

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 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	Hazen White – St. Francis School
Principal (Signature)	Megan Donovan
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.**

Megan Donovan	October, 15 th 2020		
_____ Name (October Review)	_____ Date	_____ Name (February Review)	_____ Date
Megan Donovan	Nov. 27 th 2020		
_____ Name (November Review)	_____ Date	_____ Name (March Review)	_____ Date
Megan Donovan	Dec.18 th 2020		
_____ Name (December Review)	_____ Date	_____ Name (April Review)	_____ Date
Megan Donovan	Jan.18 th 2021		
_____ 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
Plan Review	Sept. 30 th 2020
Orange Phase Appendix	Nov.27 th 2020
Orange Phase Update	Jan.18 th 2021

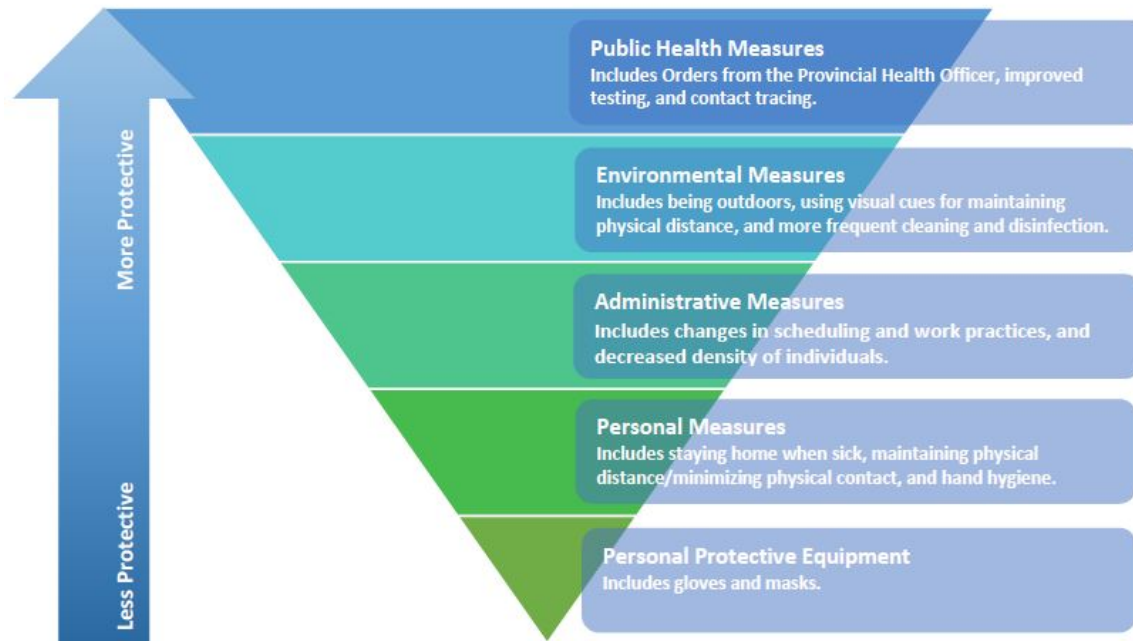
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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.

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.

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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 <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 2 - COMMUNICATIONS			
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>	Done	9/11/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/25/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Parent Letter Return to School Refer to Guide for Parents and the Public	Done	8/25/2020

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

HWSF school has provided Orientations to all staff on August 31st, 2020. The Training Attendance Sheets are attached to this document.

Teachers will orientate students over the course of the first week back and staggered entry.

HWSF has the “Visitor Guidelines” Posted at Reception for all visitors to review.

HWSF school has frequent communication via email and school connects to parents/caregivers/guardians, as well as our school website and monthly newsletter. We have sent out our staggered entry plan to families via email and school connects on August 25th 2020. We notified parents and guardians that students need to bring a clean mask to school daily and their own water bottle. We have sent out the standard letter home to parents on August 31st, 2020. Any changes that will apply to the students will be

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communicated to parents and the Operational Plan for our school will be made available on the school website, linked to this document.

Teachers will conduct the student orientation process over the course of the first week back to school.

To positively engage our students in the key safety practices of distancing, hand washing in the Operational Plan, students will receive Husky Bucks as per our school reward program when they are “caught being safe” by school staff.

Orange Phase Updates are provided to parents via school messenger. During the Orange Phase masks are worn at all time, except when eating, by both staff and students. Visitors are limited to the

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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	Done	8/24/2020

Risk Assessment Notes: *Describe that the Risk Assessment has been completed, include a link to it if possible.*

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HWSF school has completed the above-mentioned risk assessment. Our Joint Health and Safety Committee has assessed all known risks and we has implemented controls to minimize the risk as described in this Operational Plan. Our completed Risk Assessment is linked to this document. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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	Done	8/24/2020
<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>	 Use a visitor log Refer to Administrative Assistant 1-Pager	Done	8/25/2020
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	Done	8/26/2020
<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. *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	Done	8/24/2020

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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.*

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and scheduled outdoor makerspace times) requiring each visitor arriving to stop and buzz in.

