraged to screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.**

See above.

**Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. \*Regional Public Health will notify the school about what is to be done.**

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

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

People showing signs of illness will go to the sick room in the back of the main 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 will be required to wear masks until the person has been picked up and the room has been sanitized. The furniture in the room will contain a fold up cot with a vinyl covering, a student 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 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.

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

All staff and visiting professionals who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the photocopy room in the back of main office. All staff will return cloths and spray bottles to “health” room before leaving daily. Cloths will be washed and dried for reuse. The Custodian will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.

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

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

**Washrooms**

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

Only one student in the washroom at a time. All washrooms will have a touch light outside the door. Students will learn to push the light on with their elbow when they enter, push it off when they exit. Tape will be placed on floor, 2 meters apart, for waiting when washroom is in use.

K-2 Wing – KW and 2M will use washrooms in their classrooms. K/1M, 1R and 2P will use the girls and boys washrooms in their wing only. Headstart will use the washrooms in this wing as well.

3-5 Wing – all students will use the girls and boys washrooms in their wing only.

6-8 Wing – 6T and 7S will use the washrooms across from the main office. 6/7G and 8M will use the washrooms at the top of center stairs.

Designated Staff Washrooms – Washrooms in Staffroom and washroom in office.

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.

**Foot-operated door openers may be practical in some locations.**

N/A

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

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

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

All washrooms will be limited to one person at a time. 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. Grades 3-8 will have a sign out book in homeroom for tracking purposes.

Staff members on supervision (outside or inside) will ensure that they only permit one student to go to the washroom at a time.

**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 photocopier room.

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

All staff will return cloth and spray bottles to photocopier room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.

The Custodia will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.

Each class 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.**

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

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

**PERSONAL HYGIENE ETIQUETTE**

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

While K-5 students are not required to wear a mask while at school, it is required that students have a cloth mask with them. Students in grades 6 – 8 will be required to wear masks when on a bus and in common areas. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extend periods of time.

**Students in grades 6-8 will wear masks while entering and exiting the school, embarking and disembarking buses, while at their lockers, and until they enter their classrooms.**

**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.

**Students will be encouraged to carry a small bottle of unscented hand sanitizer in their pocket.**

**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 administrative assistant will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

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

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

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

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

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

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

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

**PROTECTIVE MEASURES**

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

Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students.

**Provide personal protective equipment – only for those situations that require it:**

**Hand protection (nitrile, rubber or latex gloves)**

**Eye protection (safety glasses, goggles or face shield)**

**Other PPE as determined necessary through the risk assessment**

NA

**In areas where following the school physical distancing standards as set out in the Return to School document is not possible, maintain an accurate visitor log, and staff and student attendance log. This is in addition to regular school attendance logs. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.**

A visitor 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.

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.

**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**

N/A

**OCCUPATIONAL HEALTH AND SAFETY**

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

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

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

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

1. The right to know about health and safety matters.

2. The right to participate in decisions that could affect their health and safety.

3. The right to refuse work that could affect their health and safety and that of others.

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

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

Staff will have access to 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 polices. They will also receive an electronic copy of this document.

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

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

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

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

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

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

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

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

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

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

Masks, gloves, shields and any other PPE will be provided as required for staff.

**\*School District Human Resources confirm process for addressing employee violations of policies and procedures.**

Staff not following policies and procedures will be referred to the School District Human Resources.

**Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.**

When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)

Staff are advised to read information on the following website:

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

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

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

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

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

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

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

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

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

**In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to** advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform 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 one (1) metre and wear a mask.

The symptomatic individuals must wear a mask unless not tolerated.

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

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

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

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

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

Staff will be made aware of contact information for EAP and Teacher Counselling. The Vice-Principal will make contact with K – 2 teachers on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis; the Principal will make contact with Grade 3 – 8 teachers, custodians, administrative assistant, library assistant and any other staff members on a weekly basis.

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

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

The ESST will read and review this document on September 1, 2020.

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

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

**Do you have any of following symptoms:**

**If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop. If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.**

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

**If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.**

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

**Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.**

 For the latest information visit: **www.gnb.ca/coronavirus**