

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

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|---|----------------------------|
| School Name | Beaconsfield Middle School |
| Principal (Signature) | |
| School District Official (Signature) | |
| Plan Implementation Date | September 2020 |

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

| | | | |
|---------------------------------|-----------------------------------|---------------------------------|------|
| Angela Marr | Oct, 2020 | | |
| Name (<i>October Review</i>) | Date | Name (<i>February Review</i>) | Date |
| Angela Marr | Nov 24 and 27 2020 | | |
| Name (<i>November Review</i>) | Date | Name (<i>March Review</i>) | Date |
| Angela Marr | Jan 6 (orange) Jan 20 (red), 2021 | | |
| Name (<i>December Review</i>) | Date | Name (<i>April Review</i>) | Date |
| Angela Marr | Jan 6 (orange) Jan 20 (red), 2021 | | |
| Name (<i>January Review</i>) | Date | Name (<i>May Review</i>) | Date |

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Utilize this page to track your changes.

| Section(s) Updated - <i>(List the section numbers only)</i> | Date Updated |
|---|--------------|
| Page 6 – Communication | Jan 20, 2021 |
| Pages 8, 9 – Building Access | Jan 20, 2021 |
| Page 10 – Screening | Jan 20, 2021 |
| Pages 13, 14 – Physical Distancing | Jan 20, 2021 |
| Page 20 - Masks | Jan 20, 2021 |
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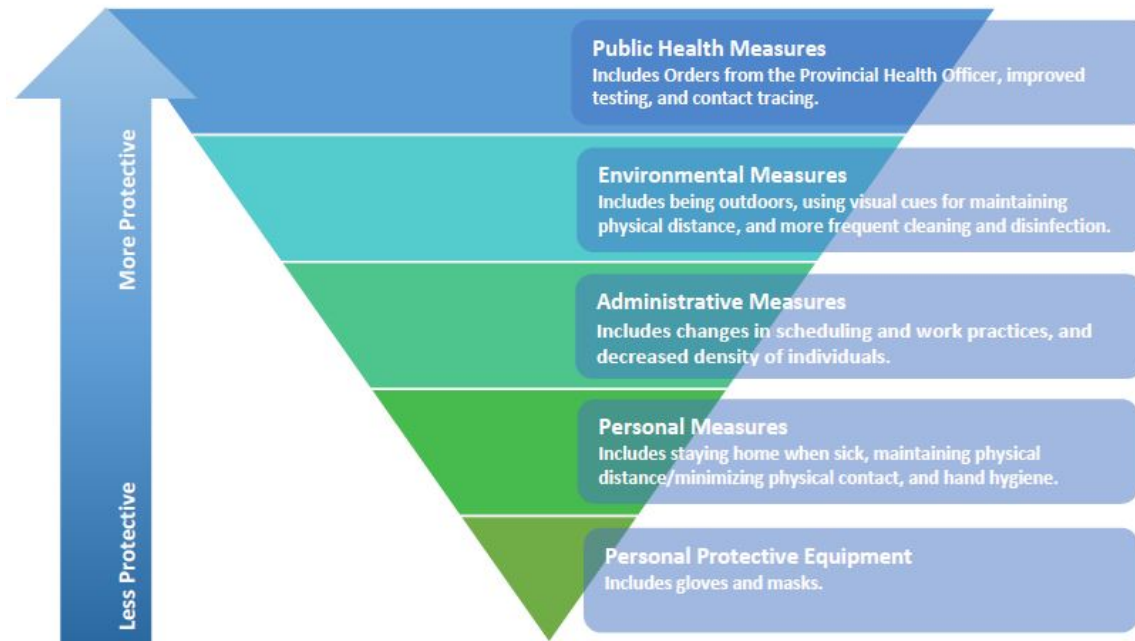
Table of Contents – Document Owner will need to update page numbers as required

