|  |  |
| --- | --- |
| **School Name** | Barnhill Memorial School |
| **Principal (Signature)** | Jill Ferguson |
| **School District Official (Signature)** | C. Tooley and Z. Watson |
| **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** |
| 4 – Staff/student sign in process and extra-curricular activities. | October 8/2020 |
| 5 – Protocol for new students, supply teachers and casual EA’s. | October 8/2020 |
| 6 – Detentions and in – school suspensions / Interaction with other staff members. | October 8/2020 |
| 7 – Lunch Routine. | October 8/2020 |
| 8 - Mindfulness Room. | October 8/2020 |
| 14 – Gym injuries, GSA, SRC and Announcements. | October 8, 2020 |
| 4 – Protocol for Supply Personnel  5 – Update of Posters (Signage) on all doors of the school. Posters have been posted in highly visible areas of the school. | November 5, 2020 |
| 6 – Reminder to all staff – we are NOT a bubble. | November 5, 2020 |
| 6 – New door installed in the office. | November 5, 2020 |
| 6 – Reminder to all staff and students regarding respecting each class bubble. | November 5.2020 |
| 7 – Protocol for inclement weather. | November 5, 2020 |
| 8 – Protocol for outdoor equipment. | November 5. 2020 |
| 10 – Update on expectations for proper mask wearing. | November 5, 2020 |
| 14 – Student Ambassadors. | November 5, 2020 |
| 14 – Consequences for non-compliance of COVID – 19 protocol. | November 5, 2020 |
| 2 – 4 – 5 – 6- 8 – 9 -10 – 14 ~ Updates re: Orange Phase | November 26, 2020 |
| 5 – 6 – 10-12 -14 Red Phase Updates | January 21, 2021 |
| Orange Phase -Updates from EECD – Section 14 | February 10, 2021 |

|  |  |  |
| --- | --- | --- |
| **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 |
| Section 3 - Risk Assessment | [Hold “Ctrl” and Click Here](#RiskAssessment) | Page 6 |
| Section 4 - Building Access | [Hold “Ctrl” and Click Here](#BuildingAccess) | Page 8 |
| Section 5 - Screening | [Hold “Ctrl” and Click Here](#Screening) | Page 9 |
| Section 6 - Physical Distancing | [Hold “Ctrl” and Click Here](#PhysicalDistancing) | Page 11 |
| Section 7 - Transition Times | [Hold “Ctrl” and Click Here](#TransitionTimes) | Page 13 |
| Section 8 - Cleaning and Disinfection Procedures | [Hold “Ctrl” and Click Here](#CleaningAndDisinfecting) | Page 15 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | [Hold “Ctrl” and Click Here](#HandHygieneRespiratoryEtiquette) | Page 18 |
| Section 10 - Personal Protective Equipment | [Hold “Ctrl” and Click Here](#PPE) | Page 20 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | [Hold “Ctrl” and Click Here](#OHSActRegs) | Page 23 |
| Section 12 - Outbreak Management Plan | [Hold “Ctrl” and Click Here](#OutbreakMgmt) | Page 25 |
| Section 13 - Mental Health | [Hold “Ctrl” and Click Here](#MentalHealth) | Page 26 |
| Section 14 - Additional Considerations | [Hold “Ctrl” and Click Here](#Other) | Page 28 |

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

![A screenshot of a cell phone

Description automatically generated]()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/:p:/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)* | **Done** | **8/13/2020** |
| Communicate operational strategies, provided orientation to visitors. | [Refer to Visitor Guidelines](https://nbed.sharepoint.com/:w:/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) | **Done** | **9/3/2020** |
| 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) | **Done** | **9/3/2020** |

