To ensure each school environment safely applies 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. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, clare.tooley@nbed.nb.ca for review by **August 26th, 2020.** It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

|  |  |
| --- | --- |
| **School Name** | River Valley Middle School |
| **Principal (Signature)** | Trudy M.G. McGrath |
| **School District Official (Signature)** |  |
| **Plan Implementation Date** | September 2020 |

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally *(by the principal or JHSC)* to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Name *(October Review)* |  | Date |  | Name *(February Review)* |  | Date |
|  |  |  |  |  |  |  |
| Name *(November Review)* |  | Date |  | Name *(March Review)* |  | Date |
|  |  |  |  |  |  |  |
| Name *(December Review)* |  | Date |  | Name *(April Review)* |  | Date |
|  |  |  |  |  |  |  |
| Name *(January Review)* |  | Date |  | Name *(May Review)* |  | Date |

**Utilize this page to track your changes.**

|  |  |
| --- | --- |
| **Section(s) Updated -** *(List the section numbers only)* | **Date Updated** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Table of Contents** –*Document Owner will need to update page numbers as required* |
| Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls | [Hold “Ctrl” and Click Here](#Rationale) | Page 4 |
| Section 2 - Communications | [Hold “Ctrl” and Click Here](#Communications) | Page 5-6 |
| Section 3 - Risk Assessment | [Hold “Ctrl” and Click Here](#RiskAssessment) | Page 7 |
| Section 4 - Building Access | [Hold “Ctrl” and Click Here](#BuildingAccess) | Page 8-9 |
| Section 5 - Screening | [Hold “Ctrl” and Click Here](#Screening) | Page 10-11 |
| Section 6 - Physical Distancing | [Hold “Ctrl” and Click Here](#PhysicalDistancing) | Page 12-13 |
| Section 7 - Transition Times | [Hold “Ctrl” and Click Here](#TransitionTimes) | Page 14 |
| Section 8 - Cleaning and Disinfection Procedures | [Hold “Ctrl” and Click Here](#CleaningAndDisinfecting) | Page 15-16 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | [Hold “Ctrl” and Click Here](#HandHygieneRespiratoryEtiquette) | Page 17-19 |
| Section 10 - Personal Protective Equipment  | [Hold “Ctrl” and Click Here](#PPE) | Page 20-21 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | [Hold “Ctrl” and Click Here](#OHSActRegs) | Page 22-23 |
| Section 12 - Outbreak Management Plan | [Hold “Ctrl” and Click Here](#OutbreakMgmt) | Page 24-25 |
| Section 13 - Mental Health | [Hold “Ctrl” and Click Here](#MentalHealth) | Page 26-27 |
| Section 14 - Additional Considerations  | [Hold “Ctrl” and Click Here](#Other) | Page 28-29 |

**Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls**

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements 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 cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.

*Source:* [*https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf*](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf)

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 communication in 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.**

**Instructions:** Go down the list one-by-one, review the resource materials as applicable. Describe in “Notes” box how you plan to implement the specific items at your school. To help you remember, under the “Status” column, you can select if the section is *done, in progress, not started, or not applicable*. The last column shows the “Date Implemented” so you can track when items are completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 2 - COMMUNICATIONS** |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for [Staff](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) and Students *(Will be send out at a later date)* | **In Progress** | **8/21/2020** |
| Communicate operational strategies, provided orientation to visitors.  | [Refer to Visitor Guidelines](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B22AA0B74-5E41-4123-925A-6528BCDDAA3F%7D&file=COVID-19%20Visitor%20Guidelines.docx&action=default&mobileredirect=true) | **In Progress** | **8/21/2020** |
| Communicate operational strategies to parent/caregiver and school community. | District Communications[Refer to Guide for Parents and the Public](https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf)  | **In Progress** | **8/21/2020** |

