

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 28th, 2020**. It will then be signed off by Zoë Wastson 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	Harbour View High School
Principal (Signature)	Michael Butler
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.**

Michael Butler	October 1, 2020	Michael Butler	February 21, 2021
Name (<i>October Review</i>)	Date	Name (<i>February Review</i>)	Date
Michael Butler	November 26, 2020	Michael Butler	March 26, 2021
Name (<i>November Review</i>)	Date	Name (<i>March Review</i>)	Date
Michael Butler	December 18, 2020		
Name (<i>December Review</i>)	Date	Name (<i>April Review</i>)	Date
Michael Butler	January 20, 2021		
Name (<i>January Review</i>)	Date	Name (<i>May Review</i>)	Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
2 – update status to DONE	September 25, 2020
4 – Update to show doors by Framing and Sheathing are entrance for wheelchairs	September 25, 2020
5 – Update so student is taken directly to isolation area and then office is notified	September 25, 2020
6 – Delete portion regarding washrooms during breaks	September 25, 2020
9 – Update to read “Masks remains on until students are seated”	September 25, 2020
9 – Update to reflect change to mask protocols during Orange Phase	November 26, 2020
9 – Update to reflect protocol when working with students who are exempt from mask usage	November 26, 2020
14 – Orange Phase updates regarding Wind Instruments, Sports, PE equipment and mask protocols	November 26, 2020
Remove changes from Orange Phase (9/14)	December 11, 2020
Update to reflect return to Orange Phase (9/14)	January 5, 2021
2 – Reviewed changes with RED with staff, emailed parents and students	January 20, 2021
5 – Update to reflect active screening of staff	January 20, 2021
6 – Remove reference to cafeteria provider	January 20, 2021
6 – Note that staff rooms are closed except for washroom access	January 20, 2021
14 – All extra-curricular clubs pause	January 20, 2021
14 – Physical Education – masks must be worn at all times, activities conducive to distancing	January 20, 2021
4 – Update to reflect staff will use entrance by Room 130 and Main entrance only for screening	January 20, 2021
6 – Fitness Room closed during Red	January 20, 2021
Remove changes from Red Phase (return to Orange)	January 27, 2021
Return to Yellow Phase Operational Plan	March 8, 2021
Update to reflect Full Return to School (April 12, 2021)	April 9, 2021

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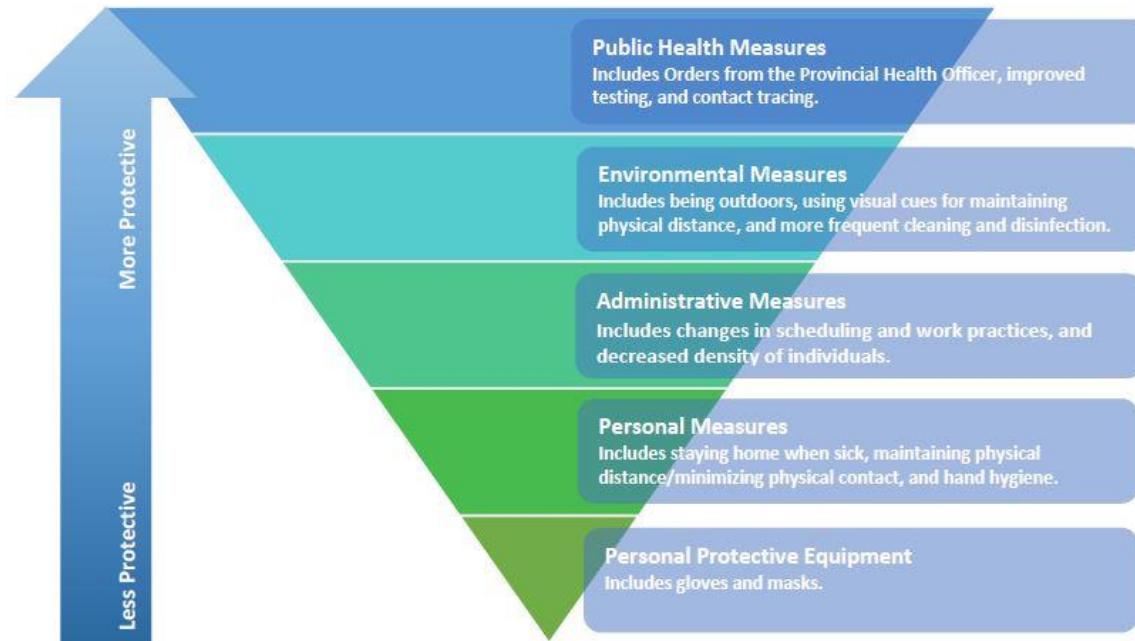
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students	In Progress	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/24/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Letter Home to Parents	Done	8/24/2020

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

Our school has provided Orientations to all staff. Students will receive orientation on their first day of attendance.

