

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 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.

<b>School Name</b>	Saint Rose School
<b>Principal (Signature)</b>	
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	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

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 7 – parent drop off time and morning duty times changed	August 27, 2020
Section 6 – 2 people masked in elevator 2M distance in staff room	August 27, 2020
Section 6 - door window replacing plexiglass barrier	August 28, 2020
Section 14 – Saint Rose After School Program Operation Plan inserted	September 10, 2020
Section 14 – Mouth spouts turned off so bags over them are no longer required.	October 1, 2020
Section 5 - Visitors Guidelines posted	September 30, 2020
Section 6 - Desks moved in Behaviour & Autism Lead offices	September 30, 2020
Section 8 - Cleaner and paper towel in Sensory Room	September 30, 2020
Section 6 - Down arrow installed on top floor in stairwell	September 30, 2020
Section 5 – Isolation Space buzzer used	September 17, 2020
Section 9 – Sanitizer at PE and Music then upon reentering classroom	September 25, 2020
Section 9 – Mask use everywhere except the gymnasium	November 23, 2020
Section 4 – Staff room closed for eating	November 23, 2020
Section 8 – Staff must wipe down all touched surfaces in the staff room	November 23, 2020
Section 9 – Mask use everywhere except the gymnasium	January 6, 2021
Section 4 – Staff room closed for eating	January 6, 2021
Section 8 – Staff must wipe down all touched surfaces in the staff room	January 6, 2021
Section 2 - Section Visitors closed to schools & Staff active screening upon arrival by Admi Assistant	January 20, 2021
Section 4 - Staff Rooms closed	January 20, 2021
Section 8 & 9 - Mask use at all times except when eating and sitting quietly.	January 20, 2021

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Section 13 - Mental Health

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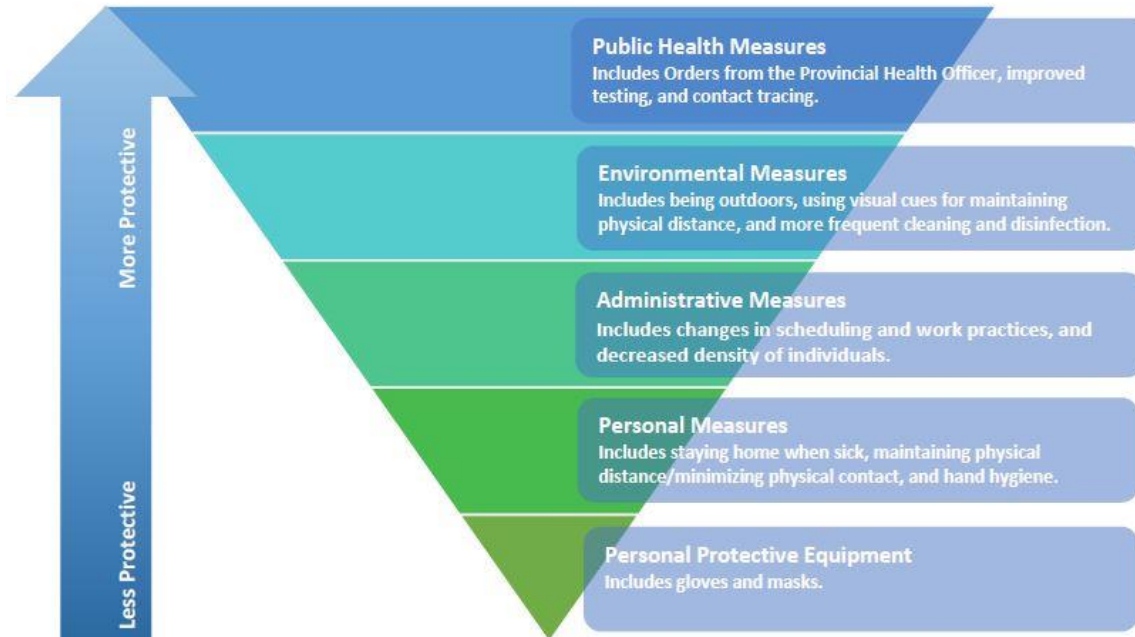
Section 14 - Additional Considerations

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### 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>

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

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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
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff and Students</u> ( <i>Will be send out at a later date</i> )	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>9/2/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>9/2/2020</b>

**Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.*

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Teachers, custodians, and Lindy will meet on August 31<sup>st</sup> to review the Operations Plan and offer feedback. The plan will be reviewed with EAs on Thursday, September 3rd. Karyn Filmore, SLP, Deborah Young, C&Y West, and Natasha Clare, OT, will be asked to attend one of our two meeting scheduled to review the plan. **Staff will be asked screen questionnaire daily upon arrival at work in addition to sanitizing upon entering the lobby.**

Our School has "Visitor Guidelines" posted for all visitors to review.