|  |
| --- |
| **Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.* |
| **The Health and Safety Committee – comprised of Jill Ferguson, Chris Lohnes CII (temporarily on leave) Raymond Berriault ~Day Time Custodian, Liza Muise ~ Vice - Principal, Cheryl Kennedy ~ Resource, Kristen Sloat ~ Resource, Jennifer Levesque ~ Guidance and Tracey Galbraith ~ Educational Assistant met on August 24th to establish a preliminary plan. The plan will be reviewed and updated on a monthly basis at the scheduled Health and Safety meeting. The preliminary plan will be reviewed by District, once approved it will be reviewed in detail with teachers on August 31st and with paraprofessionals on Sept. 4th, 2020. The Operational Plan will be shared/communicated with our school community on our website prior to the beginning of school, the plan will be emailed to all families on Thursday, September 3rd.**  **The school will promote information sharing by posting information on our website, twitter and Facebook. We will also send information via School Messenger. Our Resource Team will be creating and sharing “Social stories” for our vulnerable student sector. We will have weekly “newsletters” the Lightning News will be sent home every Sunday evening; in this newsletter we will provide weekly updates and promote the sharing of information: we encourage phone calls and emails. We have “guidelines that have been created by EECD and Public Health” posted in the main lobby for students, staff and visitors.**  **The school year will begin with a staggered entrance of all our grade levels – Grade 6 will begin on Tuesday, September 8th, Grade 7 will begin on Wednesday, September 9th and the grade 6 students will still be in the school. Grade 8 will begin on Thursday, September 10th while both grade 6 and 7 are still in attendance. On Friday, September 11th all grades are to be in attendance. Please note - when each group of students enter the school in their “bubble” the Operational Plan will be reviewed. We have monthly themes in our Foundations class and the theme for September 2020 is “Health and Safety” ~ students will be provided with opportunities to discuss their concerns and ask questions. We will integrate information on the prevention and control of COVID – 19 into our daily activities and lessons. We will provide students and their families with up – to – date resources. Every student will be issued with their own Barnhill school agenda and if there is any new daily information, it will be provided in the student agenda.**  **Visitors – all schools including Barnhill Memorial will limit outside visitors, including parents/guardians. Drop offs and pickups will be done outside, and people will not be allowed to congregate in groups outside the school.**  **Please note that signage has been updated in accordance with the Orange Phase of COVID -19 – we have informational posters throughout the school and letters have been sent home to our school community.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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/:x:/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** | **8/31/2020** |

|  |
| --- |
| **Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.* |
| **Our school has completed the risk assessment. The goal is to maximize in-person attendance while ensuring health and safety measures to reduce the risk of COVID-19 transmission.**  **We have implemented the following basic ideologies to keep our school environment safe:**  **~ All staff and students are asked to bring to school a clean non-medical face mask and a clean re-usable water bottle.**  **~ Parents/guardians of any students with sensory or health issues, who may not be able to wear a non-medical mask are asked to contact the school and consult with our Resource Team to develop a plan for their children.**  **~ If anyone is ill with 2 symptoms listed are to remain at home.**  **~ If any staff or student becomes ill during the day – they will follow the protocol of calling wearing a medical mask, call home, isolate and when it is time ( ie: parents picking up a child) leave the building through the front doors.**  **~ Regular hand washing is essential, and everyone will be trained on continuous sanitation practices, with everyone cleaning their area and using the sanitation stations when they enter or leave the building.**  **~ We will have markers for social distancing and traffic flow.**  **~ Water coolers will be available, and all staff and students will use re-usable water bottles.**  **~ Everyone will wear a non-medical face mask in common areas.**  **~ Staff will teach and model sanitation practices plus creating environments of physical/social distances (in the class, outside and other spaces within the school environment) and avoiding touching anything unnecessarily.**  **~ All washrooms will be equipped with all supplies- such as soap, paper towel, toilet paper. These supplies will be monitored by our custodians.**  **~ We will find ways to conduct classes outside when safe to do so, with the priority given to physical education classes.**  **~ Large gatherings of students will not be permitted – such as assemblies, we will conduct these in a virtual manner.**  **~ The breakfast program will have baskets delivered to the classroom bubble daily with fresh breakfast items.**  **~ When we implement our hot lunch program in October – the meals will be delivered to the classroom bubble – this will be to limit interactions and social gatherings.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | **8/31/2020** |
| 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/:w:/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/:w:/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) | **In Progress** | **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 |  |  |
| 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 | **Done** | **8/31/2020** |

