

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

<b>School Name</b>	Lakewood Heights School
<b>Principal (Signature)</b>	<i>Andrea Matthews</i>
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

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

Andrea Matthews	October 15 <sup>th</sup> , 2020		
<i>Name (October Review)</i>	Date	<i>Name (February Review)</i>	Date
Andrea Matthews	November 4 <sup>th</sup> , 2020		
<i>Name (November Review)</i>	Date	<i>Name (March Review)</i>	Date
Andrea Matthews	December 4 <sup>th</sup> , 2020		
<i>Name (December Review)</i>	Date	<i>Name (April Review)</i>	Date
<i>Name (January Review)</i>	Date	<i>Name (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- Communication	October 15, 2020
4- Building Access	October 15, 2020
6- Physical Distancing- Fire Drills/lockdown- Staff Room	October 15, 2020
8- Cleaning and Disinfecting Procedures	October 15, 2020
10- Personal Protective Equipment	October 15, 2020
14- Additional Considerations	October 15, 2020
5- Updated New Screener	November 4, 2020
8- Noted new photocopier disinfecting protocol – sanitize hands before and after using	November 4, 2020
Oranges Level Updates Section 2,4,6,7,9,10	November 25, 2020
5- Update New Screener	December 4, 2020

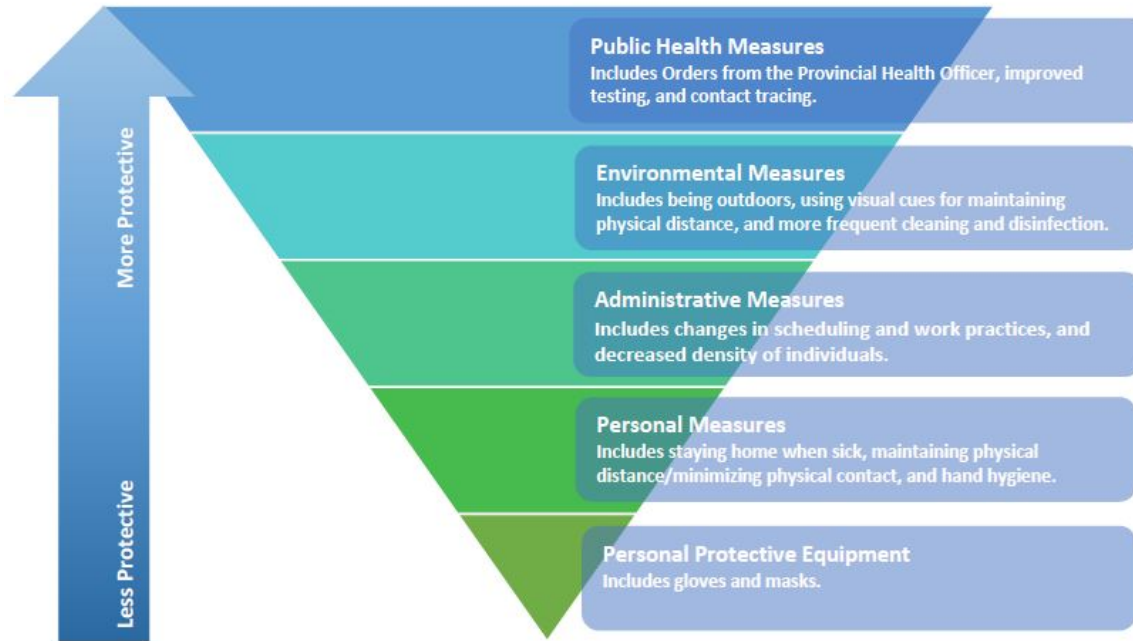
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff</u> and Students	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Lakewood Heights School Visitor log</a>	<b>In Progress</b>	<b>9/1/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>9/3/2020</b>

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

**Our school will provide Orientation to all Staff, Students and Families.** [Lakewood Heights School Plan/Orientation Attendance Log](#)

**Staff**

School Operational Plan and Orientation will be communicated to teaching staff during our first staff meeting on August 31<sup>st</sup>

**Students**

Operational Strategies and Orientation will be communicated to students during the first week of school, during the first day they report to school.