**Other than delivery people only permitted in the lobby, the school is closed to visitors.** Visitor Guidelines: 1. Upon arrival, all visitors will review the GNB Screening Poster. 2. All visitors wear a mask are encouraged to wash/sanitize their hands upon entry to the school. 3. Visitors are to maintain physical distancing of 2M/6Ft wherever possible between themselves and others, if distancing not possible, a community mask must be worn. 4. If, after reviewing the poster, the visitor is permitted to enter the building, all visitors will proceed to reception and sign-in. Visitors should be escorted to reception wherever possible (if appointment was booked in advance for example) 5. Signing-in is mandatory for contact tracing purposes. 6. After the visitor signs in, if they are unfamiliar with the COVID guidelines within the school, the visitor must be escorted to their destination. Abiding by all signage and markers as they are being escorted. 7. Wash their hands frequently using soap and water or by using hand sanitizer. 8. Avoid touching the face, eyes, nose or mouth with unwashed hands. 9. Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. 10. Visitors are encouraged to sanitize their hands once they have left the building. 8. Sanitizing station will be set up inside the front door and people entering will be required to use this prior to moving further into the building. New sign installed in main entry sign-in area.

Our strategies will be shared via School Messenger and SRS website for our families. In addition, our monthly newsletter will have reminders about safety protocols.

A school video on mask use and hygiene etiquette has been shared with families.

<https://www.youtube.com/watch?v=WOcKQjKCc4k>

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			

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Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">Link to Risk Assessment Document</a>	Done	8/24/2020
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**Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*

Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible. Note: Not all categories remained Low Risk after implementing strategies for reduction of contact.

[https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nbed\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nbed_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx)

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	Done	8/20/2020
<p>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.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	Done	9/8/2020
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		
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	In Progress	9/8/2020



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**Building Access Notes:** *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.*

Our school has a locked door buzzer system and intercom. Any items dropped off will be left outside for retrieval. All doors will remain locked with the exception of arrival, dismissal, and breaktimes. Drop-ins will not be permitted. Visitors/district staff sign-in and sign-out will be in main entry upon arrival with masks required. Any student or employee leaving for the remainder of that day will sign out with designated time. A review of symptoms, from the posters, will be necessary for all people coming into the building.

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: C & Y member. Each visitor must also sign out upon leaving the school.

School start – As students arrive, they will enter through their assigned doors and go directly to prepare for the day. (see map of entrance) [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/SRS%20Floor%20Plan.pdf](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/SRS%20Floor%20Plan.pdf) Hand sanitizing will take place upon arrival to classrooms.

Entryways – Basement floor will use back entry, first floor will use main doors, top floor will use playground door. Students and staff will enter their respective doorways with classes furthest from entrance entering first. Exit doors for dismissal will be the Barnhill-end doors.

Parents will pick up children at dismissal at the Barnhill-end door. No pick-ups inside of the school will be permitted.

Once rentals begin, custodians will record time of arrival and time of departure for rental groups including contact’s name responsible for group.

The staff room has been closed.

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

**Screening Notes:** *Outline how screening requirements are being met.*

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GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given on August 31<sup>st</sup> and September 3<sup>rd</sup>. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Weekly reminders will be included in the staff newsletter regarding self-screening of staff. Screen reminders will be included in weekly correspondence to keep everyone vigilant. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must either leave the building or await the pickup of a parent while waiting in our isolation area of the Gogo room (maximum 1-hour) \*We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation room will be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document. PPE will be in a kit inside the Gogo room in case of an isolation requirement. Symptomatic individuals will be guided to consult family physician or call 811.

Isolation space will be the Gogo area (basement), which is vacant during the day, and has a direct exit from the playground stairwell. Buzzer is used for families to notify adult in isolation space that they have arrived. Child is escorted to playground-end door to family member. Medical mask, shield, gloves, wipes, tissue, and sanitizer will be left in a kit in that room should a symptomatic individual need to be isolated. Gogo owner, Kara, notified to display new screener sheet.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). 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 <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	Done	9/8/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/21/2020
Evaluate options to reduce the number of people required onsite.		Done	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.	<a href="#">Refer to sample signage</a>	Done	9/2/2020

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Perform Evacuation Drills ( <i>Fire Drill/Lockdown</i> ) 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.	<a href="#">NB Reg 97-150</a>	<b>In Progress</b>	<b>10/1/2020</b>
School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory.	District Facilities (Maps)	<b>Done</b>	<b>8/12/2020</b>

### Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

**District staff – sign in will be in main entry upon arrival with masks required**

**Staff Room CLOSED**

**PE changing rooms – closed due to small area**

**Hallways – tape, arrows, and standing stickers on the floors on which students walk to ensure two-meter distancing. Additional arrow added at Barnhill-end stairwell on top floor.**