|  |
| --- |
| **Building Access Notes:** *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.* |
| **Physical distancing will be maintained when entering and exiting the building. Students will have designated doors to enter and exit the building upon arrival and at dismissal. During the school instructional day all doors will be locked in the safety of our staff and students. Staff will have outdoor keys for when they take their class bubble outside for fresh air.**  **Attendance will be taken and if a student does require to leave the building, they must be signed out by a parent/guardian in the office.**  **If a staff member needs to leave the building, they will inform the administrative assistant either by email or in person.**  **It has been communicated to all our community members {ISD, Social Development, Maintenance, delivery services etc.} that school access is limited. Any outside agencies need to be buzzed into the building and must sign in and out at the office.**  **Parents/guardians have been informed that they are to call the school and make an appointment. This information is on page 19 of the Return to School document and will be posted on our website as well.**  **All visitors will be required to use the buzzer system. Everyone is to wear a mask and either wait in the front foyer or be invited to report directly to the main office, review the visitor guidelines and sign in. Each visitor will then be escorted to their destination unless they have prior permission to travel the building ie: Maintenance or ISD.**  **Posters will be posted with details of expectations for people entering the school building at every door.**  **Student and staff attendance will be tracked daily. The tracking sheet will be kept in the office with the Administrative Assistant.**  **All supply teachers and supply EA’s are to check in at the office with administration – protocol will be reviewed with these employees prior to them beginning their workday.**  **All Supply personnel -Teachers, Educational Assistants and Custodians will check in with administration upon their arrival. Supply EA’s and Supply Teachers do not need to use a manual sign in sheet – they are already signed in with AESOP.**  **At this time, we will not be offering after school sports or other extra-curricular activities. Our focus will be on establishing routines for staff/students to attend school. This plan will be reviewed monthly and plans will be developed accordingly.**  **No outside agencies are entering the building. Parents/guardians are to either buzz at the front door and the administrative assistant will come to them or call the office 658-5393 in order to pick up a student or drop something off to the school.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf)  [Tool](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf)    Refer to Return to School 2020 Document Pg. 9, 10 | **In Progress** | **9/8/2020** |
| 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 | **Done** | **8/31/2020** |

|  |
| --- |
| **Screening Notes:** *Outline how screening requirements are being met.* |
| **There is an up to date (GNB) screening poster posted at all doors. All staff have been informed of the screening process through the orientation process. We will keep informed and follow the guidelines from the national health and education authorities. We will share known information with our school community, staff and students. Everyone who enters the school building will read our signage upon entry, be responsible to review our guidelines, stand on identified floor markings and follow the traffic patterns that have been marked.**  **As we return to school parents/guardians need to monitor their child daily for symptoms before sending them to school. If the child does display a minimum of 2 symptoms they are to stay home, and parent/guardian is to inform the school of the absence. Our school will remind students and families to frequently self-screen.**  **Monitoring for symptoms is important to identify any potential cases of COVID – 19 as quickly as possible. Staff and students need to stay home when they are ill with a minimum of 2 symptoms, even if the symptoms are mild.**  **Staff are to participate self-monitoring daily.**  **We are operating on the honesty system, staff as well as students will have to self-monitor and self-report.**  **In the office we will have emergency contact lists – the procedure if a student becomes ill is to separate them from the rest of the school population without stigma, have them keep their mask on, call the parent/guardian to come pick the student up from school, isolate the student – in the Meeting Room – Room 28 ~ please note this area will be sanitized once the student has left the building. Parents/Guardians are expected to pick up their child within 1 hour of being informed. All these procedures will be shared with staff, student and the school community ahead of time.**  **Barnhill Memorial School will have a 24-hour waiting period after enrollment before a new student begins classes. The rationale is that parents can become acquainted with our Operational Plan and for transportation to be arranged.**  **Supply Teachers and EA’s will be informed that while in the building that masks will be worn and that 2 meters of physical distancing is required.**  **There are new up-to-date posters (signage) on all the doors of the school. These posters are detailed with pictures of the symptoms; anyone displaying any of the symptoms are NOT to enter the building.**  **The following posters have been posted in highly visible areas of the school: The posters are in both French and English, they are from Health Canada and state: Protect you community. Download the COVID Alert app.**  **All staff have been made aware of the changes in the Orange Phase and the fact that masks must be worn at all times, except when sitting silently at your desk, eating and not talking – Physical distancing must be maintained.**  **All staff have been made aware of the changes in the Red Phase, all families have been informed of the changes via our website, emails and letters of the policy regarding pick up and self-screening process.**  **Red Phase – Parents are expected to screen children EVERY DAY prior to sending them to school. Students are not to attend school if they are displaying one or more symptoms of COVID – 19. The children are to be kept home.**  **All staff must go through and active screening process prior to entering the building. Staff screening will begin at 7:00 a.m. and all staff are to enter the building through the front doors. The screener will have everyone sanitize their hands and ask the red phase - up to date screening questions. The staff will sign in with the time they enter the building. Any staff member displaying one or more symptoms of COVID -19 will not enter the building.**  **Any staff or student who displays ONE symptom they MUST self-isolate and register for a test online by clicking “Get Tested” on the GNB Coronavirus website, calling Tele-Care 811 or by contacting your primary health-care provider.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | **Done** | **8/31/2020** |
| Plan all assemblies or other school-wide events *virtually or outdoors.* | Refer to Return to School 2020 Document Pg. 4 | **Done** | **8/31/2020** |
| Evaluate options to reduce the number of people required onsite. |  | **Done** | **8/31/2020** |
| 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** | **8/31/2020** |
| 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) | **In Progress** | **9/8/2020** |
| 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) | **Done** | **8/31/2020** |