The public (parents and visitors) will be required to book an appointment whenever possible. People dropping off items at the building will use the front door buzzer and reception will go to door and retrieve item. All doors will remain locked throughout school day, thereby requiring each visitor to buzz office. Visitors permitted entry to school will enter front door with mask on, review visitor guidelines and sanitize hands. Visitor will then head to office reception, whereby they will be required to sign in and provide phone number. Each visitor will be escorted to destination unless they are a regular visitor and are familiar with school protocols, ie. SLP, C&Y, etc. APSEA and YMCA ELC personnel will sign in at the office and provide school Administration with their Operational Plan. Each visitor must also sign out before exiting via Middle stairwell door. Regular visitors (ie regular staff such as APEA and the YMCA ELC staff, may continue to park in staff parking lot and enter and exit via parking lot door), but must review visitor guidelines, wear a mask upon entry and wash hands at interior sanitation location.

During the Orange phase, visitors to the building are further restricted. All meetings are held virtually, including those with outside agencies.

Our front door is our entry point for students in the morning and the back door is the exit for dismissal. Students will enter from 8:00am-8:20am into building with staff supervision. Pylons distanced at 2m will be placed in front to support a safe entry. Students will enter the building through the front door, following the directional arrows in the hallway to their class. The second floor will be accessed from the stairwell at the end of the hall on the first floor. The middle stairwell will be used to exit the second floor and to exit the building at the end of the day. Homeroom teachers to supervise dismissal at the back. All entry and exiting require wearing of masks. For recess, school will conduct indoor recess period. Each class has a scheduled outdoor time in the school yard during the day. Currently, there are three zones available to classes and these will be assigned on a rotational basis. Schedule will be developed to sign up to use one of the three zones (Field, Swings/Sand, Basketball court). **During the Orange phase students and staff always wear their masks, except when eating. Masks will be worn outside when students are participating in their class bubble outdoor time.**

Late arrival students will “buzz” the front door for entry. Administrative assistant will remind student to place mask on face prior to opening the door and record name of student in log. Student will proceed firstly to homeroom classroom following directional arrows on floor. The homeroom teacher will enter the late arrival. Admin. assistant will log their arrival in the sign-in log. When a student leaves for an appointment or to be pick-up, the admin. assistant will document the reason, time, and date in the “sign-in/sign-out staff & student log.” Appointments will be made whenever possible to limit number of people in space.

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Physical Distancing must be maintained when entering/exiting the school.

During the Orange phase, staffrooms have a maximum number of staff permitted and are scheduled in these spaces as per break and lunch schedule.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 - SCREENING			
<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>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Done</p>	<p>8/25/2020</p>
<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>	<p>Done</p>	<p>8/24/2020</p>

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. 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. Parents are required to screen their children prior to arrival and entry to the school. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask) and await the pickup of a parent or guardian while waiting in our isolation area (maximum 1-hour). We have created a self-isolation space for students, in the former Quiet Room. If a student is symptomatic of Covid-19 they will be taken to the quiet room, wearing a mask and staff will keep a 2m distance. If the student requires assistance, then staff will wear masks and face shields. The parent and guardian will be called to come and pick up the child within the hour. Upon arrival, the student will be brought to the front door and presented to the parent/guardian. The parent/guardian will be advised to call 811 or their health care provider as required and comply with the instructions given.

Where possible, anyone providing care to a symptomatic individual should maintain 2 meters and wear a medical mask and a face shield. The isolation area will be cleaned and sanitized immediately, as well as all areas where the symptomatic student had been in the school, following procedure within the Standard Cleaning & Disinfection Document.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. 	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p>	<p>Done</p>	<p>8/28/2020</p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p>Done</p>	<p>8/31/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>8/24/2020</p>
<p>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.</p>	<p>Refer to sample signage</p>	<p>Done</p>	<p>8/28/2020</p>
<p>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.</p>	<p>NB Reg 97-150</p>	<p>Done</p>	<p>9/4/2020</p>

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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)	Done	9/4/2020
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

Our front door is our entry point for students in the morning and the back door is the exit for dismissal. Students will enter from 8:00am-8:20am into building with staff supervision. Pylons distanced at 2m will be placed in front to support a safe entry. Students will enter the building through the front door, following the directional arrows in the hallway to their class. The second floor will be accessed from the stairwell at the end of the hall on the first floor. The middle stairwell will be used to exit the second floor and to exit the building at the end of the day. All entry and exiting require wearing of masks. For recess, school will conduct indoor recess period. Each class has a scheduled outdoor time in the school yard during the day. Currently, there are three zones available to classes and these will be assigned on a rotational basis. Schedule will be developed to sign up to use one of the three zones (Field, Swings/Sand, Basketball court).

