

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

School Name	Millidgeville North School
Principal (Signature)	Matthew Bedard
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.**

_____	_____	_____	_____
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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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
August 10 th -18 th Operational Plan- meeting/development	August 18 th , 2020
August 20 th -21 st Editing Operational Plan	August 21 st , 2020
August 24 th - Submission of Operational Plan to district for approval	August 24 th , 2020
August 27 th - Plan approved with feedback/comments/ recommended adjustments	August 27 th , 2020
August 28 th - recommended editing completed	August 28 th , 2020
August 30 th - sent back to district	August 30 th , 2020
August 31 st - Shared with staff	August 31 st , 2020
September 2 nd - Share with MNS community	

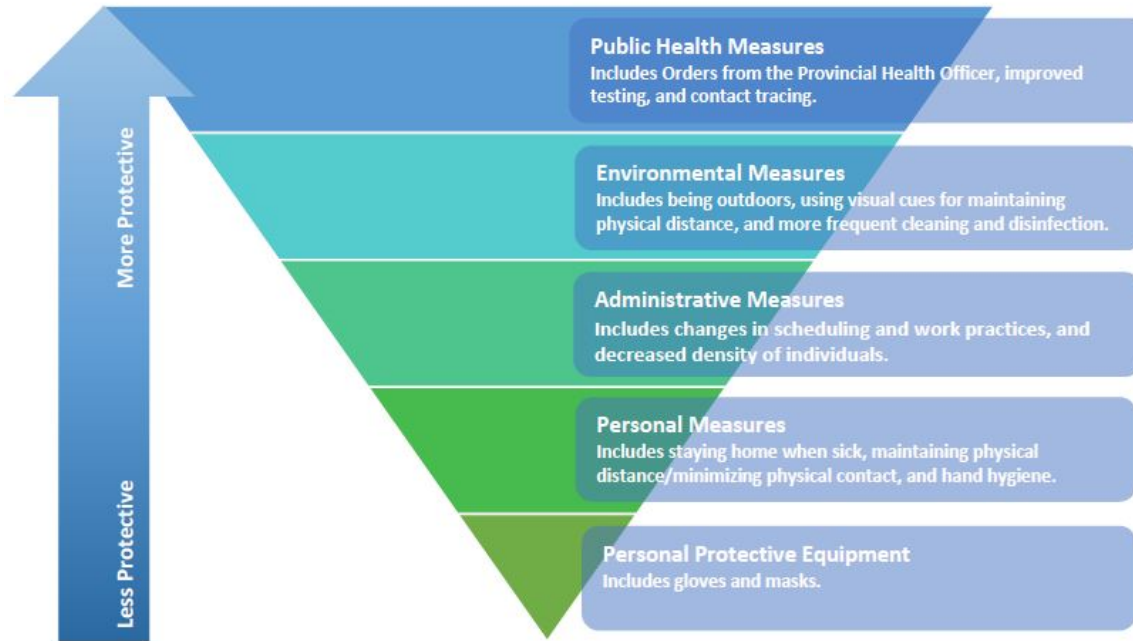
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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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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</u> and Students <i>(Will be send out at a later date)</i>	In Progress	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	In Progress	8/31/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	8/24/2020

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

MNS- Will begin process of orientation to staff beginning week of August 23rd with teacher orientation taking place August 31st. EA orientation will take place September 4th. All school based operational procedures will be reviewed.

MNS- Will provide an extensive orientation to all students. Week of September 8-11th orientation will be completed. Plan will also be share with MNS community through school’s website.

MNS- Will post and visitor guidelines at every entrance to MNS. This will also be posted on the school’s website and shared with parents through school to home communication network.

MNS- Will also communicate and ask our fellow agencies that share space at MNS to communicate and coordinate operational plans. Week of August 31st.

MNS- will be sending out information through the School Messenger System. Beginning the week of August 23rd with an outline of how families will be able to gain access to relevant start up and COVID procedural information. It will be noted to expect large amounts of information will be coming to parents/guardians and of the importance of the information.

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MNS- Will coordinate with the district EAL Team to send all messages to families in multiple languages that are present in the MNS community.

MNS- Will communicate all plans and information through multiple platforms. Ex: MNS Twitter/electronic and hard copy newsletter/messenger voice mail/messenger e-mail/individual teacher homeroom communication (MS Teams), and through telephone communication with school.

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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 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	8/17/2020

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

MNS- Has completed a risk assessment, all known risks have been assessed and MNS has implemented controls to minimize the risk as described in the MNS operational plan.

The Chart below is the MNS risk assessment document.