|  |
| --- |
| **Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.* |
| **When the staff or students are in areas where reasonable distancing is not possible, they are to wear their non-medical face mask:**   * **School Bus** * **During a Fire Drill** * **During a Lockdown** * **Transition between classes** * **Going to and using the washroom**   **Extra furniture has been removed from classrooms, Learning Commons, Meeting Room, Staff Room, Lunchroom, Student Lounge, changing rooms, and Guidance office - with posters posted of how many people can be in each environment.**  **In the classrooms, they have been set up for each “bubble” most have individual desks with the chairs facing in the same direction.**  **The lunchroom has been divided into to two areas with a divider for two different bubbles with different entry and exit doors.**  **The Elevator has a limit of 2 people – one EA and 1 student.**  **There are arrows and signage posted in the halls for traffic flow. The same with the stair ways.**  **Large group activities will take place outside or in the gym with social distancing of 2M.**  **The School Office will have a stop line -reminding people they cannot enter unless they have permission. Either physical distancing of 2M or a mask must be worn while in the office.**  **A new door has been installed in the office – it is a locked half door in which no-one can enter unless they check in with the Administrative Assistant.**  **The Administrative Assistant will have a Plexi-glass shield as a barrier between her workstation and the public.**  **All evacuation drills will happen with the practice of physical distancing.**  **Students and staff will use assigned entrance and exit to the building. All classes on the top floor use the door by the Student Lounge – close to Saint Rose School. All classes on the main floor use the upper door by Mrs. Blanchard’s room. All classes on the bottom floor use the lower door by Madame Murphy’s room.**  **Detentions and In-school suspension – Administrators will assign detention/ in-school suspension and students will report to assigned areas. Physical distancing and mask expectations will be enforced.**  **During the orange phase there are no detentions or in-school detentions ~ Phone calls to parents/ guardians will be made and students will be sent home.**  **Staff members will be reminded frequently about respecting the space of other adults. Physical distancing and masks are to be worn even during times of informal visits with colleagues.**  **All meetings rooms, work rooms and staff rooms have signage on the door of the maximum amount of people allowed in the room. All staff have been reminded that they are not a bubble and they are to wear their masks unless they are sitting and are at a physical distance of 6 feet or 2M.**  **All staff lunchrooms have a limit of 3 people, signage has been posted. Staff members are unable to either sit or eat or even work in the staff lunchroom. This room is only to retrieve items from the fridge, and or use the microwave. All staff are expected to bring a bagged lunch and eat in either their classroom, the student lunchroom on the bottom floor that is not being used by class bubbles or the Learning Commons which is also not being used by class bubbles. These areas have enough space for staff to sit and eat and there is no traffic in these areas.**  **All 15 homeroom class bubbles have designated areas outside that are marked. These areas are supervised by staff and the class bubbles rotate to a new designated area weekly. We have 8 duty schedules that are followed, the schedule # is announced daily on the announcements so there is no confusion. Students are to respect the classroom bubble and the designated area if students choose not to follow the rules and expectations there will be consequences for their actions.**  **All class bubbles are to have lunch in their classroom environment. Students are to sit at their own desk to eat, they are not to be in a social group. There is no talking while eating. Students may talk after they have completed their lunch with their facemasks on.**  **There will be no face-to-face meetings – this includes SRC, GSA, PSSC, PLC, Core, Full, and grade level etc. These meetings will be conducted using Microsoft Teams.**  **There is a stop line and a half door at the office reminding people they cannot enter unless they have permission and 2M distancing can be maintained and masks musts be worn.**  **The student ambassadors and the students who do the announcements will not come to the office for their own safety during the red phase.**  **The custodian’s room will be limited to one custodian at a time.**  **The teacher work room is limited to one person at a time.**  **Staff members will be reminded frequently about respecting the physical distancing space. Masks must be always worn even in informal visits with colleagues. There is no such thing as a staff bubble.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | **Done** | **8/31/2020** |

