

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

<b>School Name</b>	Bayside Middle School
<b>Principal (Signature)</b>	Pat Laskey
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

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

Pat Laskey	October 22, 2020		
<i>Name (October Review)</i>	<i>Date</i>	<i>Name (February Review)</i>	<i>Date</i>
Pat Laskey	November 24, 2020		
<i>Name (November Review)</i>	<i>Date</i>	<i>Name (March Review)</i>	<i>Date</i>
Pat Laskey	December 14, 2020		
<i>Name (December Review)</i>	<i>Date</i>	<i>Name (April Review)</i>	<i>Date</i>

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 \_\_\_\_\_  
 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
14- Gym Injuries, GSA,	September 23rd
6- Detentions, Interaction with other staff members	September 23rd
5- Protocol for "new students", supply teachers and casual EAs	September 23rd
4- Staff sign-in process	September 23rd
9- Disconnecting hand dryers	September 23rd
10- Non-compliance to PPE provisions (students)	October 26 <sup>th</sup> .
7- Points of Entry- assigned doors at the assigned time.	October 26th
7- Reminder of Protocols for stairs	October 26th
7- Lines repainted on field to indicate boundaries.	October 26th
8- Outdoor equipment deliberately going into other bubbles.	October 26th
6- No such thing as Staff Bubbles as per Public Health Directive	October 26th
4- Staff sign-in sheets replaced by AESOP.	October 26 <sup>th</sup> .
10- Expectations for Custodians re: Mask Wearing	October 26 <sup>th</sup> .
8- Classroom Hygiene at Lunch Time	November 24th
8- Cleaning of Computers	November 24th
7- Winter Lunch Adjustments	November 24th
8- Labeling of Sanitizing Bottles	November 24th
6 ,10, 14- Orange Phase- Masks, Lunchrooms, and GSA	November 21st

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10- Yellow Phase Reintroduced- Masks	December 7th
6, 10- Orange Phase Reintroduced- Masks, Lockers and Lunchrooms	January 6 <sup>th</sup> , 2021

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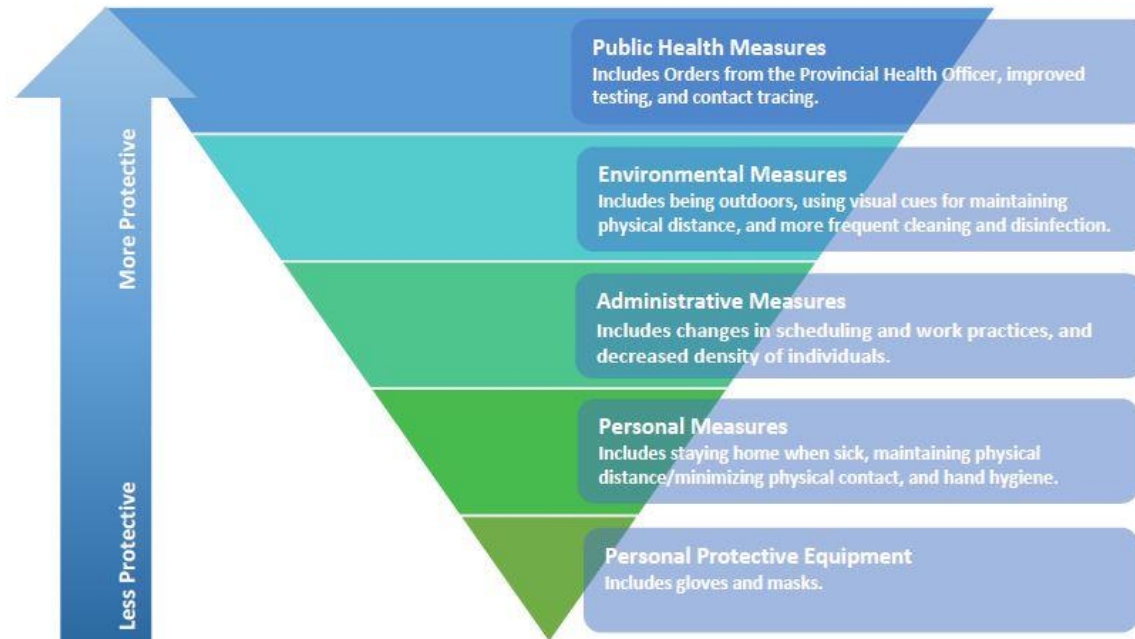
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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>