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| Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls | Hold “Ctrl” and Click Here | Page 4 |
| Section 2 - Communications | Hold “Ctrl” and Click Here | Page 5 |
| Section 3 - Risk Assessment | Hold “Ctrl” and Click Here | Page 6 |
| Section 4 - Building Access | Hold “Ctrl” and Click Here | Page 7 |
| Section 5 - Screening | Hold “Ctrl” and Click Here | Page 9 |
| Section 6 - Physical Distancing | Hold “Ctrl” and Click Here | Page 11 |
| Section 7 - Transition Times | Hold “Ctrl” and Click Here | Page 14 |
| Section 8 - Cleaning and Disinfection Procedures | Hold “Ctrl” and Click Here | Page 15 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | Hold “Ctrl” and Click Here | Page 18 |
| Section 10 - Personal Protective Equipment | Hold “Ctrl” and Click Here | Page 20 |
| Section 11 - Occupational Health and Safety Act and Regulation Requirements | Hold “Ctrl” and Click Here | Page 23 |
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.



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

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

Visible signage with clear messaging is a key component to effective communication in the prevention and control of COVID-19.

The K-12 “Return to School September 2020” document is the comprehensive and first reference point for this document.

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

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| Section 2 – COMMUNICATIONS | | | |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i> | Done | 8/24/2020 |
| Communicate operational strategies, provided orientation to visitors. | Refer to Visitor Guidelines | Done | 9/6/2020 |
| Communicate operational strategies to parent/caregiver and school community. | District Communications Refer to Guide for Parents and the Public | Done | 8/26/2020 |

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

- **Communicate operational strategies, provide orientation to staff and students.**
 - Community Autism Center: Request was made to Community Autism Center from C. Tooley on Aug 12, 2020 to complete and submit an Operational Plan. A. Marr spoke with D. MacDonald on the phone on Aug 14, 2020 to discuss and requested CAC plan prior to Aug 26th.
 - District Strings Program: Request was made to Ali Leonard and Dan Vallis from C. Tooley on Aug 12, 2020 to complete and submit an Operational Plan.
 - Orientation will be provided to all staff, week of Aug 31, 2020.
 - Orientation will be provided to all students, week of Sept 8, 2020. Gr 6 Sept 8, Gr 7 Sept 9, Gr 8 Sept 10
 - **ORANGE PHASE UPDATES will be communicated to the BMS Community through email and School Messenger as updates are released.**

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→ RED PHASE UPDATES will be communicated to the BMS Community through email and School Messenger as updates are released.

- **Communicate operational strategies, provided orientation to visitors.**

- Communication of “Visitors Guide” will be shared with parents via email in the “Beaconsfield Bulletin” week of Sept 7, 2020. Any changes will be communicated in the weekly Beaconsfield Bulletin sent out on Sunday afternoons throughout the school year. Changes will also be updated on the school website – note, training on School Website is required for specific school staff asap.
- Visitors guide will be posted in Main Office

- **Communicate operational strategies to parent/caregiver and school community.**

- Parent’s Guide to Return to School was shared via School Messenger Aug 14, 2020. Visitors Guide will be posted in the Main Office.
- BMS Operational Plan will be posted to school website by Sept 3, 2020. Copies in classrooms, Main office, Principal’s Office in EMO Folder.
- Signage will be on all doors, hand sanitizing station in main lobby, lines and dots on the floor outside main office and washrooms noting appropriate physical distancing, spare community masks available for visitors.
- ORANGE PHASE UPDATE – should a parent communicate that they do not want their child to wear a mask, or do not want to adhere to the increased mask use in Orange, the student will not be able to attend school.