Hallway floors will be marked with directional arrows splitting students into two separate lanes. Social distancing is possible in our 12ft wide hallways. We will minimize hallway traffic by having the specialist pick up students for specialty classes. Directional arrows have been placed on the floor to indicate how to safely move through the hallways.

Tape is placed in front of each door to remind all to stop and look before entering. There is a plexi-glass barrier installed on the secretary's desk, and others have been requested for the resource teacher's area, ISD and the library for meetings with parents and students.

The staff room has a maximum of 10 occupants. Extra furniture has been removed from all common areas; classrooms, staff rooms library, computer lab and hallways to encourage physical distancing. **During the Orange Phase, staff room lunch areas are limited to three occupants, with a corresponding schedule for support staff breaks and lunch. Each space has a sign in and out.**

Student washrooms have a maximum limit of six. Students will be required to wear masks when using washroom facilities outside of their scheduled bubble class time. Staff washrooms are single-use facilities.

Signage posted along hallways to remind all of physical distancing in hallways; signage posted in bathrooms to remind all of best hand washing practice; screener signage posted on all entry and exit doors as well as log books and visitor health and safety guidelines.

All meetings and school assemblies will be held virtually.

Our UNBSJ Promise Partnership Student Mentoring Program will also be virtual next year, with HWSF students attending virtual sessions with UNBSJ students in their bubble. Only the two Mentor Program Coordinator will be onsite in the UNBSJ room to monitor students participating in the program.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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 <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/24/2020

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

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Our school will receive students beginning at 8:00am. The first 20 minutes of the day are for soft start, staggered entry, and breakfast program. Classes begin at 8:20am at the bell.

We are currently revising our breakfast and lunch programs, as per the new guidelines and these will be available to students the third week of September.

Evacuation drills-Muster locations will be staggered whenever possible. Upon re-entry into the building, we will stagger 2m distances between each classroom.

Students are placed in their classroom bubble and staff not a part of that bubble (including supply teachers) will wear masks throughout duration of their time within each bubble. We will have transitioned our breakfast program to each classroom to coincide with soft-entry from 8:00am -8:20am. All food items are delivered to each class in the class assigned bin. EA's will distribute breakfast, lunch and snacks to each individual student. Students will eat within classroom bubbles. Students will be required to wash hands before and after eating. Students will participate wherever possible in cleaning of desk and other key surfaces as needed, especially before and after snack/lunch. Hallway floors will be marked with directional arrows splitting students into two separate lanes. Specialist teacher will pick up students for specialty classes to reduce hallway traffic. Students will be required to use masks when accessing bathrooms outside of the classroom bubble. Classes will be scheduled to wash hands at assigned bathroom time to minimize hallway traffic. Shared spaces such as the library and computer lab will be scheduled for classes and will be sanitized after each class use. **During the Orange phase, students and staff members will wear masks at all times, except when eating.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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 Refer to WHMIS Overview Document	Done	8/25/2020

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<p>Washrooms:</p> <ul style="list-style-type: none"> → 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. 	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>8/25/2020</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p>Done</p>	<p>8/25/2020</p>
<p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p>Done</p>	<p>8/25/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>8/25/2020</p>

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

We will welcome students between 8:00am-8:20am for soft start and breakfast program. Students will enter through the front door and walk immediately to their classrooms and sanitize hands.

For recess, school will conduct indoor recess period. Each class has a scheduled outdoor time in the school yard during the day. Currently, there are three zones available to classes and these will be assigned on a rotational basis. Schedule will be developed to sign up to use one of the three zones (Field, Swings/Sand, Basketball court).

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We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into spray bottles. There will be at least 1 bottle available in every classroom within the school and every shared space, i.e. staffroom, library, computer lab, breakfast room etc. Custodian will monitor supply levels.

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.

All staff and students are required to have a clean community mask readily available each day. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.

Staff can inform administrative assistant if supplies are running low and she will inform necessary personnel (custodians and/or administrator).

Hand Washing and Hand Sanitizing Posters will be posted August. 28th in washrooms, classrooms, and near hand sanitizing stations.

Teachers will go over proper hand sanitizing and washing procedures, as well as sneezing and coughing etiquette, with their students on the first day of school. Staff will model, monitor and provide reminders to students on a daily basis.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<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 and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	Done	8/25/2020
<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>		Done	8/25/2020
<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>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Done	8/25/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/25/2020

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<p>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.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/25/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into spray bottles. There will be at least 1bottle available in every classroom within the school. Custodian will monitor supply levels.

