

## 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>	Centennial School
<b>Principal (Signature)</b>	Ashley Dobbin
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

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

_____ Name (October Review)	_____ Date	_____ Name (February Review)	_____ Date
_____ Name (November Review)	_____ Date	_____ Name (March Review)	_____ Date
_____ Name (December Review)	_____ Date	_____ Name (April Review)	_____ Date
_____ Name (January Review)	_____ Date	_____ Name (May Review)	_____ Date



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## 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
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>8/31/2020</b>

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

**All families will receive a copy of the Centennial School Handbook. Included in the handbook this year will also be a section that includes the “Return to School Guide for Parents and the Public.” Electronic copies will be made available on the school website. Families will be informed about these resources via voicemail and email communication as well as through twitter. Caitlin Corkum, our Community School Coordinator will correspond with all PALS of Centennial.**

**Teaching staff will receive an orientation for the school’s operational plan on Monday August 31<sup>st</sup>. EA staff will receive their orientation on Friday September 4<sup>th</sup>. A log will be maintained of all staff who have received an orientation.**

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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 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="#">Centennial School Risk Assessment August 2020</a>	Done	8/31/2020

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

**Completed and linked above.**

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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>8/31/2020</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>8/31/2020</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>	
<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>Done</b>	<b>8/31/2020</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.*

Visitors will use the buzzer/intercom system to indicate their purpose for being at the school and the Administrative Assistant will verify whether or not they have an appointment scheduled. Visitors will immediately sanitize, sign in, and wait in our socially distanced lobby area. Visitors will be handed a physical copy of the Visitor Guidelines on their first visit to the school and will be escorted to their space by a member of the Administration or ESST ensuring they understand the flow of traffic and respective signage throughout the building.

Parents/care givers who arrive and do not have an appointment will be directed to leave their contact information and the individual(s) that they would like an appointment with will communicate within 24 hours for appropriate scheduling.

**Designated doors for dismissal/arrival**

All classes escorted by their teacher to parent pickup/ bus area (already in place). Class will congregate in their bubble 6 feet away from other classes while they wait for their caregiver/bus- signage posted in the waiting area indicating their waiting spot.

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>			
<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>Done</b></p>	<p><b>8/31/2020</b></p>



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<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>8/31/2020</b></p>
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**Screening Notes:** *Outline how screening requirements are being met.*

**Staff informed about screening procedures during the staff orientation. Families received email and voicemail communication on August 23<sup>rd</sup> 2020. Information is also posted on the school website and will be included in the family handbook. Weekly communication is sent out via school messenger and appropriate reminders will be provided.**

**When a child becomes symptomatic at school they will be supervised in a designated isolation space until a caregiver can arrive. The designated space is inside the former staff room.**

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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 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>Done</b>	<b>8/31/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/31/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/31/2020</b>
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>8/31/2020</b>

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<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><a href="#">NB Reg 97-150</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>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.</p>	<p>District Facilities (Maps)</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>

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

**We have identified 5 zones for recess/noon time play**

- **Playground**
- **Field**
- **Pavement area**
- **Gym**
- **Learning Commons**

**1 Bubble class will be permitted in each zone at a time and will be supervised by staff within their bubble. When a staff member from outside their bubble is supervising them during free play that staff member will wear a mask and do their best to maintain physical distancing.**

**When arriving at the school in the morning 3 doors have been identified for student access to the building (1 door per floor of the building). Staff will supervise students as they arrive and will direct them to enter through their specified door. Students require a mask for arrival and dismissal. Students will sanitize their hands upon arrival to the classroom. The majority (90%+) are walking students. When they arrive on the property staff will enforce the expectations.**

**Students arriving late will enter through the main doors and will be buzzed in by the Administrative Assistant as all other entrances will be locked at this time.**

**When inside the classroom students will remain in their bubble. A best effort will be made to keep teaching and paraprofessional staff consistent. When a staff member is not part of the bubble class and cannot maintain a physical distance of 6 feet they will wear a mask.**

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- Separate entrance and exit doors for each floor of the building (3 in total)
- Directional arrows for 2 way traffic in the halls and stairwells and all individuals wearing masks while traveling throughout the building
- Staffroom closed for the year and community kitchen used instead- tables and chairs spaced appropriately
- Signage posted throughout the building

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>8/31/2020</b>

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

- All classes eat in their classroom- food program items to be delivered to the classroom
- See below staggered recess and lunch schedule with classes bubbled in 1 of 5 zones:

### COVID Student Break Schedule

**Group 1:**

Class	Recess Play: 10:15am-10:30am Eat: 10:00am-10:15am	Lunch Play: 12:20-12:40 Eat: 12:00-12:20
K Keith	M- Playground T- Learning Commons W- Field TH- Gym F- Pavement	M- Playground T- Learning Commons W- Field TH- Gym F- Pavement
K Boone	M- Learning Commons T- Field W- Gym TH- Pavement F- Playground	M- Learning Commons T- Field W- Gym TH- Pavement F- Playground
1 Janes	M- Field T- Gym W- Pavement TH- Playground F- Learning Commons	M- Field T- Gym W- Pavement TH- Playground F- Learning Commons
1 Watters	M-Gym T- Pavement W- Playground TH Learning Commons F- Field	M-Gym T- Pavement W- Playground TH Learning Commons F- Field
2 Briggs	M- Pavement T- Playground	M- Pavement T- Playground