|  |
| --- |
| **Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.* |
| **ARRIVAL: Staggering of times when possible. Buses will wait in the school yard with the doors closed. Each bus will be called up to stop and open the doors in the designated arrival area with staff supervising. This system will become very quick because they will have multiple runs. Each student will wear a non-medical face mask and enter the school through their assigned door, will hand sanitize, will physically distance upon entry and follow the traffic flow arrows. Each student will go to their classroom bubble to start the day.**  **Parent drop-off – Parents will always remain inside their vehicles during student drop off. Each student will exit a vehicle, wearing their mask, enter the school through their assigned door, will hand sanitize, physically distance upon entry and go to their classroom bubble to start their school day.**  **Walkers – Each student will enter the school through their assigned door, will wear a mask, hand sanitize, physically distance while walking in the hall, follow the signage for traffic flow and go to their assigned class bubble to start the school day.**  **DEPARTURE – Buses will wait in the school yard and be prepared to have students embark on to their bus. Each student will leave the school through their assigned door. As each student leaves the school they will hand sanitize and wear a non-medical face mask, the student will go directly to their assigned bus and sit in their assigned seat.**  **Parents pick up – Parents will always remain inside their vehicles. Each student leaves through the assigned door, they will hand sanitize, wear their mask, and will physically distance as they go directly to their vehicle. Students and parents will remain inside their vehicles to prepare to exit the school property.**  **Walkers – As each student leaves the school through their assigned door, they will hand sanitize and wear a non-medical face mask, once outside they may remove the mask and physically distance from others while they leave the school grounds. Each student will leave the school grounds and walk home.**  **During the school day the class bubble will stay together and in their assigned class, the teacher will come to the class, the exception will be Specialty classes, the class bubble will travel class to class – We will have all students and staff within a class bubble. The bubble will travel together with staff supervision, while wearing a mask and following the traffic flow.**  **Please note when a student, group of students, staff, and or visitor are moving from one area of the school to another, we will have set times and stagger the arrival and departure.**  **Washrooms – staggering times when possible and limiting numbers. Ensure proper hand washing techniques are used after you use the washroom, wear your face mask, continue to physically distance and upon entry back to class, hand sanitize before you return to your seat.**  **Reminder – Each classroom bubble will have assigned and designated washrooms available. Washrooms will be cleaned and sanitized throughout the day.**  **Lockers – Lockers will NOT be available for use when we return to school. They will be closed and locked. Students are to bring their belongings to their classroom bubble, they will store their belongings in the desk, cupboard or on the back of their seat in their class bubble. We as a Health and Safety Committee will re-assess the use of lockers in early November 2020.**  **Lunch – we have a schedule set up for each of the classroom bubbles. The classroom bubbles will eat in own classroom. The bubbles will each have 20 minutes to eat their lunch and 20 minutes to enjoy the fresh air and outside. The individual classroom bubbles are to stay together during lunch. We now have 15 homeroom class bubbles. Therefore, we have a group 7 and a group of 8 that eat and go outside in their designated areas.**  **Protocol for inclement weather is that all staff and students stay inside during lunch, they are to remain in their class bubble for the entire lunch time period.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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/:x:/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) | **Done** | **8/31/2020** |
| **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 | **Done** | **8/31/2020** |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | **Done** | **8/31/2020** |
| Implement Outbreak Cleaning & Disinfection Protocol when required *(Process, PPE Requirements)* | Refer to Return to School 2020 Document – Appendix G | **Done** | **8/31/2020** |
| Abide by EECD Ventilation Guidelines | Refer to Return to School 2020 Document Pg. 14 | **Done** | **8/31/2020** |