|  |
| --- |
| **Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.* |
| **Our school will provide Orientation and review of this plan to all staff, and students upon first day entry to the school. A one-page review of expectations/procedures will be provided. Copies of relevant documents will also be included in handouts to supply teachers and casual employees when they arrive at the building.**[**RVMS Supporting Documents\Staff Orientation.docx**](RVMS%20Supporting%20Documents/Staff%20Orientation.docx)[**RVMS Supporting Documents\Quick Reference Guide for Staff.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Staff.docx)**Changes to the plan will be reviewed with all staff and students as they occur. Regular reminders/review of procedures will be provided in weekly staff memos and on the daily announcements for students.****Our school has posted the “Visitor Guidelines” on the front door of the school, for all visitors to review.****We will also post “Visitor Guidelines” on the community entrance to the gym and will e-mail to all community users prior to their entrance to the school.**[**RVMS Supporting Documents\COVID-19 Visitor Guidelines.docx**](RVMS%20Supporting%20Documents/COVID-19%20Visitor%20Guidelines.docx)[**Posters & Signage\Limited Access Signage.pub**](Posters%20%26%20Signage/Limited%20Access%20Signage.pub)[**Posters & Signage\Questionnaire for entry.pdf**](Posters%20%26%20Signage/Questionnaire%20for%20entry.pdf)[**Posters & Signage\Use of Community Face Mask.pdf**](Posters%20%26%20Signage/Use%20of%20Community%20Face%20Mask.pdf)**Regular reminders about “Visitors Guidelines” will be posted on the school website and will be included in weekly School Messenger messages to families.****A one-page review of expectations for students and families will be posted on the website and will be sent home, via School Messenger, prior to the first day of school.**[**RVMS Supporting Documents\Quick Reference Guide for Students & Families.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Students%20%26%20Families.docx)**Questions or concerns about the operational plan will be a regular agenda item at the monthly meeting of the school PSSC.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 3 - 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. | [Link to Risk Assessment Document](https://nbed.sharepoint.com/%3Ax%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BD1F8DCCD-0B63-48CB-9355-07AB22AC8308%7D&file=Copy%20of%202020%20July%202%20DRAFT%20%20COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx&action=default&mobileredirect=true) | **Done** | **8/24/2020** |

|  |
| --- |
| **Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*  |
| **Risk assessment has been completed and reviewed by Admin team and Custodians.**[**RVMS - COVID-19 Risk Assessment Questions for Schools.xlsx**](RVMS%20-%20COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 4 - BUILDING ACCESS** |
| Ensure controls are in place to prevent the public from freely accessing the operational school. | Refer to Return to School 2020 Document Pg. 9[Refer to Poster](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FPublic%20Access%20and%20Photo%20Copier%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/24/2020** |
| Ensure controls are in place to track all people entering the school. 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.Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL | Use a visitor log - [See sample visitor log.](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BCBF9A979-BE35-4C6C-93F7-D6F587FC2FF0%7D&file=Sample%20Visitor%20Log.docx&action=default&mobileredirect=true) [Refer to Administrative Assistant 1-Pager](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B5772D2C0-D89F-4C43-909C-B8933EE5A5E7%7D&file=One%20Pager%20-%20Admin%20Assistants.docx&action=default&mobileredirect=true) | **Done** | **8/24/2020** |
| Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.  | Refer to Return to School 2020 Document – Appendix F  | **N/A** | **N/A** |
| Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. *\*Keep in mind children walking, parent drop off, buses, etc.**\*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.* | Refer to Return to School 2020 Document Pg. 5 | **In Progress** | **8/21/2020** |