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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 <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>9/3/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>In Progress</b>	<b>9/3/2020</b>

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

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- Bayside Teaching and Custodial Staff will receive a comprehensive orientation on Aug. 31<sup>st</sup> in the auditorium. Masks will be required when entering the auditorium and social distancing will be maintained where possible. This process will be repeated on September 4<sup>th</sup>, when our support staff and EAs return.
- Bayside students will follow a staggered entry. Grade 6 will report to school on September 8<sup>th</sup>. Grade 7 students will report on September 9<sup>th</sup>, and grade 8 will report on the 10<sup>th</sup>. All students will report to school on September 11<sup>th</sup>. Due to the size of the school and student population, the staggered entry will be necessary to ensure all students to receive the necessary orientation regarding operational plans.
- On each orientation day, bus students will enter the building using the gym doors, walking and drop off students will enter via the Courtney Bay doors. All students will be directed to their homeroom bubble by available staff. Masks will be required, and physical distancing will be maintained. Each day the students will have an orientation presentation which will outline school operational procedures pertaining to Bayside Middle School. Homeroom teachers will be responsible for delivering this presentation to students in homeroom bubbles.
- The return to school schedule will be published on our school website, posted on Twitter and a talk mail will be sent out to all Bayside families.
- Teachers will contact families during the week of Aug. 31<sup>st</sup>-September 4<sup>th</sup> to inform them of the class assignment, orientation date and mask expectations.
- Bayside School will adhere to the Visitor Guidelines as determined by ASD-S. Parent access will be restricted to the building by appointment only except when child is unwell or an emergency. We will encourage virtual meeting as much as possible. All visitors will be expected to report to main office to sign in, adhere to the screening process and masks will be required, with physical distancing maintained wherever possible. Signage will be posted to indicate procedures for entering and moving around the building. All expectations for visitors will be shared via our school website and talk mail.
- Our school operational plan will be posted on our school website, and changes will be communicated to families via talk mail.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">Link to Risk Assessment Document</a>	Done	8/24/2020

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

**Risk Assessment completed with Health and Safety Committee Aug. 24<sup>th</sup>, 2020.**

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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
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/28/2020</b>
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>Done</b>	<b>9/1/2020</b>
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	<b>NA</b>	<b>NA</b>
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	<b>In Progress</b>	<b>9/8/2020</b>



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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.*

- Bayside Middle School will adhere to the ASD-S Visitor Guidelines. A talk mail will be sent to families communicating these guidelines for the 2020-2021 school year. School access will be restricted, and parents/guardians will be expected to book an appointment. People dropping items off at the school will need to use the school buzzer system to school reception. The administrative assistant/school personnel will go to the door to retrieve the items. All doors will remain locked for the duration of the school day (excluding arrival and dismissal).
- All visitors will be required to use the buzzer system. If a visitor is permitted to enter the school, they will be required to wear a mask, report directly to the main office, review the visitor guidelines and sign in using the ASD-S sign in sheet. Each visitor will then be escorted to their destination unless they have prior permissions travel the building (ISD). Each visitor must sign out at the main office prior to leaving.
- Student and staff attendance will be tracked daily. This can be done through AESOP.
- All staff will enter the building via the main entrance and exit via the doors next to the school auditorium.
- **Arrival to school:** All bus students will enter the building via the lower gym doors. Students that are dropped off or walk to school, will access the building via the Courtney Bay doors at the back of the school. Students will be expected to wear their mask when entering and transitions throughout the building and will report directly to their homeroom bubble classroom upon arrival.
- Staff will enter the building using the main doors and exit via the doors near the auditorium.
- **Dismissal:** Students will be dismissed by grade level at the end of the day. Each grade will exit the building from an assigned door to minimize congestion. A colour coded system is in place to determine what doors each class is dismissed from.
- **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 safely attend school. We will review this monthly and develop plans accordingly.**

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
<b>Section 5 - SCREENING</b>			

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<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></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><b>Done</b></p>	<p><b>8/24/2020</b></p>