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

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

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- See attached Risk Assessment
- [Risk Assessment](#)

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| Section 4 - BUILDING ACCESS | | | |
| Ensure controls are in place to prevent the public from freely accessing the operational school. | Refer to Return to School 2020 Document Pg. 9 Refer to Poster | Done | 9/2/2020 |
| <p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p> | <p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p> | Done | 9/2/2020 |
| 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 | | |

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| <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></p> <p><i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p> | <p>Refer to Return to School 2020 Document Pg. 5</p> | <p>Done</p> | <p>9/2/2020</p> |
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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.*

- **Ensure controls are in place to prevent the public from freely accessing the operational school.**
- Front door – always locked, has a bell/camera that rings to the admin assistant's desk.
- Side Door – always locked, also has a bell/camera
- Community Autism Center – uses fire door, always locked. Clients will be instructed to go around back and enter through that door. No access through the school. Signage will be posted.
- All visitors will be required to buzz into the building.
- **ORANGE PHASE UPDATE – No face to face meetings in the school. PLCs, Staff, Parent etc.**
- **RED PHASE UPDATE – There will be active screening prior to entry for all school personnel. Parents must screen their child every day before sending them to school and must keep them home if they have one symptom or more. Students and school personnel are not permitted inside the building if they have one symptom or more. Updated signage will be posted. All access to the building will be through the front door. No unscheduled visitors will be given access to the building.**
- **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.**
- The Beaconsfield Bulletin will communicate to the school community that school access will be limited and will require an appointment via the Beaconsfield Bulletin as well as signage on the doors. If items need to be dropped off at the school, individual will buzz the admin assistant, give the information, and leave the items on a desk outside the door front door. Admin assistant will go to the door and retrieve the item.
- Visitor's permitted to enter the school will go to main office, review the visitor guidelines and sign in using ASDS Standard Sign-In sheet. If the visitor does not have a community mask, one will be provided. All visitors must sign out when their visit is complete.
- **ORANGE PHASE UPDATE – Services for students will continue, including: C and Y team, Behaviour/Autism Leads, SPL, OT, EAL (K.Hilchie has provided a schedule). These visitors will continue to follow covid protocols by washing hand, wearing a mask, signing in etc. It is preferable that these visits be pre-scheduled, as much as possible.**
- **RED PHASE UPDATE – Any scheduled visitor (supply teacher, casual EA, C and Y, Leads, or others noted above) to the school will be actively screened before they are provided access to the building.**

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- **RED PHASE UPDATE** – Updated signage will be posted on all doors. All access to the building will be through the front door (upon 1st entry to the building for the day) for screening purposes.
- **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.**
- Student attendance will be taken daily both in the morning and Safe Arrival will be sent out by 9:15am. Any time a student leaves the building, they will be required to sign out. Students returning to school or arriving after morning attendance will sign in at the office. Admin assistant will adjust attendance in Power School. Staff attendance will be tracked via AESOP. Any staff member leaving the building *for the day* for any reason will be required to sign out in the main office.
- **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.**
- At this point, no internal sports teams will be offered. After initial transition back to school takes place, this section will be updated.
- At this point, no rentals have access to the school.
- **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.*
- Morning: Bus students, students being dropped off and walking students will wear a community mask until they get into their class bubble. They will enter the building through their assigned doors (Gr 6A, 6B, 6FI and 8FI – side door, Gr 7A, 7B, 6/7FI, 8A, 8B Front door.
- Afternoon: Bus students will remain in their classroom until their bus is called over the PA, they will put on their mask and exit through their assigned doors (as above) and proceed directly to the bus. Walking students will be dismissed by their HR teachers when the hallways are clear. They must wear their mask. Dismissals will be rotated daily. Students getting picked up will leave with walking students on a staggered dismissal, and parents/caregivers will be asked to pick students up at the Martello Tower Parking lot to avoid congestion on Fundy Dr and to avoid using the bus lane. This will be communicated in the Beaconsfield Bulletin.

| 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 |
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| Section 5 – SCREENING | | | |

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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>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p> | <p>Done</p> | <p>8/31/2020</p> |
| <p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p> | <p>Refer to Return to School 2020 Document – Appendix K</p> | <p>Done</p> | <p>8/31/2020</p> |