|  |
| --- |
| **Building Access Notes:** *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.* |
| **Signage will be posted at entrance to school. (See Section 2 – Communications) All doors will be locked to block entry at all times.****All visitors will be encouraged to call the school as a first point of contact to limit entry if possible.****Whenever possible, visitors who must enter the school should have an appointment or should call the school at 738-6500 prior to entry.****All visitors must complete the screening questionnaire upon entry.****All visitors must complete the “Visitor’s Log” which will be kept on the main reception desk in the school office. Log entries must include contact information for each visitor. The visitors log will be kept on file for a minimum of 30 days.****The pens used will be sanitized after each use. The reception desk will be sanitized twice daily.****Students arriving at school or departing from school will follow the attached Arrival/Dismissal plan. This plan will be reviewed at the end of the first and second weeks of school and monthly thereafter.**[**RVMS Supporting Documents\Arrival & Dismissal Plan.docx**](RVMS%20Supporting%20Documents/Arrival%20%26%20Dismissal%20Plan.docx)**Procedures for entry and egress during the school day (for outdoor activities or classes) will also follow the plan above. Students will move with their Homeroom “bubble”. Staff will ensure that Homeroom “bubbles” stay separated in hallways, stairwells, and outside areas at all times.****Movement inside the building will be arranged as per the guide below:**[**RVMS Supporting Documents\Movement & Transitions.docx**](RVMS%20Supporting%20Documents/Movement%20%26%20Transitions.docx)[**Posters & Signage\Covid-19 Signage.pub**](Posters%20%26%20Signage/Covid-19%20Signage.pub) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 5 - SCREENING** |
| Ensure that all staff entering the building understands and implements the screening process.Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.Students of age can screen themselves or have a parent screen them daily before coming to school.  | [Refer to Screening Tool](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf) Refer to Return to School 2020 Document Pg. 9, 10 | **Done** | **8/24/2020** |
| Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask *(medical preferred),* to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.*Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.* | Refer to Return to School 2020 Document – Appendix K | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Screening Notes:** *Outline how screening requirements are being met.* |
| **All staff will be required to use the screening tool each day before arriving at the building. Regular reminders will be sent to staff in weekly staff memos.****All families will be required to use the screening tool each day before sending their child to school. Regular reminders will be sent to families via weekly School Messenger messages.****Instructions about screening will also be included in the “Quick Reference Guide for Families”. This will be sent, via e-mail, to every family and will be posted on the school website.**[**RVMS Supporting Documents\Screening Tool.pdf**](RVMS%20Supporting%20Documents/Screening%20Tool.pdf)[**RVMS Supporting Documents\Quick Reference Guide for Students & Families.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Students%20%26%20Families.docx)**Any staff member or student exhibiting symptoms while at school will follow the “Outbreak Plan” below.**[**RVMS Supporting Documents\Outbreak Management Plan.docx**](RVMS%20Supporting%20Documents/Outbreak%20Management%20Plan.docx)**Confirmed cases of Covid-19 will require consultation with Public Health and ASD-S for further direction.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 6 - PHYSICAL DISTANCING** |
| Implement physical distancing protocols. * Classroom, lunchroom, elevators *(indicate where to stand within elevator if enough space, mask use, number of persons permitted)*, staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers *(recommend not to use lockers as much as possible)*, etc.
* Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.
* Arrange furniture to promote physical distancing requirements *(including reception area).* Remove furniture if possible.
* Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.
* Determine if installation of physical barriers, such as partitions, is feasible.
 | Refer to Return to School 2020 Document *various sections.*Itinerant professional information in Return to School 2020 Document pg. 18 [Refer to Chartwells Operational Plan](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FFinal%20Project%20Spark%20Chartwells%20k12%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/24/2020** |
| Plan all assemblies or other school-wide events *virtually or outdoors.* | Refer to Return to School 2020 Document Pg. 4  | **Done** | **8/24/2020** |
| Evaluate options to reduce the number of people required onsite.  |  | **N/A** | **8/21/2020** |
| Evaluate the risk of individuals coming closer than two metres. 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. | [Refer to sample signage](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FCovid%2D19%20Signage%20General%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/24/2020** |
| Perform Evacuation Drills *(Fire Drill/Lockdown)* as normal as per NB Reg 97-150 School Administration Regulation. \*Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.  | [NB Reg 97-150](https://www.canlii.org/en/nb/laws/regu/nb-reg-97-150/latest/nb-reg-97-150.html) | **Not Started** | **8/24/2020** |
| School layout guide maps to inform students, staff, visitors, and public of school layout *(directional flow, assigned entrance/exit doors)* are encouraged but not mandatory.  | District Facilities (Maps) | **N/A** | **8/21/2020** |