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

- Current GNB Screening Poster will be posted at all school entrances.
- All staff will be advised of screening processes during orientation.
- Staff will be expected to self-monitor throughout the day and if they become symptomatic, they must put on a mask and go home as soon as possible.
- Students will also be instructed on self-screening protocols and will be expected to self-monitor prior to entering the school and throughout the day. If a student becomes symptomatic while at school, they must put on a mask (will be provided if necessary) and will either leave the building or be escorted to an isolation location until pick up can be arranged. **Parents/Guardians are expected to pick up their child within 1 hour of being informed.**
- Families will be informed (via website and talk mail) of school policy regarding pick up and self-screening expectations.
- Custodians will be informed the isolation room has been used, and thorough cleaning of the room will be required as soon as the student leaves the building.
- If 2 or more symptoms of COVID-19 are shown, this would trigger students/staff not to go to school or going home as the case may be.

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- Bayside 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.
- Teachers and EAs will inform supply teachers and casual EAs of the expectation that masks will be worn all day and that 2 meters of physical distancing is required where possible. Teachers/EAs will communicate this on AESOP and in their lesson plans.

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
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>In Progress</b>	<b>9/2/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>In Progress</b>	Click or tap to enter a date.

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Evaluate options to reduce the number of people required onsite.		<b>In Progress</b>	Click or tap to enter a date.
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>8/24/2020</b>
Perform Evacuation Drills ( <i>Fire Drill/Lockdown</i> ) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.	<a href="#">NB Reg 97-150</a>	<b>Not Started</b>	<b>9/18/2020</b>
School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory.	District Facilities (Maps)	<b>In Progress</b>	<b>9/3/2020</b>

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

- Classrooms – Will be organized to promote student learning with additional furniture being removed to promote distance between desks. Teachers will be provided with a plexiglass screen for their desk upon request.
- Library, Guidance Room, etc. Have all been modified to allow proper physical distancing and extra furniture has been removed.
- Auditorium – Seats have been taped off to show where 2M distancing is maintained and where people are able to sit. A limit of 50 people in the auditorium will be observed.
- Lunchroom – Auxiliary lunchroom has been organized to ensure target students can maintain at least 2 M physical distancing.
- Cafeteria – Chartwell has completed an Operational Plan that allows for cashless transactions and physical distancing. Students will not be eating in the cafeteria. Chartwell’s will not be operating at Bayside until October 5<sup>th</sup>.
- Elevators – Have been limited to 1-person at a time, unless a student needs to be accompanied by an adult, in which case masks will be worn. Signage has been posted.
- Staff Room – As per new Orange Phase Directive, a maximum limit of 12 staff may eat in this room and have been reminded to display physical distancing. Areas are to be sanitized when finished. The cafeteria is large enough to provide extra space for eating. Staff may also eat in assigned classroom bubble space. Staff Room appliances can still be used but must be wiped down.
- Guidance and Resource Rooms Room (limit of 8) – signage has been posted.
- Locker Room – limited to class bubble with increased cleaning throughout the day.

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- Workout Room – Limited to staff use only. Max limit of 3 people to allow physical distancing. Equipment cleaned/disinfected between uses.
- Lockers – Lockers have been assigned in January for Grade 6 bubbles only. The use of lockers is for winter clothing and footwear only.
- Washrooms – limited number of people, signage posted at doorway. Masks must be worn in washrooms.
- Stairway – Signage and arrows posted.
- Hallway – Directional arrows with a line down the middle to separate people is in place in hallways.
- Meeting Room – Limited to 4 people. Signage posted.
- Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.
- Assemblies/Large Group activities – will be held in theater and gym with physical distancing measures in place and limited students at a time.
- Evacuation Drills – We will stage the locations of our Muster Points so physical distancing can be maintained when outside of the school.
- Detentions- Teachers and Administrators will assign detentions and students will report to assigned areas. Physical distancing and mask wearing expectations will be enforced.
- Staff members will be reminded frequently about respecting the space of other adults. Physical distancing and masks should be worn even during times of informal visits with colleagues. This has now been mandated by Public Health. There is no such thing as “staff bubbles”.