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

- **Ensure that all staff entering the building understands and implements the screening process.**
- All staff will participate in orientation week of Aug 31, 2020 and will be advised of screening requirements.
- GNB Up to date screening poster will be posted on ALL entrance doors and will be emailed to staff in the weekly memo.
- Students with special needs who are unable to self-screen will be screened by their parents prior to coming to school. If these students develop symptoms during the day, the EST-Resource, Teacher or EA will contact home.
- **RED PHASE UPDATE – There will be active screening prior to entry for all school personnel. Parents must screen their child every day before sending them to school and must keep them home if they have one symptom or more. Students and school personnel are not permitted inside the building if they have one symptom or more. Updated signage will be posted. All access to the building will be through the front door. No unscheduled visitors will be given access to the building. The screening station will be at the front door from 7:30am-8:30am. Staff or personell who arrive after 8:30am will have to ring the doorbell and wait for the screener to come to the door.**

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- **Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.**
- Staff will be required to screen themselves daily BEFORE coming to work. If 2 or more listed Covid-19 symptoms are present, they need to stay home, enter an absence in AESOP and contact 811 if needed.
- Staff will be instructed to self-monitor throughout the day and if they become symptomatic, they must put on a mask, and go home as soon as possible. They will notify the Principal and Admin Assistant who will enter their absence in AESOP and sign out of the building.
- **Students of age can screen themselves or have a parent screen them daily before coming to school.**
- Students will participate in orientation week of Sept 8 and will be advised of screening requirements.
- Students are also required to have a parent complete the screening process or they must self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask, notify their teacher or Educational Assistant and an adult will escort them to the Main Office where their parent(s)/caregiver will be contacted. With permission from the guardian, the student must leave the building or await the pickup of a guardian while waiting in our isolation area (maximum 1-hour)
- **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.***
- While waiting for pick-up, students will wait by the trophy case, a desk/cubby will be placed in the main lobby – school staff will supervise the student. When the parent arrives, they will buzz into the office and the Admin Assistant will notify the child that they can leave. Admin assistant will sign the student out and adjust their attendance in PowerSchool. After the child leaves, the Admin Assistant will call the custodian to clean the space following procedure within the Standard Cleaning & Disinfection Document.

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

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| <p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible. | <p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p> | <p>Done</p> | <p>9/2/2020</p> |
| <p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p> | <p>Refer to Return to School 2020 Document Pg. 4</p> | <p>Done</p> | <p>8/31/2020</p> |
| <p>Evaluate options to reduce the number of people required onsite.</p> | | <p>Done</p> | <p>9/2/2020</p> |
| <p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p> | <p>Refer to sample signage</p> | <p>Done</p> | <p>8/31/2020</p> |
| <p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p> | <p>NB Reg 97-150</p> | <p>Done</p> | <p>9/14/2020</p> |

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| School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory. | District Facilities (Maps) | Done | 9/2/2020 |
|---|----------------------------|-------------|-----------------|