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Risk Questions	Column 1: Risk Level <u>without</u> controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level <u>with</u> controls in place	Comments
GENERAL				
What is the risk if unable to physically distance;				
when outside of the building (<i>exiting busses, recess</i>)	Medium	Yes	Low	
when inside of the building (<i>classrooms, lunchrooms, lockers</i>)	Low	Yes	Low	Mask use/class bubble/no locker use
while in entrance/exit doorways	Low	Yes	Low	controlled entry and exit of students
when using narrow hallways	Low	No	Low	MNS has hallways that will allow for safe distancing. (width)
when using narrow stairways	Low	No	Low	no narrow stairway
when using furniture	Low	Yes	Low	removed furniture from high risk areas
when inside washrooms	Medium	Yes	Low	limit number of users
What is the risk if the public/visitors are able to freely access the building?	Low	No	Low	MNS a controlled entrance
What is the risk if unable to track persons who have been in the school?	Low	No	Low	sign in procedure
What is the risk if applicable persons do not learn the school specific physical distancing requirements? (<i>students, staff, visitors, contractors, etc.</i>)	Medium	Yes	Medium	we can ensure distancing

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What is the risk if frequently touched surfaces are not being cleaned adequately? (<i>counters, doorknobs, phones, common area pen</i>)	Low	Yes	Low	existing cleaning systems
What is the risk if there are not enough washrooms in the building?	Low	Yes	Low	plans to minimize use/MNS has enough bathroom space for current population
What is the risk if common areas are not being cleaned adequately? (<i>washrooms, classrooms, science, art, library, cafeteria, etc.</i>)	Low	Yes	Low	facilities cleaning disinfection plan
What is the risk if soap, water, and paper towels is not available?	Low	Yes	Low	additional monitoring/stocking in place
What is the risk if hand sanitizer is not available?	Low	Yes	Low	district control
What is the risk if adequate ventilation is not possible?	Low	Yes	Low	vent system works in addition to window use
SCREENING				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	Low	Yes	Low	communicated in multiple ways to inform
What is the risk if persons are not aware of what to do if not feeling well while at the school?	Low	Yes	Low	orientation days
What is the risk of not separating sick children from others? (<i>isolation room, space, or area</i>)	Low	Yes	Low	additional masks and isolation space available
VULNERABLE POPULATION				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? (<i>Refer to Policy 704 for students</i>)	Low	Yes	Low	Encouraged not to enter/schedule all meetings/visitor guidelines must be followed
PERSONAL PREVENTATIVE PRACTICES				

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What is the risk if people are unaware of proper handwashing/hand hygiene practices?	Low	Yes	Low	constant review of practices
What is the risk if people are unaware of proper respiratory etiquette?	Low	Yes	Low	constant review of practices
What is the risk if people are unaware of when and how to wear community mask?	Low	Yes	Low	constant review of practices
What is the risk if staff are unaware of where to find personal protective equipment?	Low	Yes	Low	orientation days
What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	Low	Yes	Low	orientation days
COMMUNICATION				
What is the risk if people do not receive reminders regarding health measures? (<i>e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products</i>)	Low	Yes	Low	constant review of practices
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	Low	Yes	Low	orientation days
EMERGENCY PREPAREDNESS AND RESPONSE				
What is the risk if people are not prepared or aware of emergency procedures in the building (<i>fire, lockdown, medical</i>)	Low	No	Low	constant review of practices
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	Low	Yes	Low	orientation days
GRADES 9-12				
What is the risk if 1 metre physical distancing within classrooms is not being met?	Low	No	Low	classroom bubbles
OTHER (<i>Insert any additional risks specific to your location that will need to be addressed</i>)				

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[Reference: Government of Canada Risk Mitigation Tool](#)

This living document will be reviewed, and adjustments will be made to ensure the risk to all members of the MNS school community remain as low as possible.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/24/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	8/24/2020
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		
<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	Done	8/24/2020

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Building Access Notes: *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.*

MNS will communicate to all stake holders that access will be limited and booking appointments with teachers and Admin will be encouraged, so proper safe keeping procedures can be established.

Currently public access to MNS is controlled. All exterior doors are locked, and the general public can only enter through the main school entrance via a “buzz in system”. All exterior doors will remain locked during the instructional day.

Parents/Guardians entering the school to drop items off or picking up students (for any reason) will be asked to wear masks and follow posted visitor guidelines and report directly to the office reception area to sign student in and or sign out.

Attendance is required on a daily basis for staff and students. All staff and students will be expected to sign out in the school’s office. MNS must track all staff and students leaving the building for extended periods of time for contact tracing purposes.

Student Arrival: MNS students arrive come to school either by bus, walk and parent drop off. To ensure physical distancing at arrival time students will be wearing masks and enter the school and report directly to their homeroom through designated entries, following all directional arrows and spacing indicators. **MNS will follow “stay tight to the right”** movement design. All non-designated entry doors will be secured.

Bus students: will enter the school through designates doors that are in the closet proximity to their homeroom. Maintaining a 1m distance entry will be:

1. A Block Doors (main school entrance)- all rooms in A and B Blocks
2. C Block Doors- all rooms in C and D Blocks
3. G Block Doors- all rooms in E and G Blocks

Students being dropped off by Parent: will enter the school through cafeteria hallway doors identified in our already existing parent drop off. Students will enter school wearing masks and proceeding to their homeroom.

Walking Students: Depending on which direction they arrive on campus they will be directed to the closet entry door and will report to their homeroom.

Student Dismissal: All students will exit the building through the same entrances, and they entered the school in the morning. Wearing masks and maintaining physical distancing.

There will be significant teacher/school staff presence maintain distancing and mask wearing while students enter and exit the building.

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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 5 - SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves before leaving residences. If there are 2 or more 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>	In Progress	8/21/2020
<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>	Done	8/21/2020

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

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MNS Screening Process:

Any person coming into MNS must be wearing a mask and must follow the posted screening process.

Student: MNS Students must be screened by parent/guardian at home prior to coming to school. If there are 2 or more symptoms of COVID, they should not be at school.

Should a student exhibit 2 or more symptoms of COVID 19 while at school parent/guardian will be notified immediately and the child will need to **be picked up within an hour of notification**. While waiting the symptomatic student will be monitored and cared for in a specific/designated area of the main office. All necessary protocols outlined in the Return to School 2020 Document – Appendix K will be followed.

Staff: Prior to August 31st start staff will be forwarded the screening process they must follow. During staff orientation, this process will be reviewed with all adult staff members. This screening process will also be shared with all other organizations that share space at MNS.

All MNS staff members must screen themselves, before leaving residences. If they have 2 or more symptoms of COVID, they should not be at school, they must contact the school administrative team immediately to allow for replacement personnel to be contacted.

Staff members who become symptomatic while at work will be expected to immediately isolate, wear a mask until they can leave MNS. All necessary protocols outlined in the Return to School 2020 Document Pg. 9, 10 and Appendix K will be followed.

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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 6 - PHYSICAL DISTANCING			
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 Refer to Chartwells Operational Plan	In Progress	8/21/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/21/2020
Evaluate options to reduce the number of people required onsite.		Done	8/21/2020
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	Refer to sample signage	Done	8/21/2020

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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>	NB Reg 97-150	Done	8/21/2020
<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>	District Facilities (Maps)	Done	8/21/2020

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

All MNS physical distancing plans follow all provincial guidelines and where possible exceed all guidelines.

1. **All MNS students and staff must possess reusable and washable masks.**
2. **It is an expectation while in any hallway or common area inside the school all MNS students and staff must wear a mask. This is to protect everyone if for any unforeseen reason proper physical distancing cannot be maintained.**
3. **It is an expectation that MNS students will wear masks while travelling on buses.**
4. **All district and department employees must wear masks while navigating common areas of MNS and follow implemented screening procedures**

School Plan:

Hallways: will be marked with directional arrows and distancing indicators. Students and Staff will stay “tight to the right” while moving through them.

Water fountains: All water fountains at MNS are being replaced with water bottle filling stations. These stations will be disinfected according to department protocol.

Classrooms: have been configured to allow for optimal social distancing and comply
 Students in grades 3,4 and 5 will remain with their classmates all day, their homeroom is their “bubble” all proper distancing indicated for this grade level can be maintained. **Students will leave their classroom to attend Phys.ed and music.**

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Students in grades 6,7, and 8 remain with their classmates all day, their homeroom is their “bubble” all proper distancing indicated for this grade level can be maintained. **Students can and will travel with their bubble during the instructional day** maintaining all established expectations while in hallways.

MNS is fortunate to have wide hallways that will allow for safe and low risk movement of students. Students will be expected to wear masks and follow all directional indicators. Staying “tight to the right” while moving through common areas.

Washrooms:

MNS students will have access to washrooms when they have to be used. For the safety of all students, bathroom use procedures will be implemented. Please note that bathroom use will not be restricted to any student.

Bathrooms will be cleaned and disinfected by the school’s facility team multiple times a day.

Elementary: All elementary classrooms are housed in blocks D, E and G. These washrooms will be designated for elementary use only. Elementary teachers will develop common bathroom times that for their classes. These bathrooms can safely have students use them and still ensure proper distancing. Teachers will monitor their class visits. Between “whole class” visits students will be taught and follow the necessary bathroom use guidelines. There are going to be times that an “emergency” visit will need to occur. These types of visits have been considered with access to bathrooms. **Masks must be in place while using washrooms at any time.**

Middle level: Middle school classrooms are housed in blocks A, B, and C. Bathrooms in both A and C blocks will be designated for middle school use only. These bathrooms can accommodate students at any one time safely. Teachers will develop a bathroom pass system to keep the number of bathroom visitors to a safe and manageable number. **Masks must be in place while using washrooms at any time.**

Library: will be available to homeroom. Only one class bubble allowed, with enough time to properly disinfect the space between bubble visits.

Computer Labs: Will continue to be on a sign out basis. All equipment will be disinfected after pre-class use and after every class use. This includes all tablets.

Lockers: **Will not be used** for storage of materials. They will be secured so nothing can be placed in them. Student items will be kept in their classrooms. This will be re-addressed when the winter months approach.

Morning snack/Lunch/Cafeteria:

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1. Grades 3,4 and 5 will eat snack and lunch in their homeroom classrooms.
2. Grades 6,7,8 will also eat snack and lunch in their homeroom classrooms

All students will be expected to bring a lunch to school, sharing of items is prohibited.

The MNS cafeteria (the room itself) will not be in use during this time. Restrictions allow for no more than 50 occupants in a space of that size and the room's intended purpose. For that reason, for the foreseeable future no one will be eating in the cafeteria.

The MNS cafeteria will not be serving food for the first 2 weeks of the school year. Chartwells our cafeteria facilitator will be going through an operational procedure. Cafeteria food sales will be suspended until they have completed their plan for MNS.

Gymnasium: MNS is very fortunate to have a very larger gymnasium that can accommodate 2 classrooms and any given time. The room is required with a transitional wall that can safely divide the room into two spaces. Between our vast outdoor spaces and a large gym all necessary bubble expectation can be followed.

Gymnasium change rooms **will not** be used. Proper social distancing cannot be maintained in these rooms.

Evacuation Drills: 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 will be adhered once outside of the school and upon re-entry to the school and masks will be used during drills.

Assemblies: MNS **will not** be hosting school wide monthly assemblies. Student of the month and star awards will be acknowledged with the use of our public address system. Assembly celebration video's will be shared through MS Teams and be shared with all homerooms.

Staff Areas:

Staff Rooms: All staff areas will have limits of 6 adults at any one time maintaining 2m distancing. If not eating masks must be in place, and all disinfecting protocols and signage will be followed. Teachers will be encouraged to eat in their classrooms this will create an added layer of protection for them and their students.

Workrooms: Access will be blocked to every 2nd piece of equipment to allow for physical proper physical distancing. All devices and photocopiers will be cleaned and disinfected between uses.

Meeting Room: **will not** be used for meetings. All scheduled meetings will be held in a designated space that will allow for proper physical distancing.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings. Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/21/2020

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

Transition times: Developing schedules for both the elementary morning recess and the entire school lunch recess have been designed to have as little impact on the regular daily schedule as possible. Staggering will occur for all classes to ensure that all students will have equal time eating and enjoying outside breaks. Ensuring a 2m distance so that classroom bubbles are not crossed.

Bell Schedule: (Adjustment may be necessary due to transportation)

8:10-8:30 Arrival
 8:30-8:45 Homeroom
 8:45-9:45 Block 1
 9:45-10:00 Middle School Nutrition Break
 10:00-10:30 (Staggered Elementary Recess 2- 15 min blocks)
 10:00-11:00 Block 2
 11:00-12:00 Block 3
 12:00-12:40 (20 Lunch staggered 2 – 20 minutes outdoor sessions)
 12:40-1:40 Block 4
 1:40-2:40 Block 5
 2:40- 3:00 Departure.

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Morning Recess: (Elementary only) The existing elementary playground and adjacent green spaces have been divided into 4 equal play spaces. All classes will be assigned one of those spaces for their 15 minutes outside break. Since MNS has more than 4 classes in the elementary the morning recess will be staggered with 1/2 the homerooms going out for the first 15 minutes, and the second 1/2 of homerooms going out for the next 15 minutes. A rotational schedule will be developed so that every class will have access to the playground equipment. Ensuring a 2m distance so that classroom bubbles are not crossed and time for desks to be cleaned and disinfected.

Elementary Transitions: Elementary students will transition to music class. Before every class bubble enters the music, teacher will ensure that all surfaces will be disinfected.

Middle level Transitions: Middle level students will transition during the instructional day. Before every class bubble enters any classroom, the receiving teacher will ensure that all surfaces will be disinfected.

Lunch and lunch recess:

Elementary: All classes will be assigned one of those spaces for their 20 minutes outside break. Since MNS has more than 4 classes in the elementary the lunch recess will be staggered with 1/2 the homerooms going out for the first 20 minutes, and the second 1/2 of homerooms going out for the next 20 minutes. While one group is outside the inside group will eat lunch. A rotational schedule will be developed so that every class will have access to the playground equipment. Ensuring a 2m distance so that classroom bubbles are not crossed.

The existing middle level playground and adjacent green spaces (soccer fields) have been divided into equal play spaces. All classes will be assigned one of those spaces for their 20 minutes outside break. Ensuring a 2m distance so that classroom bubbles are not crossed.

Middle Level: All classes will be assigned a designated space for their 20 minutes outside break. The MNS lunch and lunch recess will be staggered with 1/2 the homerooms going out for the first 20 minutes, and the second 1/2 of homerooms going out for the next 20 minutes. While one group is outside the inside group will eat lunch. A rotational schedule will be developed so that every class will have access to the playground equipment. Ensuring a 2m distance so that classroom bubbles are not crossed and time for classrooms to be cleaned and disinfected.

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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 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G Refer to Table – Make specific for your school Refer to WHMIS Overview Document	Done	8/20/2020
Washrooms: → 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.	Refer to Return to School 2020 Document Pg. 14	Done	8/20/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/20/2020
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	Refer to Return to School 2020 Document – Appendix G	Done	8/20/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/20/2020

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

All members of the MNS community have a responsibility to keep themselves safe but also have to consider their immediate bubble, classmates (in their bubble and other bubbles), teachers, co-workers, and family members. Cleaning and disinfecting are not the sole responsibility of the teachers and other professionals alone.

Masks are required to be used in all hallways while transitioning anywhere at any time in the building.

At every designated entry and exit of the school, disinfecting stations will be present along with signage and instructions to follow.

Every classroom at MNS will have disinfection stations for every person to use entering and exiting the classrooms.

Every class will follow disinfecting procedures of all hard surfaces before leaving the room providing a clean environment for the next group to use.

Custodians will be checking all washrooms to adequately stock with soap, paper towels etc...

Custodians will ensure that all disinfecting materials for entrances/exits and all classrooms will be adequately stocked.

Buses will be cleaned and disinfected according to link identified above.

MNS has a functioning ventilation system that meets current standards. Additionally, windows will remain open and teachers will be encouraged to use outdoor spaces as often as weather will allow.

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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>	In Progress	8/20/2020
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		Done	8/20/2020
<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>	In Progress	8/20/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	In Progress	8/31/2020

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/20/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

If sanitizing materials are running low and need to be replenished between facilities check in, they must contact the office and the MNS Admin teams will make sure material is replenished.

Teachers will be in control of hand sanitizer in the classrooms. Admin team will dialogue with all parents to reinforce that all hand sanitizers that do enter the building are scent free and pose no allergic risk to the MNS school community.

All teachers in MNS will be reviewing all hygiene etiquette constantly with all students.

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.

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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 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	In Progress	8/24/2020
If a child requires to be toileted, the accompanying person(s) if not within the child’s regular bubble, must wear community mask(s).		In Progress	8/24/2020
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:		In Progress	8/24/2020
Hand protection (gloves)	OHS Guide-PPE	In Progress	8/24/2020
Eye protection (safety glasses, goggles)	PPE Poster	In Progress	8/24/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	8/24/2020
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	In Progress	8/24/2020

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

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room.

Safety Glasses and Goggles are available to staff who request them.

All MNS 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.

MNS Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.

A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.

MNS will have a supply of masks available for students or staff 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	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	8/31/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/21/2020
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	In Progress	8/20/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	In Progress	8/20/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide Topic-Supervision	Not Started	8/24/2020

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/24/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

MNS has reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

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

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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 - MENTAL HEALTH			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <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 Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	Done	8/24/2020

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

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MNS has shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.

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 143- ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	In Progress	8/24/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Done	8/24/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/20/2020
Site Specific Considerations: • • • • •		Choose an item.	Click or tap to enter a date.

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

Once the District begins the process to offer space at MNS to outside organizations detailed guidelines will be shared with all organizations.