|  |
| --- |
| **Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.* |
| **All staff, students, and visitors will be regularly reminded about physical distancing protocols in weekly staff memos, morning announcements and School Messenger messages to families.****When inside the school, but outside the classroom, all staff, students, and visitors, will wear masks at all times. Inside the school, all traffic will follow arrows posted clearly on floor indicating direction of traffic.****Waiting areas will be posted on the wall outside washrooms (maximum two students). Seating in meeting rooms and public areas will be separated by 2m when possible. Capacity of offices and copier areas will be limited.****Classroom “bubbles” will use their assigned stairwell only. Whenever possible, staff should use the stairwell assigned to the classroom “bubble” they are with at the time. To begin the year, lockers will not be used (to review third week of school).****Teachers will monitor movement of the students to ensure they remain within their “bubble” and at least 2m away from any other bubble.** **Emergency procedures will be practiced with all students returning to their “bubble” as soon as possible. Masks will be encouraged during emergency procedures but should not hinder the quick exit from the building during drills.****Physical distancing signage will be posted throughout the building.**[**RVMS Supporting Documents\Movement & Transitions.docx**](RVMS%20Supporting%20Documents/Movement%20%26%20Transitions.docx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 7 - TRANSITION TIMES** |
| Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.Provide time for food preparation and mealtimes. | District OHS Coordinator *(Guidance)*Refer to Return to School 2020 Document Pg. 13, 14, 15 | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*  |
| **To begin the school year, students will remain in their assigned classroom as much as possible. This will allow staff and students to familiarize themselves with all new procedures and expectations.****During the week of Sept 14th, every effort will be made to begin allowing students to move to gym, tech lab, etc. Outdoor gym class will be encouraged whenever possible. A plan for transition to and from the gym, for indoor gym class, will be included in the school “Movement & Transition” plan.****Use of the cafeteria will be considered once the school receives word from Chartwells. There will be no access to the cafeteria for the first week of school.****Careful monitoring of traffic flow and schedules will ensure adequate physical distancing is practiced during these transition times.****The “Movement & Transition” plan will be monitored daily and changes will be implemented as needed.**[**RVMS Supporting Documents\Movement & Transitions.docx**](RVMS%20Supporting%20Documents/Movement%20%26%20Transitions.docx)[**RVMS Supporting Documents\Arrival & Dismissal Plan.docx**](RVMS%20Supporting%20Documents/Arrival%20%26%20Dismissal%20Plan.docx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 8 - CLEANING AND DISINFECTION PROCEDURES** |
| Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc. | Refer to Return to School 2020 Document – Appendix G[Refer to Table – Make specific for your school](https://nbed.sharepoint.com/%3Ax%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B86A8EE33-88FE-425F-A24C-0E57CF561350%7D&file=Cleaning%20and%20Disinfection%20Schedule.xlsx&action=default&mobileredirect=true)[Refer to WHMIS Overview Document](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FOverview%20of%20WHMIS%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **In Progress** | **8/24/2020** |
| **Washrooms:*** Equip with running tap water, liquid soap, paper towel, *(forced air dryers in many locations*), toilet paper, and garbage containers where needed.
* Foot-operated door openers may be practical in some locations.
* K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.
 | Refer to Return to School 2020 Document Pg. 14 | **In Progress** | **8/24/2020** |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | **N/A** | **8/24/2020** |
| Implement Outbreak Cleaning & Disinfection Protocol when required *(Process, PPE Requirements)*  | Refer to Return to School 2020 Document – Appendix G | **In Progress** | **8/24/2020** |
| Abide by EECD Ventilation Guidelines  | Refer to Return to School 2020 Document Pg. 14 | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.* |
| **Custodian II and Principal will monitor school cleanliness daily.****The school will follow all guidelines (as described in the Return to School Document) regarding Cleaning & Disinfecting Procedures, Outbreak Cleaning (if required) and Ventilation Guidelines.****All staff students and Visitors will be regularly reminded about the importance of cleaning & disinfecting and hygiene procedures.****Staff will be encouraged to have students outside as much as possible (weather permitting and physical distancing in place).**[**RVMS Supporting Documents\Cleaning and Disinfection Schedule.xlsx**](RVMS%20Supporting%20Documents/Cleaning%20and%20Disinfection%20Schedule.xlsx)[**RVMS Supporting Documents\Quick Reference Guide for Staff.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Staff.docx)[**RVMS Supporting Documents\Quick Reference Guide for Students & Families.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Students%20%26%20Families.docx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE**  |
| Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces. Ensure hand-washing posters are posted in all washrooms. *Suggest putting them on doors* ***and*** *walls.*  | See [Table 1](#Table1)Refer to Return to School 2020 Document Pg. 11, 12, 13Schools Custodial and District Facilities Management[Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) | Choose an item. | Click or tap to enter a date. |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low. |  | Choose an item. | Click or tap to enter a date. |
| Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.Anyone bringing hand sanitizer to school must ensure it is \*FREE OF ADDED SCENTS\* Teachers will be in control of the hand sanitizer in classrooms.  | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)Refer to Return to School 2020 Document Pg. 11, 12, 13 | Choose an item. | Click or tap to enter a date. |
| Remind everyone about frequent hand washing and cough/sneeze etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html) | Choose an item. | Click or tap to enter a date. |
| K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.  | Refer to Return to School 2020 Document – Appendix A[Community Mask Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | Choose an item. | Click or tap to enter a date. |