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

- **Implement physical distancing protocols.**

- Classroom – students will enter the building and go directly to their homeroom class bubble. Students will be in that bubble all day except when going outside for PE or lunch-time play. Students will use a mask when they leave their class bubble and are in the hallways. If the class is moving together to the gym, they will go with an adult, wearing a mask. Teachers will move from class to class while student stay put. Furniture in classrooms will be removed if it is unneeded and/or uses up space required physical distancing.
- **ORANGE PHASE UPDATE – Masks will be worn at all times (inside and outside) for both staff and students except when eating or participating in physical education, sitting silently at their desks (students), alone in a classroom/office with the door closed (staff).**
- **RED PHASE UPDATE – Masks will be worn at all times (inside and outside) for both staff and students except when eating or sitting silently at their desks (students), alone in a classroom/office with the door closed (staff).**
- **RED PHASE UPDATE – Only Physical Education activities that are conducive to physical distancing are strongly recommended. Masks must be worn.**
- Lunchroom – students will eat in their classroom. After 20 mins of eating, students will disinfect their eating space and go outside to an assigned play area. 4 classes will eat while 4 classes are outside, and after 20 minutes they will switch. Play areas will be rotated on a weekly basis. During the initial start-up of school, students will not have access to a microwave and there will be no hot lunch program.
- Elevators – the elevator is designed for only 2 persons – when using the elevator, occupants are required to wear a mask and use disinfectant once complete. Signage will be posted.
- Staff room – the main staff room can only have a maximum of 4 people eating lunch at a time. Staff are required to disinfect the area where they ate as well as fridge handles, microwave, coffee machine etc. after each use. Additional space for staff to eat lunch can be in the student kitchen Community Autism Center, school staff will be required to disinfect their area as above. This space can also only have a maximum of 4 people. Signage will be posted.
- **ORANGE PHASE UPDATE – Staff room is closed for eating/preps School staff are encouraged to refrain from using a common fridge, microwave, coffee machine etc., and if absolutely necessary – disinfection must be thorough and immediate.**
- **RED PHASE UPDATE – Staff room is closed.**
- Locker rooms – for now, students will not be using the locker rooms in the gym. Signage will be posted.
- Coat/boot areas – class coat rooms will not be used. Hooks in classrooms will not be used. Hooks in the hallways will not be used. Students will put their coat on the back of their chair, and their bookbag will hang on top of their jacket. When colder weather arrives, the Health and Safety Team will create a plan for winter boots.
- Meeting rooms – Staff meetings will be held virtually or in the gym until further notice. Meetings for student planning will also be held virtually or in the gym or library depending on the number of professionals/guardians required to meet. Signage will be posted.

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→ **ORANGE PHASE UPDATE – All meetings will be virtual.**

→ **RED PHASE UPDATE – All meetings will be virtual.**

→ Washrooms – Signage posted at doorway and spots on the floor outside. Only 2 permitted at a time – students change the Go sign to Stop when they enter and switch it back when they leave. Masks must be worn in washrooms.

→ **RED PHASE UPDATE – only 1 occupant permitted in the washroom at a time.**

→ Tech room – can only be used by one bubble at a time, proper disinfection of the student work-spaces must happen after each use.

→ Lockers – lockers will not be used.

→ Masks are required to enter the Main Office. A stop sign and red line on the floor will be installed. Signage will be posted.

→ **ORANGE PHASE UPDATE – Only 1 person can be in the main office using the copier (not including the Admin Assistant).**

→ Visual cues will be placed on the floor outside the main office and washrooms noting appropriate physical distances. Students will be trained to walk on the right of the hallways.

→ Physical barriers will be installed on Admin Assistant's desk, EST-Resource and EST-Guidance will have mobile plexiglass barriers.

- **Plan all assemblies or other school-wide events *virtually or outdoors.***

→ Assemblies/School-Wide Events will primarily be virtual using TEAMS. If weather permits, some activities may take place outside, however, the ability to keep bubbles separated becomes more difficult if the event is whole school, so planning and training for students will be paramount. For now – all assemblies will be virtual.

→ Teachers can take their classes outside during regular class periods. Bubbles must remain separate. If there is a PE class using an area outside and another class comes out – these bubbles CAN NOT intermingle.

- **Evaluate options to reduce the number of people required onsite.**

→ BMS will not be utilizing parent volunteers or outside coaches during the school day during the initial back to school transition.

- **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.**

→ Due to the layout of the physical building (U-shaped building), one-way traffic could be difficult. Students will be in their classes except for going outside for PE and outside play. For entering and exiting the building, students/groups of students will enter and exit through their assigned doors. All students will be trained to walk on the right side of the hallways. If needed, after initial transition takes place, arrows reminding students to “stay right” can be added.

→ **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.**

→ Students will be instructed on the physical distancing requirements during fire drills during the week of Sept 14, 2020. This will be practiced as individual classes multiple times that week and as whole school during that week as well – as required by EMO protocols.

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- Locations of our Muster Points will be staggered so physical distancing can be maintained when outside of the school.
- **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.**
- School layout maps will be posted in the hallways as well as in EMO folders in each classroom.