|  |
| --- |
| **Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.* |
| **All students and staff will be trained to wash hands frequently, and always with soap and water for at least 20 seconds – posters will be posted in the washrooms.**  **~ Hygiene, cough etiquette will be covered repeatedly throughout the school day in classes in order to remind students of health and safety.**  **~ Do not share items – food, drinks, utensils, bottles, cups, school supplies. If items do need to be shared such as the Musical instruments, computers or Art supplies – please sanitize between use.**  **~ Model good cleaning practices – always clean up after yourself, clean and sanitize tables, chairs, equipment that has been touched, however, do not touch your face, sneeze or cough into your elbow, and wear your mask in common areas especially when the distance of 2M cannot be maintained.**  **~ During the school day, each student will be responsible to keep their area clean and wipe down their desks and other areas that they use such as sporting equipment, computers, musical instruments etc.**  **~ Non-alcohol-based hand sanitizer will be provided for every classroom, at the entrance and exits of the school and in common areas, such as the Gym, Games Room, Learning Commons, Student Lounge, Balcony, etc.**  **~ Keep windows open to ensure there is ventilation and healthy air flow.**  **Take the opportunity to open the window to ensure there is a quality air flow within the school environment – even if the window is only opened in 10-minute increments.**  **~ The Mindfulness Room which is used by multiple students and staff will be kept sanitized between use. Staff are always expected to wear their masks or physically distance of 2m.**  **~ When students are using the Mindfulness Room, they are to be set up in pods in which they distanced physically from the other students in the room. If possible, the student is to wear a mask.**  **Staff will wear both a mask and a face shield while in the Mindful Room and working with our high needs’ students.**    **~ Report if washrooms need to be cleaned and re-stocked.**  **Custodians will within their work schedule check to ensure washrooms are adequately stocked with soap, paper towel, toilet tissue, etc.**  **~ Custodians will keep areas clean and sanitized.**  **~ All class bubbles have been provided with a bag of outdoor items such as balls, frisbees etc. to be used in their class bubble during lunch while they are outside in their designated area. Class bubbles who repeatedly and deliberately have their equipment go into other class bubbles will lose the privilege of using the outdoor items. These items will have to be completely disinfected and sanitized before they go into use again.**  **~All students are to sit at their desks – no sitting on tables, or window ledges. Everything is to be cleaned and sanitized throughout the day.**  **~ In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning and Disinfection Protocol.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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, 13  Schools 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) | **Done** | **8/31/2020** |
| 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. |  | **Done** | **8/31/2020** |
| 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 | **Done** | **8/31/2020** |
| 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) | **Done** | **8/31/2020** |
| 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) | **Done** | **8/31/2020** |

|  |
| --- |
| **Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.* |
| **Every class and common area will have a bottle of 362 cleaner available for use – please use it before and after you are in an area. Chris Lohnes (Raymond Berriault) our custodian will monitor the supplies, however if a student or staff member does notice that supplies are low, they are to report to custodian if we need replenishment of the disinfectant and other necessary supplies.**  **All staff and students are to have a non-medical face mask that is readily available to wear in common areas. The masks do not have to be worn in the classroom bubble.**  **As mentioned before – always cough or sneeze into the elbow. We will promote cough and sneeze etiquette.**  **We will teach students about hygiene and public health during Foundations class, as well as other classes such as Science**  **(vaccinations and disease control), Social Studies (history of pandemics) and other classes. We will work with students to become critical thinkers and promote public health in a positive manner and share this information with their peers and their families.**  **We will practice hand hygiene (wash hands or use hand sanitizer) often, including but not limited to:**  **Before:**  **~ Entering the school/classroom.**  **~ Eating/drinking/handling food.**  **~ Outdoor activities**  **After:**  **~ Sneezing**  **~Coughing**  **~Blowing your nose.**  **~ Outdoor activities**  **~Eating/drinking.**  **~Cleaning**  **Hygiene Practices – we will post reminders about hand hygiene throughout the school.**  **Hand sanitizer will be provided throughout the school, with sanitation stations at the entrance/exit doors.**  **We will have scheduled the regular monitoring and cleaning of washrooms to ensure that soap is available throughout the day.**  **All staff and students are required to have two community masks readily available. Masks are to be worn at all times, except when sitting silently at their desk, eating without talking, or during Phys Ed class engaged in a physical activity under the direction of an adult this includes if you are outside engaged in a physical activity. All other times you are to wear a mask both indoors and outdoors – this includes walking home from school, going to cars, waiting for the bus and while on the bus.** |