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
<b>Section 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>9/8/2020</b>

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

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- All staff and students will wear a mask when transitioning between classrooms and when in the hallways.
- Teachers are working in Teams of 2 and teach within proximity to their partner classroom, minimizing teacher transition time and distance.
- The Bayside school schedule has been established and includes common prep time between partner classrooms. No more than 5 classes are transitioning within the hallways during the instructional day.
- Classes will adhere to a transition route and will maintain physical distance when transitioning within the building. Assigned doors at lunch hour and procedure for cross-over on stairs. Mrs. McClure has addressed this once again via email to staff (October 13<sup>th</sup>).
- Breaks will take place within the classroom setting.
- Students will eat lunch within their classroom and grade level teams will have defined times, locations and routes to adhere to when going outside for lunch recess. Lines on field indicate where boundaries for bubbles exist.
- Students will order lunch online and it will be delivered to the classroom by cafeteria employees-anticipated begin date of October 5<sup>th</sup>.
- Bayside will continue to divide students into two groups over the lunch hour. Group A will go to an assigned indoor/outdoor location for the first 30 minutes of the lunch block, while Group B eats in their classrooms. Group A will transition back into the building to eat lunch in their classrooms for the second 30-minute block, while Group B transitions to an assigned indoor/outdoor location.
- During incimate weather students will transition to an assigned indoor location. When back field is closed, students assigned the Garden Field will go to the auditorium and those assigned to back field to the cafeteria.
- Students will no longer be permitted on front field. These groups will now go on Bus Island at lunch.
- End of day dismissal will be staggered, and each class will exit the building via an assigned door.

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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
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/31/2020</b>

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<p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>→ Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed.</li> <li>→ Foot-operated door openers may be practical in some locations.</li> <li>→ 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.</li> </ul>	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>N/A</b>	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>In Progress</b>	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>In Progress</b>	Click or tap to enter a date.

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

- Staff and students will be provided orientation on sanitizing procedures for classroom surfaces and high touch items.
- Increased custodial staffing to support increased sanitizing of high touch surfaces, washrooms and lockers rooms.
- Orientation on hand washing along with hand cleaning posters have been posted in all washrooms.
- Custodians will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc.
- Masks are required when using washrooms.
- Buses will be cleaned as per the Bus Cleaning Protocol.
- Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.
- Custodian will dilute 362 product and put into pre-labeled bottles as per guidelines indicate. There will be at least 1 bottle available in every classroom within the school.
- Custodians will ensure classrooms and common areas are stocked with a spray bottle of 362 Cleaner/Disinfectant and paper towel.



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- In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.
- Each class will receive “outdoor items” to be used in their bubbles during lunch hour. Classes who repeatedly and deliberately have equipment go into other bubbles will temporarily lose their privileges.
- All students in a student seat at their desk. No sitting on desks, tables, or window ledges.
- An adult has to give students permission to leave for any reason.
- 1<sup>st</sup> half- Duty teacher will instruct the students to clean up and go back to seats for dismissal. If room is still messy or students not sitting down, duty teacher will move on to another class.
- 2<sup>nd</sup> half- at 12:30 pm, the duty teacher should instruct all students to clean up and return to own seats. This should be fully completed by 12:40 bell.
- Students are to be reminded to sanitize computers at the end of use. It should be done from a distance with one light spray or spray a cloth and wipe.
- Staff will clearly label sanitizing bottles as many seem to go missing.

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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
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>In Progress</b>	<b>8/31/2020</b>
<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>		<b>Done</b>	<b>8/31/2020</b>
<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 <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>9/2/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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 <a href="#">Community Mask Poster</a></p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></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.*

- All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.
- Staff and Student orientation will include instruction on proper hand hygiene and cough/sneeze etiquette.
- 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.
- Classrooms will be stocked with tissue to promote proper sneeze/cough etiquette.
- Hand dryers in washrooms will be disconnected by custodians as they have been proven as a much less effective hygienically.

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>In Progress</b>	<b>8/31/2020</b>
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>In Progress</b>	<b>9/4/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		Choose an item.	Click or tap to enter a date.
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	Choose an item.	Click or tap to enter a date.
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	Choose an item.	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	Choose an item.	Click or tap to enter a date.
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a> Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask poster</a>	Choose an item.	Click or tap to enter a date.