**Families**

Information to be sent to families and school community through email, voicemail and posted on the Lakewood Heights Website and Facebook page communicating the School Operational Plan and other start up information on Thursday, September 3<sup>rd</sup>.

**Visiting Professionals**

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Orange Level procedures and changes communicated to families via voicemail and email.

OT, PT, SLP, C&Y, Volunteers, etc. We will have the School Operational Plan communicated by email on August 31<sup>st</sup>, and a follow-up check-in when they enter the building for the first time. The Visitor Guidelines will be posted on our front door entrance and school Administrative Office to communicate expectations.

The Operational Plan for our school will be made available on the school website  
<http://web1.nbed.nb.ca/sites/district8/schools/lakewood/Pages/HomePage.aspx>

Our school has the “Visitor Guidelines” posted at the front door and office for all visitors to review.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">Lakewood Heights School Risk Assessment Tool</a>	Done	8/18/2020

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

Our school has completed the Risk Mitigation Assessment for Schools Operating During the Covid-19 Pandemic. All known risks have been assessed and controls have been implemented to minimize the risk as described in this Operational Plan.  
[Lakewood Heights School Risk Assessment](#)  
 This plan will be updated and adjusted 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
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Lakewood Heights Door Signs</a>	<b>Done</b>	<b>8/31/2020</b>
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<a href="#">Lakewood Heights School Staff Log</a>  <a href="#">Lakewood Heights School Student Log</a>  <a href="#">Refer to Administrative Assistant 1-Pager</a>	<b>In Progress</b>	<b>8/31/2020</b>
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F		
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	<b>Done</b>	<b>8/31/2020</b>

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

**The Following Building Access Controls Will be in Place with the Return of Students and Staff:**

**Outside Doors** are locked at all times during school hours.

Public access to the building will take place through the front doors only, where a buzzer is located. Posters will be displayed at all doors letting the community know the building is restricted to the public, signage will include the school telephone number indicating that appointments are required.

Planned visitors may buzz into the school and once entry has been given, must put on a mask and report to the office to confirm the screening tool and visitor guidelines have been reviewed and sign-in. This information will be used for contact tracing. Once inside the building school staff will escort the visitor to the appropriate space. Visitors will be required to report to the Main Office to sign-out and sanitize as they are leaving

Communication regarding building access will be communicated to families during the Welcome Back to School Email/Voicemail and posted on our Twitter and Facebook Page. Signage will also be placed at entrance doors.

Teachers will continue to take daily attendance of students. A log will be kept in the office for students who leave for appointments. A log will also be kept in the office of staff who may be leaving the school during school hours.

**School Use After Hours-** Once rentals resume, Custodians will record time of arrival and time of departure for rental groups including contact's name responsible for group. Each group will have an operational plan in place that should coincide with LHS operational guidelines.

### **Morning Arrival**

Staff will be at entrance doors during student arrival to greet, remind to sanitize, and direct student to classrooms. All Students will be required to wear a clean facemask as they enter the building and it will remain on until they are inside their classroom.

### **Bus Students – Arrival Time 7:45-8:15**

Students arriving by bus will exit the bus wearing a facemask and enter through the main door at the front of the school. Students will follow the directional arrows until they reach their classroom.

### **Walking Students- Arrival Time 7:45-8:05**

Students who will walk to school will cross the road at the crosswalk and enter the school through the main door at the front of the school.

### **Students Arriving by Car- Arrival Time 7:45-8:05**

Students arriving by car will be dropped off in the traffic circle at the back of the building. Once students exit, they will enter through one of two doors. If they are in Homeroom classes on the first floor, they will enter through the Kindergarten Door. If students are in



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classrooms on the top floor, they will enter through the Playground Door. All students will follow the directional arrows and signage to their classroom.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 - SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p><a href="#">Screener COVID-19- December 2020.pdf</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>In Progress</b>	<b>8/31/2020</b>
<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>	<b>Done</b>	<b>8/31/2020</b>

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

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As part of staff orientation, all staff will be educated on the screening process. The self-monitoring process will take place at home prior to entering the school. Staff must screen themselves before leaving residences. If there are any symptoms of COVID, they should not be at school.