**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, H  Itinerant professional information in Return to School 2020 Document pg. 18 | **Done** | **8/31/2020** |
| If a child requires to be toileted, the accompanying person(s) if not within the child’s regular bubble, must wear community mask(s). |  | **Not Started** | **9/8/2020** |
| **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:** |  | **Done** | **8/31/2020** |
| 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+Protective+Equipment+Poster.pdf?MOD=AJPERES&CVID=mu8SU02)  District Student Support Services | **Done** | **8/31/2020** |
| Eye protection (safety glasses, goggles) | **Done** | **8/31/2020** |
| Other PPE as determined necessary through the risk assessment *(face shield)* | **Done** | **8/31/2020** |
| 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) | **Done** | **8/31/2020** |

|  |
| --- |
| **Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.* |
| **All staff and students are to have access to clean non-medical facemasks and a re-usable water bottle.**  **All safety supplies will be made readily available such as face shields, extra masks, gloves.**  **A personal plan will be developed for students who cannot wear masks due to exceptionalities and other health concerns. We would like to note this information on our Policy 704 form.**  **All staff and students are expected to wear a clean face mask properly, covering both the mouth and the nose. The masks are to be worn in all common areas such as the halls, stairs, bus and in all areas where physical distancing cannot be maintained.**  **Custodians will wear a mask during the school day. Evening custodians will wear a mask in the presence of others. If they are working in an isolated area, they do not have to keep the mask on their face, however, they are to have the mask on their person and put it back on their face when others are present.**  **All staff and students are always expected to have a clean community facemask available for use during the school day. Masks now need to be worn not only inside in common areas, but also outside.**  **Staff are always to wear masks, except when eating or working alone in a closed classroom or office.**  **All staff will be provided with a face shield upon request. *Note\* Community Face Mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask. When dealing with our vulnerable students, both mask and shield are to be worn by staff.***  ***All staff and students are required to always wear a face mask at school, including outside. Students are to wear a face mask on a school bus, even when sitting alone or with a member of the same household.***  ***The only exceptions to mask wearing are when students are sitting at a desk working silently or eating. Students are required to wear a face mask during physical education class.***  ***The only exceptions for staff are when they are eating or sitting alone in a closed office or classroom.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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/:p:/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) | **Done** | **9/4/2020** |
| 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/:p:/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) | **In Progress** | **9/8/2020** |
| 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/:p:/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) | **Done** | **8/31/2020** |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | [Refer to Orientation](https://nbed.sharepoint.com/:p:/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) | **Done** | **8/31/2020** |
| 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/:p:/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) | **Done** | **9/4/2020** |
| 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** | **9/8/2020** |
| 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) | **Done** | **8/31/2020** |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | Choose an item. | Click or tap to enter a date. |

|  |
| --- |
| **OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.* |
| **We have reviewed the Operational Plan with all our staff and have discussed employee rights, right to refuse, protocol training etc.**  **Our school-based Health and Safety Committee will be reviewing the Operational Plan on a monthly basis and providing all stake holders with updates.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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/confirmed  Refer to Return to School 2020 Document – Appendix K | **Done** | **8/31/2020** |
| 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 | **Done** | **8/31/2020** |

|  |
| --- |
| **Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.* |
| **We have reviewed the Outbreak Management Plan and 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. We will follow all protocols as outlined in the EECD Management Plan.**  **Please be advised, in the red phase, in the event of a reported positive case, all school staff will be required to get COVID-19 testing completed. Public Health will close the school for three consecutive days, this will include weekends and on-line learning will take place during these days.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: 1-800-663-1142  Accessible 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) | **Done** | **8/31/2020** |

|  |
| --- |
| **Mental Health Notes:** *Describe how mental health resources will be communicated to staff.* |
| **We feel our school is here to support the physical, social, and emotional well-being of students. If you have any questions or concerns, please do not hesitate to contact the school.**  **We have ensured that staff are aware of local resources for their own well-being.**    **We will work with ISD to identify and support any students who exhibit signs of distress.**  **We will encourage students to discuss their questions and concerns. We will guide students on how to support their peers and prevent exclusion and bullying.**  **We have and will continue to remind staff regarding the importance of looking after their own mental health and reminding them of the resources available.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | **8/31/2020** |
| External Organizations operating within school *(Obtain a copy of their Operational Plan)* |  | **In Progress** | **9/30/2020** |
| 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** | **8/31/2020** |
| Site Specific Considerations:   * Student Lounge * Learning Commons * Balcony * Lunchroom * Games Room | All cleaning and hygiene protocol will be reviewed and expected from the students and staff when they use these areas to eat their lunch.  These areas will be supervised.  These areas will be sanitized when lunch is completed. | **Done** | **8/31/2020** |