**Entryways – Basement floor will use back entry, first floor will use main doors, top floor will use playground door. Students and staff will enter their respective doorways with classes furthest from entrance entering first. Exit doors for dismissal will be the Barnhill-end doors.**

**Office – a door window has been installed. There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.**

**Weekly draws and assemblies will be done virtually on Fridays via Teams.**

**Students will view SRS created video on social distancing in hallways and entering building as weekly reminders.**

**Classrooms – Have been laid out to allow for as close to 2M Distancing as possible between desks and tables. Extra furniture has been removed from classrooms. Guidance Room has been modified to allow proper physical distancing and extra furniture has been removed.**

**Elevators – Have been limited to 2-people masked at a time. Signage has been posted.**

**Washrooms – limited number of students, signage posted at staff washroom doorways, there will be green/red signage at entry that will be flipped to green when vacant and flipped to red when occupied. Signage will be cleaned regularly throughout the day. Masks must be worn in washrooms.**

**Stairway – Has been modified to allow one-way direction traffic. Signage and arrows posted.**

**Photocopy area – Wipes will be available at each copier to wipe the keypad and touched surfaces after each use.**

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**Evacuation Drills** – We will stagger the locations of our Muster Points so physical distancing can be maintained when outside of the school. See muster stations map [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nbed\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Muster%20Areas%20for%20Fire%20Drills%20and%20Evacuation%202020%20Covid.docx](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nbed_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Muster%20Areas%20for%20Fire%20Drills%20and%20Evacuation%202020%20Covid.docx)

**School Map** – See link to sample map that shows assigned entrances, and direction flow of the school. [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nbed\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/SRS%20Floor%20Plan.pdf](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nbed_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/SRS%20Floor%20Plan.pdf)

**Lead Offices** – Desk rearranged to ensure two meter distance.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			
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 ( <i>Guidance</i> )  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>8/25/2020</b>

**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

**Two recess and two lunch times will be established to accommodate outside play while social distancing. A ten-minute transition time between groups for entering has been built into the recess and lunch schedules.**

First class: 8:30 - 9:00  
 Second Class: 9:00 - 9:30  
 Third Class: 9:30 - 10:00 (all 3-5 classes)  
**Recess: K-2 9:55- 10:10**  
**3-5 10:20 - 10:35**  
 Fourth Class: 10:30 - 11:00 (all K-2 classes)  
 Fifth Class: 11:00 - 11:30 -  
**Lunch: K-2 11:40 - 12:00**  
**3-5 12:10 - 12:30**  
 Sixth Class: 12:30 - 1:00 (all K-2 classes)  
 Seventh Class: 1:00 - 1:30  
 Eighth Class: 1:30 - 2:00  
 Ninth Class: 2:00- 2:30

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Nine outside play areas have been determined that will be assigned to each class on a one-week rotational basis. (map attached) The areas will be rotated, as a class, so student have variety outside. Eating outside will be encouraged. [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/PLayground%20Areas%202020%20Covid.docx](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/PLayground%20Areas%202020%20Covid.docx)

**Parent Drop-off: 8:10 AM**

**Teachers in classrooms at 8:10 AM**

**Bus arrival and dismissal:**

**First bus arrives at 8:05 AM**

**Dismissal K-2 1:45 PM – walkers**

**K-2 1:50 PM – bus students**

**Dismissal 3-5 2:45 PM – walkers**

**3-5 2:50 PM – bus students**

**Bus loading from back to front at dismissal;**

**Rows 1-5**

**Rows 6-10**

**Rows 11-15**

**Rows 16-20**



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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
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  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	In Progress	9/11/2020
<b>Washrooms:</b> → Equip with running tap water, liquid soap, paper towel, ( <i>forced air dryers in many locations</i> ), 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	9/8/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	N/A	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	Not Started	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/25/2020

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**Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.*

Hand cleaning posters have been posted in all washrooms.

Custodian will check to ensure washrooms are adequately stocked up with soap, paper towels, etc. on a sign-off schedule to be initialed after each cleaning. [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nbed\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Cleaning%20Checklist.doc](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nbed_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Cleaning%20Checklist.doc)

**Masks are required at all times except when students are eating or sitting quietly.**

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.

Additional bottle of cleaner and paper towel added to the Sensory Room.

In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.

We will open windows whenever possible and report any issues with ventilation to our facilities team to fix.

**Staff are expected to wipe down all touched surfaces in copier areas.**

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	Done	8/31/2020
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		In Progress	9/8/2020
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	In Progress	9/8/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	Done	8/12/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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 <a href="#">Community Mask Poster</a>	In Progress	Click or tap to enter a date.
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**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

Students will wash hands before and after washroom use, eating, sneezing, nose blowing, and outside play. We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels of cleaner, soap and paper towel. Student sanitize upon entering gym and music room then sanitize upon arriving back at classroom.

Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher or EA.

**All staff and students are required to wear a community mask at all times except when eating or sitting quietly.** Masks will only be removed during quiet times when there is independent work and students are distanced as well as when students are eating.

Students will view the school reminder routinely through the first weeks of school. It will also be posted on social media.

<https://www.youtube.com/watch?v=WOcKQjKCc4k>

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> <li>• on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>• before and after meals;</li> <li>• after using the toilet;</li> <li>• after blowing nose, coughing or sneezing;</li> <li>• after playing with shared toys, communal items or learning materials;</li> <li>• after handling animals or their waste;</li> <li>• before and after taking medications;</li> <li>• after playing or learning outside; and</li> <li>• whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>• on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>• before and after meals;</li> <li>• after using the toilet;</li> <li>• after blowing nose, coughing or sneezing;</li> <li>• after playing with shared toys, communal items or learning materials;</li> <li>• after handling animals or their waste;</li> <li>• before and after giving/taking medications; and</li> <li>• after playing or learning outside.</li> <li>• before and after handling food;</li> <li>• after helping a student use the toilet;</li> <li>• after breaks;</li> <li>• after contact with bodily fluids;</li> <li>• after handling garbage;</li> <li>• after removing gloves;</li> <li>• before and after giving medications; and</li> <li>• whenever hands are visibly dirty.</li> </ul>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	In Progress	Click or tap to enter a date.
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	9/8/2020
<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		In Progress	9/8/2020
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	Done	9/3/2020
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	Done	9/3/2020
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	Done	9/3/2020
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	In Progress	10/1/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.*

Families have been notified that **two masks** must accompany children daily and must be cleaned each evening at home. This information will be shared in School Messenger weekly messages, monthly newsletter, and teacher newsletters. Periodic social media safety reminders will be shared.

Every teacher/EAs will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers, if approved.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room.

Safety Glasses and goggles are available to staff who request them.

All teachers will have a face shield to wear when physical distancing cannot be maintained. Note\* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.

Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Medical masks will not be reused.

A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities. Continued work with students will be practiced daily regarding masks protocols.

We will have a supply of masks available for students or staff who forget them. SRS masks have been purchased for each employee.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	Done	9/3/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	Done	9/3/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">Refer to Orientation</a>	Done	9/3/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	8/26/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	Done	9/3/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a>	In Progress	9/28/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	In Progress	9/8/2020



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	<b>Not Started</b>	Click or tap to enter a date.
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

**We will review the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc. on Monday, August 31<sup>st</sup> and September 3<sup>rd</sup> as initial orientations.**

**The initial plan was reviewed and adapted with our Health & Safety Committee input on August 24th. Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	9/4/2020
<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	9/4/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*

**We will remind all staff of the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak.**

In a child becomes symptomatic while at school with Covid-19, our plan is as follows;

1. Isolation – The student will be isolated with one EA the Gogo room. No individuals will be permitted in the room. Once the family arrives to collect the child, the child will be delivered to K-2 end doors. Custodians will be charged with sanitizing the room immediately. Those in contact with the child will be notified of the outbreak.
2. Family Contact –The staff person who recognizes a symptom/suspected Covid-19 will contact Victoria or Shari immediately who will then contact the family for immediate collection of their child. If a family member cannot be reached, Emergency Contact individual will be called. If no family member can be reached, we will contact 811 for direction.
3. Public Health – Public Health will be called if there is one active or two suspected cases.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	<p>Phone: 1-800-663-1142            Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <p><a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a></p>	In Progress	8/28/2020

**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

**We have shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available. These reminders will be included in weekly staff newsletters. A standard In-Confidence message with contact information will be included in each newsletter.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	Not Started	9/21/2020
External Organizations operating within school (Obtain a copy of their Operational Plan)		Done	9/8/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	Done	9/8/2020
Site Specific Considerations: <ul style="list-style-type: none"> <li>• Combined bus use with Barnhill</li> <li>• After school programs</li> <li>•</li> <li>•</li> <li>•</li> </ul>		In Progress	9/9/2020

**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

An operational plan has been obtained from Gogo. [https://nbed-my.sharepoint.com/personal/victoria\\_moseley-mcallister\\_nbed\\_nb\\_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Go-Go%20Group%20Inc.%20Operational%20Plan.pdf](https://nbed-my.sharepoint.com/personal/victoria_moseley-mcallister_nbed_nb_ca/Documents/Desktop/Covid%2019%20Plans%202020-21/Go-Go%20Group%20Inc.%20Operational%20Plan.pdf)  
After School Program (Trudy's group) operational plan. [Saint Rose After School Program Operational Plan.pptx](#)

Mouth spouts on fountains have been turned off. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that mouth-spout fountains are closed.

Barnhill dismissal will have to be discussed due to combined busing for both schools.