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- All staff and students at Bayside are always expected to have a clean community mask on hand during the school day. Masks are to be worn while on the bus, when transitioning through the hallways, when accessing common areas and in all areas where physical distancing cannot be maintained. Please note: Orange Phase was reintroduced in January of 2021. Masks are to be worn at all times in the school, on the bus, and outside in school grounds with the exception of when students are eating, working silently at desks, or actively participating in sports in the gym or outside (students always have the option to wear masks). Staff must wear masks at all times except when eating or working silently in classrooms/office with door shut.
- All staff will be provided a face shield upon request. **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.**
- Teachers will be provided a plexiglass “sneeze guard” upon request.
- The Bayside reception area in the main office will have plexiglass barriers installed.
- Nitrile gloves will be available for staff as required.
- Custodians must wear gloves when cleaning isolation room.
- Custodians will wear a mask during the school day. Evening custodians will have a mask on their person and will put on the mask if other staff are present.
- Safety Glasses and Goggles are available to staff who request them.
- Students/Staff who are displaying 2 or more symptoms of COVID-19 at the school will be provided with a medical mask to wear. Do not reuse medical masks.
- A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.
- We will have a supply of masks available for students or staff who forget them in the main office.
- Although our first action should be educational in nature, we are now 8 weeks into the school year, students who chose to be non-compliant with Covid-19 protocol will receive a consequence based on 4-point scale. Offense#1= verbal warning, Offense #2= phone call home, Offense #3= In-school Suspension, Offence # 4= Out of school suspension.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	<b>In Progress</b>	<b>8/31/2020</b>
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>In Progress</b>	<b>8/31/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	<b>In Progress</b>	<b>8/31/2020</b>
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>In Progress</b>	<b>8/31/2020</b>
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	<b>In Progress</b>	<b>8/31/2020</b>
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a>	<b>In Progress</b>	<b>8/31/2020</b>
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	<b>In Progress</b>	<b>8/31/2020</b>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

- We will review the Orientation with all our staff and will discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.
- Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan and will provide monthly updates at our staff meeting.



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	<b>8/24/2020</b>
<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><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD/ASD-S Outbreak Management Plans.

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
<b>Section 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>Book an appointment or access help right away, including immediate crisis support</li> <li>Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>Bridging to community services, specialized referrals, and treatment if needed</li> <li>Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>For employees, spouse/partner, eligible dependents</li> <li>Voluntary, confidential, no cost to the user</li> </ul> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a>	In Progress	8/31/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- We have shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.
- EAP resources will be shared with all staff members.
- Our school-based wellness committee will provide monthly activities to promote staff wellness.

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
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>In Progress</b>	<b>8/31/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>In Progress</b>	<b>8/31/2020</b>
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Site Specific Considerations: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<b>N/A</b>	<b>NA</b>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

- Bayside Brown Bag Lunch Program: we will ensure that persons serving the food wear gloves and a community mask. Lunches will be delivered to the student's homeroom.
- We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.
- We have requested that all water fountains are turned off and will only be using our bottle filling stations. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.
- A school policy will be created in collaboration with our leadership team to address potential disciplinary action for non-compliance with this plan.
- School is currently under construction and all contractors will need to be made aware of school plans should they continue work within the building once staff return.
- Community Garden- as there will be interaction between students, staff, and volunteers, and those who rent a garden plot, all participants are to wear a mask in this area. Use of the garden will be restricted to one bubble at a time and equipment is to be sanitized after use. That said, wipes/spray, paper towel, and hand sanitizer must be present. Teachers are to reserve times on a schedule developed by appointed teachers in order to use this learning resource.
- The gym is a significant distance from the main office. That said, students injured in the gym are to receive First Aid from PE staff when applicable. Severe injuries will require a 911 call. PE staff will call the office and parents will be briefed by the admin assistant. Parents will be directed to pick up children at the gym doors.
- Bayside's GSA will reconvene in mid-October. This group will be less than 50 in number and will meet weekly in the cafeteria. Mrs. Sabin will monitor physical distancing and mask wearing (if needed). This activity has gone to a virtual format now that Orange Phase is in place.