Please note- Staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

For students, the screener will be sent to families for reference prior to school starting, along with information indicating parents are responsible for reviewing the screener and taking student temperatures daily. Parents will only send students to school when they are well and have met the criteria outlined on the screener.

Students who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion through policy 704 and /or a doctor's note, are not required to be excluded.

A screening poster will be placed at all school entrances for visitor screening.

### Outbreak Management

If Students, Staff or Visitors develop any symptoms or display TWO or more symptoms of COVID-19 they will immediately be given a medical mask and separated from others in a supervised area/isolation room until they are able to be picked up or go home ( within 1 hour). Available supplies such as medical masks, gloves, tissue, sanitizer, and disinfectant will be stocked in the area for individuals who need to be isolated and their caregiver.

Staff providing care to a symptomatic individual will maintain a distance of 2 meters and wear a medical mask. Families will be directed to call 811 or their health care provider as required and comply with the instructions given.

The Isolation area will be cleaned between each use following procedures 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
<b>Section 6 - PHYSICAL DISTANCING</b>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>Done</b></p>	<p><b>8/26/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>In Progress</b></p>	<p><b>8/26/2020</b></p>
<p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p>	<p><a href="#">Lakewood Heights School Signage</a></p>	<p><b>Done</b></p>	<p><b>8/26/2020</b></p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.        *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p><a href="#">NB Reg 97-150</a></p>	<p><b>In Progress</b></p>	<p><b>9/11/2020</b></p>

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School layout guide maps to inform students, staff, visitors, and public of school layout ( <i>directional flow, assigned entrance/exit doors</i> ) are encouraged but not mandatory.	District Facilities (Maps)	<b>In Progress</b>	<b>8/31/2020</b>
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**Implementing physical distancing protocols in the following areas are necessary**

- **Classroom Bubbles** are in place- no physical distancing required
- **Student Washrooms-** Classroom bubble schedules. Signage indicating space available and whether the space is occupied
- **Hallways-** follow directional arrows and lines
- **Main Stairwell -**directional arrows- stay to the right side
- **Back Stairwell -**1 person/classroom bubble at a time- signage posted
- **Coat Hooks-** schedules in place to allow for distancing from other class bubbles
- **Cafeteria-** not in use for students during school hours will be used for Staffroom (12 staff max). Signage posted
- **Staff Lunchroom-** (3 staff max) signage posted. No eating in Staffroom.
- **Photocopy Room-** limited to 1 person. Sanitize hands before and after using Photocopier. Spray bottle/paper towel will be available in each copier to wipe touched surfaces after each use. Signage posted/Sign to indicate occupied. Masks must be worn in photocopy area.
- **Staff Washrooms –** limited to 1 person, signage posted at doorway, there will be green/red signage at entry that will be flipped to green when non occupied and flipped to red when occupied. Signage will be cleaned regularly throughout the day. Masks must be worn in washrooms.

**As students/staff/visitors enter the building visual signage will be posted to indicate directional movement. Floor arrows where appropriate, “no stopping” areas, narrow hallways/stairwell etc.**

**Once in classrooms, students will bubble. Student movement throughout the school will be limited. Music Specialist will travel to the classrooms. Schedules will be made for movement of classes to assigned washrooms, coat hooks, bottle filling stations, and to the Gym.**

**In school areas where the two-meter distancing is not possible such as the back stairwells, signage is posted with protocols to give adequate space for the physical distancing. Directional arrows will be used to show direction in the main stairwell and hallways but staying to the right to move down hallways and stairs will be a good guide.**

**Student Washrooms – Classrooms will be assigned to washrooms. Schedules will be made by teachers of classroom bubbles to allow for student use. If students need to use the washroom outside their classroom time, they will wear a mask. During the Orange Level students will wear a mask in the Washroom. Signage will be placed outside the washroom that will remind students of the number allowed into the space at one time (2 Max). Signage will indicate spaces available for use and whether the space is occupied. It will be**

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flipped to green when non occupied and flipped to red when occupied as students enter and exit. Signage will be cleaned regularly throughout the day.

When students are moving through the building outside of the classroom bubble, they must be wearing a mask. Staff moving throughout the school should also be wearing a mask if distancing can not be maintained.

When in the Orange Phase, Staff and Students will wear a mask at all times when moving through the school.