|  |
| --- |
| **Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.* |
| **All staff, students and visitors will be regularly reminded about the importance of proper hygiene, including hand washing and coughing/sneezing etiquette. Reminders will be in weekly staff memos, on the morning announcements for students and in School Messenger messages to families.****Hand washing posters will be posted above sinks in all washrooms in the school. A copy of the poster will also be posted on the school website.All students will be shown a video demonstrating proper handwashing techniques during the first day of school. The video will be repeated as necessary.** **Sample video links:** [**https://youtu.be/EDsOUPR1as4**](https://youtu.be/EDsOUPR1as4)[**https://youtube/IisgnbMfKvI**](https://youtube/IisgnbMfKvI)**Custodians will ensure the presence of cleaning and disinfecting supplies.****Hand sanitizer will be present in the office, staff room, meeting rooms and each classroom. Staff, students, and visitors may bring their own hand sanitizer from home providing it is scent free.****Hygiene posters and Community mask posters will be posted by the door of each classroom, meeting room and office. Copies will also be posted on the main bulleting board at the main entrance of the school.**[**Posters & Signage\Handwashing Poster.pdf**](Posters%20%26%20Signage/Handwashing%20Poster.pdf)[**Posters & Signage\Hand Sanitizer.pdf**](Posters%20%26%20Signage/Hand%20Sanitizer.pdf)[**Posters & Signage\Use of Community Face Mask.pdf**](Posters%20%26%20Signage/Use%20of%20Community%20Face%20Mask.pdf) |

**Table 1**



|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 10 - PERSONAL PROTECTIVE EQUIPMENT** |
| 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.* | Refer to Return to School 2020 Document – Appendix C, HItinerant professional information in Return to School 2020 Document pg. 18  | **In Progress** | **8/24/2020** |
| If a child requires to be toileted, the accompanying person(s) if not within the child’s regular bubble, must wear community mask(s).  |  | **In Progress** | **8/24/2020** |
| **Provide personal protective equipment – only for those situations that require it:** |
| Provide personal protective equipment for those for whom it has been determined to be necessary, **PPE Options:** |  | **In Progress** | **8/24/2020** |
| Hand protection (gloves) | [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 | **In Progress** | **8/24/2020** |
| Eye protection (safety glasses, goggles) | **In Progress** | **8/24/2020** |
| Other PPE as determined necessary through the risk assessment *(face shield)* | **In Progress** | **8/24/2020** |
| Use masks *(medical preferred)* for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | [Health Canada information on](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)[non-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)Refer to Return to School 2020 Document – Appendix A[Community Mask poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.* |
| **All staff, students and visitors will always wear a mask in common areas, hallways, stairwells etc.****ESST will, during the week of August 31-Sept 4, work with Admin to discuss any situations which may require the use of other PPE for staff (working one on one with a student, toileting, feeding etc.). Any affected staff will be provided with PPE and training on the proper use of PPE.****Plexiglass barrier will be installed at reception desk in main office. Plexiglass partitions have been requested for each teacher. Waiting approval by ASD-S.****Resource staff or other teachers requesting a plexiglass barrier will be provided with this equipment (requests sent to Admin by Sept 2 and forwarded to facilities at ASD-S).****Admin will monitor use of PPE and adjust/add to plan if required.** [**Posters & Signage\Use of Community Face Mask.pdf**](Posters%20%26%20Signage/Use%20of%20Community%20Face%20Mask.pdf)[**Posters & Signage\PPE Poster.pdf**](Posters%20%26%20Signage/PPE%20Poster.pdf) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS** |
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations. | [OHS Guide-Three Rights](https://ohsguide.worksafenb.ca/topic/rights.html) [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Not Started** | **8/24/2020** |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true)  | **Not Started** | **8/24/2020** |
| Provide staff the employee training on the work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/) – [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Not Started** | **8/24/2020** |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Not Started** | **8/24/2020** |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **Not Started** | **8/24/2020** |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.  | [OHS Guide-JHSC](https://ohsguide.worksafenb.ca/topic/fixed.html) | **In Progress** | **8/24/2020** |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html) | **In Progress** | **8/24/2020** |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | **N/A** | **8/24/2020** |