Our school has the “Visitor Guidelines” Posted on all doors and signage indicating they must call for an appointment prior to entering. Visitor Guidelines and up to date screening questionnaire is posted for all visitors to review.

Our school has frequent communication via email to parents/caregivers. The district has communicated return to school plans throughout August, and we sent a school-specific letter on August 24. 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 – hvhs.nbed.nb.ca

To help engage our students the Student Representative Council will be involved with the student orientation process.

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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	8/31/2020

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

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.

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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. 7 Refer to Poster	Done	8/24/2020
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. Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.	Use a visitor log - See sample visitor log. Refer to Return to School 2020 Document Pg. 8 Refer to Administrative Assistant 1-Pager	Done	8/26/2020
Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. <i>*Keep in mind children walking, parent drop off, buses, etc. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i>	Refer to Return to School 2020 Document Pg. 5	Done	8/31/2020

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 need to “buzz” into the main office. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in through the front doors.

If a visitor is permitted to enter the school, they will go straight to main office, review the visitor guidelines, sanitize hands, and sign in using the log book. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: Child and Youth Team member. Each visitor must also sign out upon leaving the school.

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

Students being dropped off will do so either on Douglas Avenue (preferred) or through the Staff Parking Lot. Students using busses will enter through the Bus Parking Lot doors. The main entrance (facing Douglas Avenue) had double doors and can be used for both entering and exiting the building – with masks being used.

All doors can be used for entering and exiting – masks must be worn.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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, 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 Letter Home to Parents</p> <p>Refer to Return to School 2020 Document Pg. 8</p>	<p>Done</p>	<p>8/7/2020</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 ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 12</p>	<p>Done</p>	<p>8/7/2020</p>

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

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), and either leave the building or await pickup while waiting in our isolation area (maximum 1-hour)

If students/staff do not have transportation available the school will assist with this. The Isolation room will be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

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> . Refer to Itinerant professional plans Refer to Chartwells Operational Plan	Done	8/7/2020

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Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 7	Done	8/7/2020
Evaluate options to reduce the number of people required onsite.		Done	8/7/2020
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	8/7/2020
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 10-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.	NB Reg 97-150	Done	8/7/2020
School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.	District Facilities (Maps)	Done	8/7/2020

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

Classrooms – Will maximize distancing where possible.

Library – Furniture has been arranged to maximize distancing.

Guidance Area: Furniture has been removed so that which remains allows for 2m distancing and is can be easily cleaned after use.

Theatre/Lecture Theatre – Seats have been taped off to show where 2M distancing is maintained and where people are able to sit. Lecture Theatre will be available at noon for students to eat in designated seats.

Gymnasium – Will be open at noon for students to eat on bleachers following posted rules.

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Cafeteria – We have modified the table and chair set up in the lunchroom to maximize distancing.

Elevator – Have been limited to 2 people with mandatory mask usage. Signage has been posted.

Staff Room - furniture has been moved to allow for 2m distancing. Maximum occupancy limits have been posted outside both staff rooms.

Locker Room – Masks must be worn. Distancing will be encouraged.

Fitness Room – Students each have their own cloth to sanitize equipment. Stations will be used to maximize spacing, and time will be included for sanitizing

Lockers – Students will be masked while using lockers. Students are encouraged to only use lockers for valuables during the school day and take home all required materials at the end of the day.

Washrooms – limited number of people, signage posted at doorway.

Stairway – Directional arrows and tape are on each stairwell as reminders to always stay to the right. Masks will be worn at all times in common areas – including stairs.

Hallway – Directional arrows show flow for students and staff.

Meetings – To be held in the largest rooms available. Masks to be worn.

Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained and masks are worn.

Assemblies/Large Group activities – large gatherings will be avoided whenever possible. School-wide messages will be delivered via Teams and watched in classrooms. If an in-person gathering is needed, group size will be limited so 2m distance can be maintained in the Auditorium.

Evacuation Drills – We will stager the locations of our Muster Points as much as possible so physical distancing can be maintained when outside of the 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 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. 6	Done	8/7/2020

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

There will not currently be a modification to schedule. Noon supervision schedule has been changed to include additional staff members responsible for supervising hallways and classroom. A list of classrooms available for student use at noon has been created and circulated. This plan will be reviewed frequently.

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

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<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. Suggest putting them on doors and walls.</p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 8, 10</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Washrooms:</p> <ul style="list-style-type: none"> → Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. 	<p>Refer to Return to School 2020 Document Pg. 10</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Bus Cleaning Protocol</p> <p>Refer to Return to School 2020 Document Pg. 6</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.</p>	<p>Refer to Standard Cleaning & Disinfection Document</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Outbreak Cleaning and Disinfection Protocol – Appendix K</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 10</p>	<p>Done</p>	<p>8/7/2020</p>

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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.

Students and staff will sanitize hands when entering each classroom.

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 proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.

We will open windows whenever possible and report any issues with ventilation 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 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	8/7/2020
<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. 9, 10</p>	Done	8/7/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/7/2020
<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 Pg. 10, 12, Insert poster</p>	Done	8/7/2020

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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe the cleaning and disinfection procedures and how they 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 at least 1 bottle available in every classroom within the school. Custodians 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 watch of the teacher.

All staff and students are required to wear community face masks except while eating drinking, playing a wind instrument, or engaged in physical activity.

Student Orientation will be provided during the first week of school, including training on proper hand hygiene and respiratory etiquette. Posters promoting proper mask usage will be posted throughout the school.

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			

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<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document Pg. 4, 10</p> <p>Refer to guidelines for itinerant (visiting) professionals</p> <p>Refer to Process for Providing in-School Support to Students with Complex Needs During COVID-19 EECD Document</p> <p>Refer to Risk Assessment Document – Support Services</p>	<p>Done</p>	<p>8/7/2020</p>
<p>If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).</p>		<p>Done</p>	<p>8/7/2020</p>
<p>Provide personal protective equipment – only for those situations that require it:</p>			
<p>Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:</p>		<p>Done</p>	<p>8/7/2020</p>
<p>Hand protection (gloves)</p>	<p>OHS Guide-PPE</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Eye protection (safety glasses, goggles)</p>	<p>PPE Poster</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Other PPE as determined necessary through the risk assessment (<i>face shield</i>)</p>	<p>District Student Support Services</p>	<p>Done</p>	<p>8/7/2020</p>
<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p>Health Canada information on non-medical masks and face coverings</p> <p>Refer to Return to School 2020 Document Pg. 10, 12</p> <p>Insert poster</p>	<p>Done</p>	<p>8/7/2020</p>

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

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Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Main Office has 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.

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.

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

We will have a supply of masks available for students or staff who forget them.

Plexiglass barriers are available for staff upon request and approval.

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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	8/7/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/7/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/7/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/7/2020
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	8/7/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/7/2020
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	8/7/2020

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/7/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

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

SAMPLE

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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 ASDS Outbreak Management Plan</p> <p>Refer to Return to School 2020 Document Pg. 11, 12</p>	Done	8/7/2020
<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 Pg. 11</p> <p>Refer to ASDS Outbreak Management Plan</p>	Done	8/7/2020

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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 the Orientation. Staff, students, and families have been made aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the 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	Done	8/7/2020

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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 make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.

Guidance counsellors are available to both students and parents through our Appointment Request process, as well as through phone for parents.

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. 11 Refer to GNB Website or GOC Website	Done	8/7/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Done	8/7/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/7/2020

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<p>Site Specific Considerations</p>	<p>1-Pagers will also be available for – music, sports, community use of schools, laptop assistance, international students.</p>	<p>Done</p>	<p>8/7/2020</p>
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Additional Consideration / Other Notes: *Describe how any additional considerations are being met.*

When our breakfast and lunch program are available for students, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.

We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.

We have 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 fountains are closed.