Reception Area- outside the Main Office- Signage Posted indicating waiting area.

Installation of a physical barrier in the Main Office. The office door will be closed at all times. Only office personnel will be permitted.

Staff Room/Lunch Room- chairs have been removed from the staff room so that 2m (6 ft) of physical distancing can be maintained, (3 spaces) with signage posted. Staff may not eat in the staffroom, it is only for water, coffee maker and microwave use. The Cafeteria is a space that can be used for lunch as it allows staff to spread out and has been set-up to allow for the distancing requirements (12 Staff). A spray bottle will be available to clean the space after use.

The school Cafeteria will not be used for students during lunch. It will be used by the YMCA Afterschool Program from 1:00-6:00pm. The YMCA program will follow their Operational Plan Requirements.

Staff Washrooms – limited to 1 person, signage posted at doorway, the sign will be flipped to green when non occupied and flipped to red when occupied as staff enter and exit. Signage will be cleaned regularly throughout the day. Masks must be worn in washrooms

Photocopy Room – This is a tight space and also part of our washroom area. Photocopy area is limited to 1 person, signage posted at doorway, it will be flipped to green when non occupied and flipped to red when occupied as staff enter and exit. Signage will be cleaned regularly throughout the day. Masks must be worn in photocopy room.

### Staggered Entry

First week of school will be staggered entry by Grade levels

Tuesday- Grade 5 Students (Last name A-L), Kindergarten Students (Last name A-L), ALL Grade 2 Students

Wednesday- Grade 5 Students (Last name M-Z), Kindergarten Students (Last name M-Z), ALL Grade 3 Students

Thursday – ALL Grade 4 Students and ALL Grade 1 Students

Friday- Whole School- ALL Students

Teachers will send out an email on Wednesday, September 2<sup>nd</sup> prior to school starting. The email will introduce them as the student's teacher and give information and direction where they will meet them outside on their first day.

Regular Morning Announcements and Assemblies will be done virtually through our You-Tube channel.

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**Use of Community Face Masks - All students will be required to have two clean masks each day. We also ask that they have a clean baggie to store their mask when not in use.**

**Masks will be worn by students as they enter and exit the building. They will also be used within the building when travelling alone, outside their classroom bubble. Masks are required to be worn outside the classroom bubble if the 2m physical distancing cannot be maintained.**

**During the Orange Level- Masks will be worn by students and staff at all times throughout the day, unless they are sitting quietly at their desk working, eating, engaged in physical activity, or playing outside at recess.**

**There may be instances where students and teachers outside of a classroom bubble may need to be working in close proximity, in that case a mask will be required. This may also be the case for those staff members who travel from other schools (Itinerant teachers), class to class, or move around the school. During the Orange Phase a mask would be required at all times.**

**We will perform Evacuation Drills (*Fire Drill/Lockdown*) as normal. The first school drill will take place on September 11<sup>th</sup>. Classes will evacuate to their assigned muster spots. \*Physical distancing requirements will be lifted during time of evacuation only, and students will be back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing will be resumed upon re-entry to the school. Mask will be encouraged only if it does not compromise safety. Masks will be worn during the Orange Phase.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator ( <i>Guidance</i> )  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>9/8/2020</b>

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

### **Movement Schedules to avoid congestion in common areas**

- **Student Arrival/Dismissal- Doors assigned to Bus Students, Walkers, Students Being Dropped-Off**
- **Student Washrooms- Schedules for Classroom Bubbles**
- **Recess/Lunch Recess- New Scheduled Recess Times**
- **Lunch- Students will eat in Classrooms**
- **Gym- Teacher will pick -up and drop off students. All Students will wear a mask to the Gym during the Orange Phase**
- **Water Bottle Filling Stations- Classroom bubbles assigned to filling stations. Students in classrooms on bottom floor will use the sink in their classroom**

### **Student Arrival**

**Bus Arrival will start at 7:45- 8:15**

**Bus Students will enter through the front doors, wearing a mask, and proceed to their classroom following the directional arrows.**

**Arrival for Walkers 7:50-8:05**

**Walkers will enter through the front door, wearing a mask, and proceed to their classroom following the directional arrows. Students will use the crosswalk then enter through the main door.**