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| Section 7 - TRANSITION TIMES | | | |
| Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings. Provide time for food preparation and mealtimes. | District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15 | Done | 9/2/2020 |

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

- **Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.**
- Daily Schedule
 - 7:50-8:20am students arrive. The first bus arrives at approximately 8am, walking students will be instructed to arrive between 8:00-8:20am. Students will enter through their assigned door and go directly to their class bubble wearing their mask until they are in the classroom. School staff will be on duty outside the building and in classrooms.
 - 8:30am Homeroom
 - 8:45am-9:45 Period 1
 - 9:45am-10:45 Period 2
 - 10:45-11am Break (in classroom)

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11am-12pm Period 3

12-12:20pm Classes A, B, C, D eat in their classroom

12-12:20pm Classes E, F, G, H go outside to assigned play area (lower playground, upper playground, field across the street, basketball court across the street – changing on a rotation). Students must wear their mask exiting and entering the building.

12:20pm Classes E, F, G, H go in and return to their class bubble (wearing their mask until they are in the room) and begin eating.

12:25pm Classes A, B, C, D go outside to assigned play area (lower playground, upper playground, field across the street, basketball court across the street – changing on a rotation). Students must wear their mask exiting and entering the building.

12:45pm Classes A, B, C, D go in and return to their class bubble (wearing their mask until they are in the room)

12:45-1:45pm Period 4

1:45-2:45pm Period 5

2:45pm Dismissal. Bus students will remain in their classroom until their bus arrives, when the bus arrives, students will put on their masks and to go to the bus. Walking students will be dismissed by class every 5 minutes over the PA via their assigned door. Classes will rotate daily.

→ Staff will be encouraged to eat lunch outside. Additional seating for staff will be in the student kitchen and adjoining classroom down by the autism center.

→ Students receiving medication at school are followed by an EA and will have their medications delivered.

- **Provide time for food preparation and mealtimes.**

→ BMS does not have a lunch program. Grab and Go (prepackaged) Breakfast items will be placed in each homeroom daily by school staff and trained Gr 8 students, gloves and hand sanitizer,

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| Section 8 - CLEANING AND DISINFECTION PROCEDURES | | | |

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| <p>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.</p> | <p>Refer to Return to School 2020 Document – Appendix G</p> <p>Refer to Table – Make specific for your school</p> <p>Refer to WHMIS Overview Document</p> | <p>Done</p> | <p>9/1/2020</p> |
| <p>Washrooms:</p> <ul style="list-style-type: none"> → Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. | <p>Refer to Return to School 2020 Document Pg. 14</p> | <p>Done</p> | <p>9/2/2020</p> |
| <p>Implement Bus Cleaning Protocol</p> | <p>Refer to Return to School 2020 Document – Appendix D</p> | <p>Done</p> | <p>9/2/2020</p> |
| <p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p> | <p>Refer to Return to School 2020 Document – Appendix G</p> | <p>Done</p> | <p>9/2/2020</p> |
| <p>Abide by EECD Ventilation Guidelines</p> | <p>Refer to Return to School 2020 Document Pg. 14</p> | <p>Done</p> | <p>9/2/2020</p> |

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

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- **Washrooms**

- Hand cleaning posters will be posted in all washrooms.
- Custodian will check 3 times/day to ensure washrooms are adequately stocked up with soap, paper towels, etc.
- Masks are required when using washrooms.
- Washrooms will be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers.
- Only 2 students are permitted in the WR at a time – signs are posted

- **Bus Cleaning Protocol**

- Buses will be cleaned as per the Bus Cleaning Protocol.