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	W- Learning Commons TH- Field F- Gym	W- Learning Commons TH- Field F- Gym	
<b>Group 2</b>			
Class	Recess <b>Play:</b> 10:00am-10:15am <b>Eat:</b> 10:15am-10:30am	Lunch <b>Play:</b> 12:00-12:20 <b>Eat:</b> 12:20-12:40	
K Ross	M- Playground T- Learning Commons W- Field TH- Gym F- Pavement	M- Playground T- Learning Commons W- Field TH- Gym F- Pavement	
1 Stackhouse	M- Learning Commons T- Field W- Gym TH- Pavement F- Playground	M- Learning Commons T- Field W- Gym TH- Pavement F- Playground	
2 Young	M- Field T- Gym W- Pavement TH- Playground F- Learning Commons	M- Field T- Gym W- Pavement TH- Playground F- Learning Commons	
2 O'Neill	M-Gym T- Pavement W- Playground TH Learning Commons F- Field	M-Gym T- Pavement W- Playground TH Learning Commons F- Field	
3 Moriarty	M- Pavement T- Playground W- Learning Commons TH- Field F- Gym	M- Pavement T- Playground W- Learning Commons TH- Field F- Gym	

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<b>Group 3</b>		
Class	Recess Play: 10:30am-10:45am Eat: 10:15am-10:30am	Lunch Play: 12:40pm-1:00pm Eat: 12:20pm-12:40pm
3 MacPherson	M- Playground T- Learning Commons W- Field TH- Gym- lower daycare space F- Pavement	M- Playground T- Learning Commons W- Field TH- Gym F- Pavement
4 Palmer	M- Learning Commons T- Field W- Gym- lower daycare space TH- Pavement F- Playground	M- Learning Commons T- Field W- Gym TH- Pavement F- Playground
4 Kierstead	M- Field T- Gym- lower daycare space W- Pavement TH- Playground F- Learning Commons	M- Field T- Gym W- Pavement TH- Playground F- Learning Commons
5 Bourque	M-Gym- lower daycare space T- Pavement W- Playground TH Learning Commons F- Field	M-Gym T- Pavement W- Playground TH Learning Commons F- Field
5 Wilson	M- Pavement T- Playground W- Learning Commons TH- Field F- Gym- lower daycare space	M- Pavement T- Playground W- Learning Commons TH- Field F- Gym

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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>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Implement Outbreak Cleaning &amp; Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>

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

- **Custodial staff will meet with administration to review cleaning areas and responsibilities**
- **JHSC will discuss at monthly meetings**
- **Each class will have their own set of Ipads to use within the room to avoid cleaning requirements for shared usage**
- **Each class will have their own set of outside doors**
- **Each class will have their own set of materials for activities in the learning commons**
- **Each class will have their own set of equipment for phys ed. Class and when not possible the equipment will be cleaned between use (adults and students to support this)**
- **Students and staff will take a shared responsibility approach (when developmentally appropriate) for disinfection of classroom materials and furniture.**

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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>Done</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>8/31/2020</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>Done</b>	<b>8/31/2020</b>

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K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask Poster</a>	<b>Done</b>	<b>8/31/2020</b>
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**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

- Procedures for hand hygiene and cough/sneeze etiquette will be directly taught when students enter school in small groups during staggered entry the week of September 8<sup>th</sup>.
- Procedures will be regularly reviewed and reinforced through our PBIS incentive program.
- Signage will be posted throughout the building
- Staff and students will be oriented to when it is required to wash hands using the resources provided by EECD

**Table 1**

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>

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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 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>Done</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>Done</b>	<b>8/31/2020</b>
<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>		<b>Done</b>	<b>8/31/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>8/31/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>8/31/2020</b>
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>	<b>Done</b>	<b>8/31/2020</b>

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

- PPE provided and delivered to the school (shields, masks, gloves, and plexiglass partitions)
- Staff will be oriented on August 31<sup>st</sup>.

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**Information communicated to all staff from Zoe Watson and Human Resources.**



## 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>Done</b>	<b>8/31/2020</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>Done</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 will follow the Outbreak Management plan and fully cooperate with Public Health as we are required to do so.**

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>	<b>Done</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- Resources will be communicated during 1 on 1 conversations that are sensitive in nature.
- Proactive and regular communication will take place in the form of weekly internal memos (already in place).

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>Done</b>	<b>8/31/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</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>Done</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>• Community School Programs</li> <li>• Sensory Room</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

- **We are working with our Community School Coordinator and partners to determine the best way to implement and support existing partnerships as we are a PALS School. Our number 1 priority is safety; therefore, programs and services will be evaluated on an ongoing basis to determine whether they can continue as usual, with modifications or not at all.**
- **We have a sensory room available at our school. The sensory room will be locked at all times. Students may visit the sensory room at their scheduled time with an adult to support them. Children and adults will wash hand and/or sanitize prior to the entering, and upon leaving. Only children from the same bubble class may enter at the same time. Prior to leaving the sensory room all items that were enjoyed will need to be disinfected. Items that are available in the space will be intentionally selected so that they can be easily disinfected.**