**Parent Drop Off Times 7:45-8:05 in the Traffic Circle**

**All Students arriving by car will be dropped off in the traffic circle at the back of the building. Once students exit, they will enter through one of two doors. If they are in homeroom classes on the first floor, they will enter through the Kindergarten Door. If students are in classrooms on the top floor, they will enter through the Playground Door. All students will need to be wearing a mask and following directional arrows and signage to their classroom.**

### **Recess**

**2 Shifts with 8 classes outside in 8 Play Zones**

**10-10:15 Group 1**

**10:25-10:40 Group 2**

**1 Class in Upper Playground- 1 teacher/1EA**

**2 Classes in Court- 1 teacher/2 EAs**

**1 Class Lower Playground- 1 Teacher/1 EA**

**4 Classes in Field- 2 Teachers/2 EAs**

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### Lunch

Outside Lunch Play - 2 Shifts with 8 classes outside in 8 Play areas. All Students/Teachers eat lunch in the classroom either before or after outside play.

11:50-12:10 Group 1

12:20-12:40 Group 2

1 Class in Upper playground- 1 teacher/1EA

2 Classes in Court- 1 teacher/2 EAs

1 Class Lower Playground- 1 Teacher/1 EA

4 Classes in Field- 2 Teachers/2 EAs- When the bell ring, all zones line up on gravel path, Zones 5&6 make their way to the swing side exit, Zones 7&8 make their way to the school side exit and proceed to their traffic circle meeting area.

### Recess

Entry/Exit Doors – Students will exit and enter based on classroom assignment. The furthest classroom will enter through the doors first.

At the end of recess, when the bell rings, students will line up in their play area and walk to their designated area in the traffic circle. Classes will enter the school following the order below.

Front Door	Group 1 Buckley/Ervin	Group 2 McClune/Bingham
Side Door (LB)	Group 2 Wentworth/Britten	
Kindergarten Door	Group 1 Spurrell/Hunter	
Playground Door	Group 1 Jones/Allaby	Group 2 Porter/Folkins
Music Room Door	Group 1 Cooling/Smith	Group 2 Train/Harley

Departure at end of Day - Students will exit doors based on their mode of transportation. Students will be wearing masks as they exit the building.

YMCA Program- Students will be led to the program by a staff member

K-2 Walkers and Parent Pick-Up at the back of the school- Exit doors will be designated by classroom

### Dismissal Doors

Music Room	Harley/ Smith/ Cooling
Playground Door	Allaby/Wentworth/Spurrell
Side Door/Britten	Hunter/Folkins/Britten

K-2 Bus students will exit at front door. Buses will be loaded by zones from back to front.



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

3-5 Walkers will exit through the main front door after a staggered dismissal from classroom. Students use the crosswalk.  
 3-5 Parent pick-up will take place at the back of the school. Students exit at Playground door after a staggered dismissal from classroom.  
 3-5 Bus students will exit at front door. Buses will be called and loaded by zones from back to front.

**\*\*All students must leave the school grounds after dismissal.**

**Student Washrooms- Schedules for Classroom Bubbles.** If a student must use the washroom outside their bubble, they must wear a mask and follow the signage posted. The sign will indicate spaces available for use and whether the space is occupied. It will be flipped to green when non occupied and flipped to red when occupied as students enter and exit. Signage will be cleaned regularly throughout the day.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  <a href="#">Lakewood Heights School Cleaning and Disinfecting Schedule</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/31/2020</b>
<b>Washrooms:</b> → 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	<b>Done</b>	<b>8/31/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>9/8/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document -Appendix K	<b>Done</b>	<b>8/31/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

### Cleaning and Disinfecting Procedures

Washrooms- custodians will periodically (3 times day) clean, and check that washrooms are adequately stocked up with soap, paper towels, etc.

High frequency areas will be cleaned regularly throughout the day. [Lakewood Heights School Cleaning and Disinfecting Schedule](#)

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. Hands should be sanitized before and after using the photocopier

In the event of an outbreak, we will ensure proper areas, including the isolation area, are cleaned as per the Cleaning & Disinfection Protocol.