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

**The Barnhill Memorial school-based Health and Safety Committee will meet monthly and provide all updates of the Operational Plan to all stake holders.**

**We plan to implement a virtual “Pen Pal” club so students from different bubbles may be able to exchange ideas and information with other students from another bubble.**

**Outdoor Activities – we plan to move many activities to the outside whenever possible – including class learning activities.**

**We will maintain the class bubbles of students and staff – we will have designated areas to allow multiple bubbles to use the outdoor space at the same time.**

* **Hands will be washed either with soap and water or hand sanitizer before and after outdoor activities.**

**Staff Considerations:**

**Staff Breaks and lunch – Staff will hand sanitize and will wear a mask in common areas, they will physically distance as they leave their class and go to another class, the work room or the staff lunchroom. There will be one staff “prep” room in the school – Room 38– this room has been set up for a maximum of 5 people and have been created in order for staff to be able to work privately while maintaining being socially distanced. After break and lunch is completed, staff will need to clean up after themselves if eating in the staff lunchroom or a shared area, dishes cannot be left in the sink and all surfaces are to be sanitized.**

**Staff Materials – Items within each bubble used by each staff member will be cleaned and sanitized before the next staff member uses the materials.**

**Shared Staff Spaces – All items and the shared space used by staff will be cleaned and sanitized before the next staff member uses the shared space. This will be completed multiple times a day.**

**Meetings between and with staff - We will limit the number of meetings and when we do meet it will be in our Meeting Room - Room 28, this room has been set up with the social distancing guidelines.**

**Substitutes – Each substitute will sign in and out at the main door of our school. Substitutes will follow all guidelines. Once in our school the substitute will be assigned a work schedule and follow the daily plan.**

**The gym is very close to the main office. If a student is injured, they are to go the office and receive First Aid from PE staff and/or administration. Parents/guardians will be called. Severe injuries will require a 911 call and parents/guardians will be called and briefed. Parents/guardians will be directed to wear a mask and pick up their child at the front door.**

**Barnhill’s GSA and SRC will reconvene by the end of October. These groups will be less than 50 in number and will meet weekly in the lunchroom. Physical distancing and mask wearing will be monitored.**

**Announcements will be made every morning by two student leaders in the office on the PA – the students will wear masks and physically distance while using the PA.**

**We now have three student ambassadors who work in the office in the morning and at lunch, they have their own desk in the office and are surrounded by a plex-glass barrier. These student ambassadors are to keep their area cleaned and sanitized and they are to wear a face mask if they cannot maintain a 6 foot/ 2m distance from others in the office.**

**COVID -19 protocol ~ Although our first action is to be restorative in nature when dealing with consequences, we are now two months into the school year, students who choose to be non-compliant with COVID – 19 protocol will receive the following consequences: Offense #1 = verbal warning from a staff member, Offense #2 = phone call home from administration,**

**Offense #3 = In-school suspension, Offense #4 = Out of school suspension.**

**We do not currently have any outside agencies or external organizations within our school.**

**Since during the orange phase we do not have detention or in-school. The disciplinary action for non-compliance will be a phone call made home, and the student will be sent home.**

**Construction of the outdoor classroom:**

**– “The Lightning Dome” – there will be no interaction between students and staff, all participants are to wear masks and physically distance. The construction will be restricted to one bubble at a time and the equipment will be sanitized.**

**Until the holiday break both our SRC and our GSA groups will be postponed. It is expected that they will resume in January 2021.**

**The Allergy Awareness seminars will be postponed until January 2021.**

**While the red phase is in place there will be no face-to face meetings, all meetings will be virtual and conducted on Microsoft Teams.**

**Student ambassadors and student announcers will not come to the office.**

**Staff will have alternate – physical distance areas in order to eat their lunch. The staff can go to the staffrooms/kitchen to make coffee, heat food, use the fridge, however they must exit the room and eat in an alternate area.**

**Orange Phase Updates from EECD:**

1. **Students outside playing in their K-8 bubble – if students are engaged in physical activity (running, sliding, on equipment etc.) they may remove their masks if they wish. If they are standing around talking, masks should remain on their faces.**
2. **Music K-12 – string instruments and percussion (xylophone, drum, tambourine, cymbals) instruments are permitted – no singing.**
3. **School pictures/Grad pictures – are permitted.**
4. **Valentine cards within their own bubble are permitted.**