|  |
| --- |
| **OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.* |
| **All staff will participate in an Orientation on Thursday, Sept 3, 2020.****EAs will meet with ESST Team to review PPE, interaction with students and other protocols specific to their position. This meeting will take place Sept 3, 2020.****All staff will also be reminded that we are all doing our very best. People who forget to follow the protocols in this document should receive a gentle reminder (they may just forget to do something).** **Staff who have been asked 2 times to comply, who continue to struggle to follow the protocols will be asked to meet with the Principal to review the Orientation Document a second time. Further incidents of non-compliance will require consultation with the school District.**[**Posters & Signage\PPE Poster.pdf**](Posters%20%26%20Signage/PPE%20Poster.pdf)[**Posters & Signage\Use of Community Face Mask.pdf**](Posters%20%26%20Signage/Use%20of%20Community%20Face%20Mask.pdf)[**RVMS Supporting Documents\Quick Reference Guide for Staff.docx**](RVMS%20Supporting%20Documents/Quick%20Reference%20Guide%20for%20Staff.docx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 12 - OUTBREAK MANAGEMENT**  |
| 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 and that confidentiality must be maintained. \*Regional Public Health will notify the school about what is to be done.Students and staff must self-monitor throughout the day. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/) - Contact with someone tested/confirmedRefer to Return to School 2020 Document – Appendix K  | **In Progress** | **8/24/2020** |
| 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 of the Outbreak Management Process.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 by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB. | [WorkSafeNB FAQ](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-frequently-asked-questions/)Refer to Return to School 2020 Document – Appendix K  | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*  |
| **All staff, students and visitors, while self-monitoring for symptoms.****Public Health will contact the school immediately if there is a confirmed case of Covid-19.****If an individual becomes symptomatic (or receives news that they have been exposed to Covid-19) while at school, the individual will be separated from all other staff and students and the “Outbreak Management” Plan will be implemented immediately.****If the “Outbreak Management” Plan is implemented, ASD-S will be contacted immediately.****Messages to families and staff will be drafted, in consultation with ASD-S and Public Health.**[**RVMS Supporting Documents\Outbreak Management Plan.docx**](RVMS%20Supporting%20Documents/Outbreak%20Management%20Plan.docx) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 13 - MENTAL HEALTH**  |
| Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available. | Phone: 1-800-663-1142Accessible toll-free 24/7/365; self-register at [www.homeweb.ca](http://www.homeweb.ca) * Book an appointment or access help right away, including immediate crisis support
* Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving
* Bridging to community services, specialized referrals, and treatment if needed
* Multilingual diverse clinical network; minimum of master’s degree & five years’ experience
* For employees, spouse/partner, eligible dependents
* Voluntary, confidential, no cost to the user

[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/guidere-entry.html) | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Mental Health Notes:** *Describe how mental health resources will be communicated to staff.* |
| **All staff will have access to the Kevin Cameron link providing guidelines for school re-entry and mental health considerations:** <https://nactatr.com/news/guidere-entry.html>**All staff will receive information about the new Employee Assistance Program. Information will also be provided every other week in the staff weekly memo.****Students will be closely monitored for signs of stress and anxiety. Guidance referrals will be made for struggling students.****Time will be provided within the school day for wellness, mindfulness and mental fitness activities. (schedule TBA)****Weekly School Messenger messages to families will contain tips for mental fitness and mindfulness activities for families.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 14 - ADDITIONAL CONSIDERATIONS/OTHER**  |
| Ensure schools that provide food abide by applicable regulations.  | Return to School document Pg. 13, 14, 15[Refer to GNB Website](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html) or [GOC Website](https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/covid19.html) | **Done** | **8/24/2020** |
| External Organizations operating within school *(Obtain a copy of their Operational Plan)*  |  | **N/A** | **8/24/2020** |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.  | [Insert Water Bottle Signs](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FWater%20Bottle%20Signs%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/24/2020** |
| Site Specific Considerations:* Outdoor Classroom & Benches
* Fields & Trails
 |  | **Done** | **8/24/2020** |
| Monitoring of signage | **Custodian II and Admin will maintain a file with a list of signage. They will regularly inspect the building to ensure signage is adequate, visible and appropriately placed.** | **In Progress** | **8/24/2020** |

|  |
| --- |
| **Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.* |
| **Chartwells has not begun service at RVMS (planned start was March 2020 delayed due to Covid-9). Cafeteria service will only be provided once the school and Chartwells have a plan in place.****Food provided to students who do not have a lunch, will follow EECD nutritional guidelines and will be pre-packaged items.****At this time, no outdoor organizations use the school. If, and when, school rentals resume, this plan will have to be reviewed to include guidelines for rental groups.****All water fountains at RVMS already have bottle filling stations. Signs will be posted at each water fountain.****A reminder will be sent home to parents regarding water bottle usage at school and noting that water bottles should be taken home to be sanitized properly at the end of each school day.****If the desks in the outdoor classroom are used, teachers will be asked to wipe down the desk with sanitizing wipes when they leave the outdoor classroom space.** **Use of outdoor spaces on campus are encouraged whenever possible, if physical distancing between classroom “bubbles” can be maintained. Admin & Teachers will monitor use of outdoor spaces and entrance and exit of classroom “bubbles” will maintain all physical distancing and movement within the building protocols.** |