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.

All staff and students are required to have two clean community mask readily available each day. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom. **During the Orange phase, masks are worn at all times by staff and students, except when eating.**

Staff can inform administrative assistant if supplies are running low and she will inform necessary personnel (custodians and/or administrator).

Hand Washing and Hand Sanitizing Posters will be posted August. 25th in washrooms, classrooms, and near hand sanitizing stations.

Teachers will go over proper hand sanitizing and washing procedures, as well as sneezing and coughing etiquette, with them students on the first day of school. Staff will model, monitor and provide reminders to students on a day to day basis.

Table 1

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
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	Done	8/25/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	8/25/2020

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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:		Done	9/4/2020
Hand protection (gloves)	OHS Guide-PPE	Done	9/4/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	9/4/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	9/4/2020
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	9/4/2020

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

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Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception area will have plexiglass barrier. Barriers have also been requested for the library, Resource teacher and ISD room.

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 are single use only.

A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities. Support staff will wear a community mask and face shield.

We will have a supply of masks available for students or staff who forget them.

Regarding our vulnerable student population, the week of Aug. 31st, ESST-R teachers will collect information from parents based on 704 health forms and PLP’s. Protocols will be embedded into the 704 or PLP as required for student. Protocols to be shared with teacher and EA.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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 Refer to Orientation	Done	8/25/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	9/11/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/25/2020
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	Done	8/31/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	1/6/2021
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/31/2020

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Not Started	8/25/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

On Aug. 31st, all teaching and custodial staff will attend a virtual meeting to review the operational plan which will include employee rights, protocol training, right to refuse process/vulnerable persons, etc.

On Sept.4th all EA's and SIW will attend a meeting in the gym to review the operational plan which will include employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Staff have been made aware of the right to refuse and vulnerable person as per District Office email.

Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.

Staff Orientation Dates: August 31, 2020, 9am and Sept.4th @ 8:30am.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<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>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020
<p>Communicate to all staff the requirement to cooperate 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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020

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

All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan (Appendix K in Return to School). Appendix K states: Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order starts. Public Health Officers will inform the principal or the school district when a class or a school (students and/or school personnel) can physically return to the school building.

We have reviewed the Outbreak Management information in the staff orientations.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			

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<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca</p> <ul style="list-style-type: none"> • 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 <p>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p>	<p>Done</p>	<p>8/25/2020</p>
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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 remind staff of the importance of looking after their mental health. Staff will be reminded of the supports and resources available through In-Confidence. Staff Wellness Team will continue to be champions in this area, continuing our staff spotlight activities as well as our popular “Name That Tune” break and lunch time game on all PD days to positively boost morale. We will also present the Positive Mental Health strategies for staff in October.

Our ESS and Core Leadership Teams have updated our Positive Learning and Working Environment Plan to target implementing strategies that promote social-emotional learning and well-being. We have planned a presentation from Jennifer Dwyer, the Clinical Coordinator of the North Child and Youth Team for staff on how to support students as they transition back to school after the adverse experience of the pandemic shutdown. We are focusing on our whole school programs such Living the Husky Code and the Zones of Regulation program as a whole school approach to self-regulation. Staff will implement strategies to support student mental well-being, such as an in-class break area, developed in partnership with our Guidance counsellor. If students are needing more support, referrals to guidance will be made. Guidance will monitor situations, keeping in contact with families and ESST-R which will determine whether further services/referrals are needed (i.e. Child and Youth team)

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Staff have been provided the link to [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry](#)

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	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 or GOC Website	In Progress	8/25/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	APSEA Operational Plan Awaiting YMCA ELC Plan	In Progress	8/25/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/25/2020
Site Specific Considerations: • • • • •		Choose an item.	Click or tap to enter a date.

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

When lunch is served, we will ensure that servers will wear gloves and community mask. Students will not serve themselves.

Students requiring breakfast and/or snack will be provided with take and go times such as cheese sticks, yogurt tubes, apples, breakfast bars, etc.

Currently, there are three external organization present within our school, APSEA, the YMCA Early Learning Center and UNBSJ Promise Partnership. We are currently awaiting the Operational Plans for the YMCA ELC. The UNBSJ Promise Partnership Student Mentoring Program will be virtual this year so as to limit the number of people in the building. Only the two coordinators will be in the UNBSJ room.

All fountains have been turned off. Water bottle filling stations have been installed. Signage will be posted reminding individuals not to touch bottle top to dispensing spout.

An Orange phase appendix is also attached to this document. [..\HWSF Orange Phase Operational Guidelines Appendix.docx](#)