- **Cleaning and Disinfection [Schedule](#)**

- Cleaning and disinfection of student desks and chairs is to be done daily as part of the nightly cleaning.
- Frequently touched, shared surfaces should be cleaned and disinfected at least twice a day. These are surfaces that are typically touched multiple times a day by multiple people such as: Door knobs and jams/frames, light switches, student desks, fridge handles, stairwell railings, elevator buttons, water filling station buttons, pencil sharpeners and thermostats.
- Shared equipment and supplies should be cleaned and disinfected after each use by students or a member of school personnel other than custodians. This equipment includes computer lab equipment (keyboard, mouse, laptops, etc.), toys, gym and physical activity equipment, vocational equipment, music instruments, art supplies, science lab equipment, smartboard markers, microwaves, photocopiers and other materials or items that students may communally use. If this is not possible, the material in question should not be made available for common use.
- Objects that some learners may put in their mouth must be rinsed with potable water after they have been cleaned and disinfected.
- Staff will clean and disinfect their personal items and equipment.
- The designated isolation area is to be cleaned and disinfected after each use.
- The Community Autism Center has a pre-existing agreement with the school district for cleaning and disinfection. The staff of the Autism Center must also clean and disinfect their own personal items/equipment. Their cleaning must at least meet minimum requirements set out in this document.
- Disposable gloves (found in main office) must be used when cleaning blood or body fluids (e.g., runny nose, vomit, stool, and urine). Wash hands before wearing and after removing gloves.
- A cleaning and disinfection schedule must be in place with clear accountability assigned to the appropriate staff. This schedule will be posted in the Main Office, Custodial Office and with Principal.
- Windows will be open as much as possible and ventilation issues will be reported to facilities.
- **ORANGE PHASE UPDATE – In PE Class, shared equipment should be used as little as possible. No equipment will be shared across classes/bubbles.**

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| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE | | | |
| <p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors and walls.</i></p> | <p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p> | Done | 9/2/2020 |
| <p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p> | | Done | 9/2/2020 |
| <p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p> | <p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> | Done | 8/31/2020 |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p> | <p>Coronavirus disease (COVID-19): Prevention and risks</p> | Done | 9/2/2020 |

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| <p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p> | <p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p> | <p>Done</p> | <p>9/2/2020</p> |
|--|---|-------------|-----------------|

Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

- **Hand hygiene**
 - Hand washing Table will be included in Student Handbook and will be posted in classrooms.
 - Orientation will take place week of Sept 8, 2020.
 - Social stories regarding Hand Washing will be shared with students and parents of high-needs students.
 - Students requiring training on how to properly wash their hands will receive instruction.
 - Signage will be posted above all sinks.
- **Cleaning and disinfecting.**
 - 362 Cleaner/Disinfectant will be readily available. Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels and contact Principal when supplies are low.
- **Hand sanitizer**
 - Hand sanitizer will be available to use when soap and water is not available. Signage will be posted in classrooms.
 - Student Handbook and Beaconsfield Bulletin will note that anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*
 - Teachers and Educational Assistants will be in control of the hand sanitizer in classrooms.
- **Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.**
 - 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. Containers will be provided for PE class.
 - **ORANGE PHASE UPDATE – Masks will be worn at all times, including while outside – except when eating or participating in PE class sitting silently at their desks (students), alone in a classroom/office with the door closed (staff).**
 - **RED PHASE UPDATE – Masks will be worn at all times, including while outside except while eating and sitting silently at their desks (students), alone in a classroom/office with the door closed (staff).**

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Table 1

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

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| Section 10 - PERSONAL PROTECTIVE EQUIPMENT | | | |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i> | Refer to Return to School 2020 Document – Appendix C, H Itinerant professional information in Return to School 2020 Document pg. 18 | Done | 9/2/2020 |

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| If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s). | | Done | 9/2/2020 |
| 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 | 9/2/2020 |
| Hand protection (gloves) | OHS Guide-PPE PPE Poster District Student Support Services | Done | 9/2/2020 |
| Eye protection (safety glasses, goggles) | | Done | 9/2/2020 |
| Other PPE as determined necessary through the risk assessment (<i>face shield</i>) | | Done | 9/2/2020 |
| Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster | Done | 9/2/2020 |

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

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- **To ensure minimal interactions**

- Teachers and EAs will have face shields available.
- Plexiglass “sneeze guards” will be provided as requested. Admin Assistant’s desk will have plexiglass barrier.

- **Accommodations for students with complex needs.**

- Students with complex needs will communicate to home via phone, email or communication logs.
- Students requiring toileting, the accompanying persons must wear a community mask.
- A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.
- **ORANGE PHASE UPDATE: If a student is unable to wear a mask, the staff working with that student must wear a mask AND face shield. They should maintain 2m distance whenever possible.**

- **Provide personal protective equipment – only for those situations that require it:**

- Gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation space.
- Safety Glasses and Goggles are available to staff who request them.
- All teachers will have a face shield to wear when physical distancing cannot be maintained. Note* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.
- Students/Staff who are exhibiting 2 or more symptoms at the school will be provided with a medical mask to wear. Medical masks are not to be reused. Spare community masks will be available to staff or students who forget them.

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| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS | | | |
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations. | OHS Guide-Three Rights Refer to Orientation | Done | 9/2/2020 |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | Refer to Orientation | Done | 9/2/2020 |
| Provide staff the employee training on the work refusal process. | Right to Refuse – Refer to Orientation | Done | 9/2/2020 |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | Refer to Orientation | Done | 9/2/2020 |
| Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting. | Refer to Orientation | Done | 9/2/2020 |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document. | OHS Guide-JHSC | Done | 9/2/2020 |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | OHS Guide topic-Supervision | Done | 9/2/2020 |

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| *School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | Done | 9/2/2020 |
|---|--------------------|-------------|-----------------|

OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

- Orientation will be provided to all staff week of Aug 31, 2020. Topics will also include employee rights, protocols, right to refuse etc. Staff will be made aware of where to find and how to fill out appropriate documentation.
- School Health and Safety Committee will meet monthly, around the 13th of the month, to review this Operational Plan. Committee reports will be submitted by the Principal on the 15th of the month.
- Health and Safety Committee consists of: Victoria Mitchell (Custodian), Angela Marr (Principal), Tim Ringuette (Teacher), Danielle Hicks (EA), Barb Dickson (Admin Assistant), Blair Clark (Teacher).

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| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| Section 12 - OUTBREAK MANAGEMENT | | | |
| <p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p> | <p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p> | Done | 9/2/2020 |
| <p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p> | <p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p> | Done | 9/2/2020 |

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

- Outbreak Management Plan procedures will be provided to staff during orientation week of Aug 31, 2020.
- Public Health will take the lead in the event of an outbreak.
- Refer to Appendix K in Return to School Document
- Protocols outlined in the EECD Outbreak Management Plan will be followed.

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

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| <p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p> | <p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca</p> <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user <p>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p> | <p>Done</p> | <p>9/2/2020</p> |
|---|---|--------------------|------------------------|

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

- Mental health resources will be shared during orientation week of Aug 31, 2020.
- Reminders to staff regarding the importance of looking after their mental health and reminding them of resources available will be available in the weekly staff memo.
- Staff Wellness activities will be planned monthly by Wellness team.

| Action Items | Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status <i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| Section 14 - ADDITIONAL CONSIDERATIONS/OTHER | | | |

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| Ensure schools that provide food abide by applicable regulations. | Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website | Done | 9/2/2020 |
| External Organizations operating within school (Obtain a copy of their Operational Plan) | | Done | 9/2/2020 |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | Insert Water Bottle Signs | Done | 9/2/2020 |
| Site Specific Considerations: <ul style="list-style-type: none"> • Operational Plan for Community Autism Center • Operational Plan for District Strings Program | | In Progress | 9/2/2020 |

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

- School Staff supporting students with medications and/or insulin will wear gloves and a community mask. They will wash their hands before and after assisting each student.
- Breakfast items will be Grab and Go and will be placed in each classroom in the morning. Staff members organizing the snacks will wear gloves and a community mask. They will place items on a desk spaced apart so students will only touch the item they are choosing to eat.
- The Community Autism Center will provide an Operation Safety Plan – see attachment
- The District String Program will provide an Operational Safety Plan – see attachment
- **ORANGE PHASE UPDATE – String Program is not operating in Orange.**

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