We will open windows whenever possible and report any issues with ventilation to our facilities department.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>8/26/2020</b>
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		<b>Done</b>	<b>8/26/2020</b>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>In Progress</b>	<b>8/31/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>Done</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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 <a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></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.*

**Hand cleaning posters have been posted in all washrooms. Supplies will be monitored on a regular basis by our CII Custodian.**

**Sanitizer will be placed at the main entrance as well as the Main Office. Each classroom will have a supply of hand sanitizer (alcohol free/scent free) within the class that is for staff and student use, it is to be used under the watch of the teacher. We will encourage hand washing throughout the day.**

**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, as well as in the Staff Lunchroom, Photocopy Room, and Office area. Custodians will monitor supply levels.**

**All staff and students are required to have two community masks readily available. Masks are to be worn when the staff or student leaves the classroom bubble and must remain on until they re-enter the classroom. During the Orange Level, masks are to be worn at all times.**

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>Done</b>	<b>8/31/2020</b>
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>In Progress</b>	<b>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		<b>Done</b>	<b>8/31/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>N/A</b>	<b>8/31/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>8/31/2020</b>
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>In Progress</b>	<b>8/31/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

### **Personal Protective Equipment**

**Every teacher will have a face shield available to them. Plexiglass guards will be available upon request and approval. Our Reception has had a plexiglass barrier installed.**

**Staff moving from bubble to bubble, or on duty in the hallway will be required to wear a community mask. This would include any staff assisting students with toileting, or additional care from outside their classroom bubble.**

**Protective equipment will be worn by staff if it is required as part of a student's plan.**

**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 teachers will have a face shield to wear when physical distancing cannot be maintained. Note\* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.**

**Students and Staff who are feeling unwell at the school will be provided with a medical mask to wear. Medical masks are not to be reused. We will also have a limited supply of masks available for students or staff who may forget to bring one to school.**

**A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities as directed by individual policy 704 Plan. Staff working with these students will wear a mask as well as a face shield.**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a>	<b>In Progress</b>	<b>8/31/2020</b>
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Done</b></p>	<p><b>8/26/2020</b></p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

**We will review the School Plan /Orientation with all our staff. Part of this will include employee rights, protocol training, right to refuse process/vulnerable persons, etc.**

**Our school Joint Health & Safety committee has reviewed this plan and will be involved with the monthly reviews of this Operational Plan each month.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></p>
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**Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*

**We will review the Outbreak Management Plan procedures with all staff and students during Orientations. Families will be made aware of the school protocols and reminded that Public Health will take the lead in the event of an outbreak. We will follow all protocols such as an isolation area, use of masks, and cleaning as outlined in the EECD Outbreak Management Plan.**

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <p><a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</a></p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></p>
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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

**We will share mental health resources with staff during our staff orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available. Our school wellness committee will engage staff in regular wellness activities.**

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Not Started</b>	<b>8/31/2020</b>
External Organizations operating within school (Obtain a copy of their Operational Plan)		<b>Done</b>	<b>8/31/2020</b>
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Lakewood Heights School Bottle Filling Signs</a>	<b>Done</b>	<b>8/26/2020</b>
Site Specific Considerations: <ul style="list-style-type: none"> <li>• YMCA After School Program</li> <li>• Lunch program</li> <li>• Classrooms sink for bottle filling on lower level will help with hallway congestion</li> <li>•</li> <li>•</li> </ul>		<b>Done</b>	<b>9/1/2020</b>

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

**YMCA After School Program – YMCA Staff arriving will enter using the outside Cafeteria door. Students from within our school attending the program will enter through the inside Cafeteria door. Students attending from outside our school will enter the program using the outside Cafeteria door. Administration will obtain a copy of the YMCA Operational Plan and ensure it follows our school plan. Our school plan will be made available to YMCA staff as well.**

**When we resume hot lunch, we will ensure that all volunteers/staff serving food wear gloves and a community mask. Students/staff will not serve themselves.**

**We have turned off all water fountains and will only be using bottle filling stations. Signage has been posted to indicate that fountains are turned off. Signage is also posted to remind people not to touch their bottle to the spout. Students/staff will sanitize their hands before and after filling. Filling stations will be cleaned throughout the day.**

**Students on the lower level with classroom sinks will fill their bottles in the classroom, ensuring the bottle does not touch the tap.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS