

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	FOREST HILLS
Principal (Signature)	ERIKA BROWN
School District Official (Signature)	
Plan Implementation Date	August 31, 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.**

Erika Brown, Pat Halford, Laura Stewart	October 13, 2020		
_____ Name (<i>October Review</i>)	_____ Date	_____ Name (<i>February Review</i>)	_____ Date
Erika Brown, Pat Halford, Laura Stewart, Heather Hughes	November 24, 2020		
_____ Name (<i>November Review</i>)	_____ Date	_____ Name (<i>March Review</i>)	_____ Date
Erika Brown, Pat Halford, Laura Stewart, Heather Hughes	December 16, 2020		
_____ Name (<i>December Review</i>)	_____ Date	_____ Name (<i>April Review</i>)	_____ Date
Erika Brown	January 20, 2021		
_____	_____	_____	_____

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Name (*January Review*)

Date

Name (*May Review*)

Date

Utilize this page to track your changes.

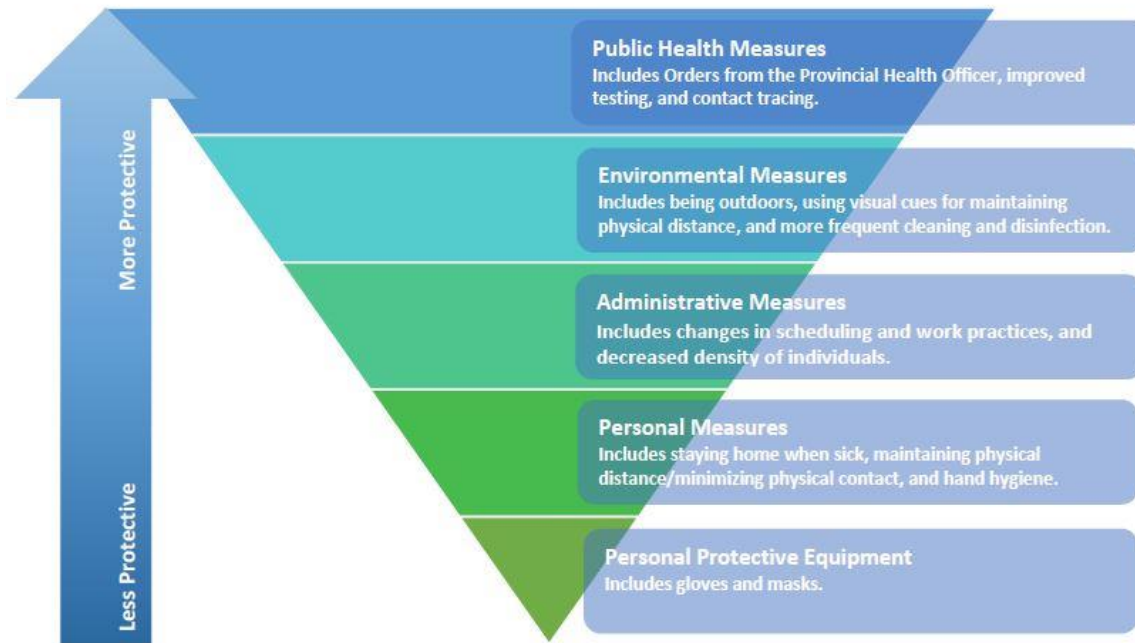
Section(s) Updated - (<i>List the section numbers only</i>)	Date Updated
Sections 2, 3	Nov 24/20
Section 6	Dec 16/20
Sections 2,3,4,5,6,9,11	Jan 20/21

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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.

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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>	Done	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer COVID-19 Visitor Guidelines.docx	Done	9/8/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	9/3/2020

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

Our school will provide Orientations to all: Principal, Vice Principals, staff, visitors and students.

Our school has the “Visitor Guidelines” posted at Reception for all visitors to review.

Our school has frequent communication via email and voicemail to parents/caregivers and we sent out our staggered entry plan Aug 24, 2020. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website.

Homeroom teachers will contact the family of all students on their roster by end of day September 4th, 2020.

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November 23rd – Mrs. Brown addressed all homerooms via TEAMS with an updates to Orange Phase.

January 20, 2021 – All entrance points have updated signage. ASDS communicated to parents the changes during RED Phase. Updates will be directed to Forest Hills Parents every Friday evening via voice message and email.

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	8/26/2020

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

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Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

During Orange Phase singing is not permitted.

During Red Phase all orange measures are in effect with the addition of all students will wear a mask at all times except when eating. There will be no shared materials in phys. ed classes.

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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	8/25/2020
<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	8/31/2020
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	8/25/2020

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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.*

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and recess/lunch) requiring each visitor arriving to stop and buzz in.

All visitors must enter through the MAIN door. If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the ASDS standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance on a daily basis, anytime a student or staff member leaves for the day for any reason they must sign out at reception.

The Glengarry side of the school is where buses will pick up and drop off students, they would enter through the MAIN front door. The Playground entrance is where students in grades K-2 will enter and grades 3-5 will enter through the side door facing Westmorland Road closest to the playground. Grade 6-8 walking students will enter through the Library Doors facing Glengarry Drive. Physical distancing must be maintained when entering /exiting the school. Masks are required.

All staff will be active screened upon first entry into the building. Staff may enter the school between 7:00-7:30 through the elementary doors and checked by B. Raymond. Staff arriving between 7:30 – 8:00 will be checked in at the tech room door. Staff arriving between 8:00 and 8:30 will enter through the field door and be screened. Arrivals after 8:30 will have to use the main door. Staff is not permitted entry indoors not identified as screening points for specific times.

During instructional hours the only door to be used for visitor access, staff comings and goings and students being picked up or dropped off will be the MAIN door.

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			

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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>8/25/2020</p>

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

GNB Up to Date Screening Poster is posted on All entrance doors. Staff have been advised of current screening requirements and will be actively screened upon entry into building. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must go home as soon as possible. All building occupants will be required to leave at the on-set of 1 symptom.

Families are also required to self-screen their student(s) prior to sending them to school and students will self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), and await pick up by a parent in our isolation area (maximum 1 – hour). The isolation room (located in the elementary library) must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

A thermometer is on site should a staff member or student request a temperature check.

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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	Done	8/25/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/25/2020
Evaluate options to reduce the number of people required onsite.		Done	8/25/2020
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	8/25/2020

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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>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/17/2020</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>In Progress</p>	<p>8/27/2020</p>

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

Classrooms – have been laid out to allow for as much distance as possible grade 6-8. K-2 student classes are reduced to as close to 15 students. Grade 3-5 have been configured to lowest numbers possible with support from ASDS. Extra furniture has been removed from classrooms.

Theatre- used for break/lunch with a maximum of 3 staff separated over 6m.

Cafeteria – used for break/lunch with a maximum of 3 staff separated over 6m.

Elevators – Have been limited to 2 persons at a time (this is necessary for student transport), masks must be worn. Signage has been posted.

Staffrooms – are closed with the exception of the washroom and access photocopy machines.

Locker Rooms – used only as single user washrooms during physical education classes.

Lockers – will not be used. Zip tied for safety.

Washrooms- Staff and students are required to wear their mask in the washroom.

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Stairways- The main staircase in the elementary will be up only, the staircase on the Westmorland side of the school closest to the playground will be down in direction and the other closest to Glengarry will be down. Middle school students and staff will reach the basement by travelling down the middle level library stairs. Building occupants will travel up the grade 6 wing stairs to the main floor.

Hallway- “Tight and to the right”, directional arrows have been placed in main hallways. Arrows indicate one directional traffic in the Butler Wing, lower elementary and upper elementary.

Meeting room – Will be limited to 1 occupants. Signage posted

Offices – Only one occupant per office space. Teachers will meet with Admin in open spaces when available.

Volunteer room –. closed with the exception of access photocopy machines

Evacuation Drills – Muster points are physically distanced.

The following spaces are open for 1 occupant for break/lunch

- Room beside Guidance office
- Tech lab Kitchen (no access to fridge or microwave)
- Mini Gym kitchen
- Small table space beside IT office
- Art room
- Art storage space (empty of all items)
- Side Music room
- Grade 6 Stairwell (bottom floor)
- Computer Lab (room 7)
- Elem CPT room
- Elem Green room

The following spaces are open for 2 occupants for lunch

- Mini gym – 1 at each end

The following spaces are open for 4 occupant for lunch

- Big gym – 1 in each corner

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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	8/25/2020

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

Morning Break will occur in class for students in grade 6-8.

Elementary Recess will follow new schedule. A and B

Lunch – New Schedule to allow classroom bubbles time outside on a rotational schedule.

School entry – no outside play time , students will proceed straight to class upon arrival.

Exit – teachers will dismiss class once previous class has walked by their room.

Students will only transition to Phys. Ed, and Technology. All teachers will transition to students. All building occupants will hand sanitize when entering a 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
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 Refer to WHMIS Overview Document	Done	8/26/2020
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	8/26/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/26/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	8/24/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/26/2020

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

Hand cleaning posters have been posted in all washrooms and in main hallway on bulletin board.

Custodian will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc.

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment/ frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.

In the event of an outbreak, we will ensure areas are cleaned as per Appendix K: Outbreak management.

We will open windows whenever possible and report any issues to our facilities team to fix.

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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	8/26/2020
<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	8/26/2020
<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	9/8/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	9/8/2020

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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>9/8/2020</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.*

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be one bottle available in every classroom within the school. Custodian will monitor supply levels.

Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the supervision of the teacher.

All staff and students are required to have a community mask readily available. Masks are to be worn at all times except when eating.

Table 1

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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	9/8/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	9/3/2020

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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	9/3/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/26/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	8/26/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	9/3/2020
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	8/26/2020

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

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Every staff member will have a community mask provided (they will have to bring additional masks). Those who work with several bubbled classes will also be provided a face shield. Every EA will have a face mask and face shield provided (they will have to bring additional masks).

EECD will supply plexiglass barriers as requested and approved. Reception area has a plexiglass barrier.

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

All staff will have to wear a community face mask 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 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 concerns or other exceptionalities.

We 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	9/3/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	9/3/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	9/3/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	9/3/2020
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	9/3/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/27/2020
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	8/31/2020

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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.*

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

Our Joint Health and Safety Committee will be involved with the monthly reviews of this Operational Plan.

In Orange Phase – Students and staff received additional procedures for mask wearing.

In Red Phase – Jan 20, 2021 Masks are required while at school for all building occupants except when eating.

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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	9/3/2020
<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	9/3/2020

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

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

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			
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	In Progress	9/3/2020

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

We have shared Mental Health resources during our orientation. We will periodically remind staff regarding the importance of looking after their mental health and reminding them of resources available (In-confidence, NBTA, etc.)

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			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	Not Started	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	YMCA Operational Plan	Done	8/25/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/26/2020

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<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> • • • • • 		<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 have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that the fountains are closed.

Playground will be used by the phys. ed teachers – students will hand sanitize before and after use.

Hot Lunch Program is not available at this time: We are attempting to engage a vendor who will deliver lunch items that follow Policy 711 packaged in their bubbled grouping.

Breakfast Program is not available at this time as there is no service in the cafeteria. Breakfast and snack items will be available in a “Breakfast Bin” located in each class. They will be maintained and refilled by the Community Schools Coordinator. Staff will wipe bin daily with 362 disinfectant.