

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 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	Loch Lomond Elementary School
Principal (Signature)	Greg Norton
School District Official (Signature)	<i>Greg Norton</i>
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.**

Greg Norton	October 1, 2020	Greg Norton	February 2, 2021
Name (<i>October Review</i>)	Date	Name (<i>February Review</i>)	Date
Greg Norton	November 1, 2020	Greg Norton	March 8, 2021
Name (<i>November Review</i>)	Date	Name (<i>March Review</i>)	Date
Greg Norton	December 1, 2020	Greg Norton	April 1, 2021
Name (<i>December Review</i>)	Date	Name (<i>April Review</i>)	Date
Greg Norton	January 21, 2021	Greg Norton	May 3, 2021
Name (<i>January Review</i>)	Date	Name (<i>May Review</i>)	Date

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 2 - Communications	21 January 2021
Section 4 – Building Access	21 January 2021
Section 5 – Screening	21 January 2021
Section 6 – Physical Distancing	21 January 2021
Section 12 – Outbreak Management	21 January 2021
Section 4 – Building Access	11 March 2021

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Table of Contents – Document Owner will need to update page numbers as required

Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls	Hold “Ctrl” and Click Here	Page 4
Section 2 - Communications	Hold “Ctrl” and Click Here	Page 5
Section 3 - Risk Assessment	Hold “Ctrl” and Click Here	Page 6
Section 4 - Building Access	Hold “Ctrl” and Click Here	Page 7
Section 5 - Screening	Hold “Ctrl” and Click Here	Page 9
Section 6 - Physical Distancing	Hold “Ctrl” and Click Here	Page 11
Section 7 - Transition Times	Hold “Ctrl” and Click Here	Page 13
Section 8 - Cleaning and Disinfection Procedures	Hold “Ctrl” and Click Here	Page 15
Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	Hold “Ctrl” and Click Here	Page 17
Section 10 - Personal Protective Equipment	Hold “Ctrl” and Click Here	Page 19
Section 11 - Occupational Health and Safety Act and Regulation Requirements	Hold “Ctrl” and Click Here	Page 21
Section 12 - Outbreak Management Plan	Hold “Ctrl” and Click Here	Page 23
Section 13 - Mental Health	Hold “Ctrl” and Click Here	Page 24
Section 14 - Additional Considerations	Hold “Ctrl” and Click Here	Page 25

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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	In Progress	9/3/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Letter Home to Parents	In Progress	9/3/2020

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

LLS has provided Orientations to all principals/vice principals, staff on August 31st and September 4th and students upon their respective return to school on September 8th or 9th. Training attendance sheets are available upon request at the school administrative office.

LLS has the “Visitor Guidelines” Posted at Reception for all visitors to review.

LLS has frequent communication via email, voicemail and social media to parents/caregivers and we have sent out the standard letter home to parents on August 7th, 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, under the “Parent Information” drop-down key:
<https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/Parent%20Information.aspx>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To help engage our students a series of age appropriate resources will be made available (e.g. School Website) to students and their families throughout the student orientation process and posted to our school website under the “Parent Information” drop down key at the following link: <https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/Parent%20Information.aspx>

With the transition to “Red Alert Phase” on Tuesday, Jan. 19th the school broadcast to staff that active screening would take place prior to traveling throughout the building. The transition to “Red Alert Level” also saw communication distributed to the school community re. the updated screening questions that must be answered and recorded prior to entry.

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	8/20/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Loch Lomond 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. The Risk Assessment is available as a public document on our school website under the “Parent Information” drop-down key at the following link: <https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/Parent%20Information.aspx>

We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

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	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>Use a visitor log - See sample visitor log.</p> <p>Refer to Return to School 2020 Document Pg. 8</p> <p>Refer to Administrative Assistant 1-Pager</p>	<p>Done</p>	<p>8/20/2020</p>
<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. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p>Refer to Return to School 2020 Document Pg. 5</p>	<p>Done</p>	<p>8/20/2020</p>

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

Active Screening is NOT in place as part of the “YELLOW Alert Phase” established on Sunday, March. 7th at 12:00 a.m.

For reference, the active screening process is described in italics below:

Effective Thursday, Jan. 21st “Active Screening” will be in place daily from 7:30 - 8:30 a.m. The following six steps detail the process you are to follow prior to moving throughout the building:

STEP 1 - Report to the screening station located in the school administrative office, where Mrs. Fulton, Administrative Assistant will greet you and instruct you on the next steps prior to entry.

STEP 2 - The Screener (Mrs. Fulton, Administrative Assistant) will greet you and record your name and time of arrival.

STEP 3 - The employee/visitor will be asked to sanitize their hands.

STEP 4 - The Screener will proceed to ask you the screener questions:

- *Do you have ONE (1) of the following symptoms that are not related to a known pre-existing health condition (i.e., seasonal allergies)? If YES, you should be tested for COVID-19.*

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

→ *Fever; Cough (or worsening cough); Diarrhea; Loss of sense of smell and taste; In children, purple markings on the fingers and toes; Runny nose; Sore throat; Muscle pain; Headache; Fatigue/exhaustion*

- *Have you been advised by Public Health, a health-care provider or a peace officer that you are currently required to self-isolate?*
- *Are you waiting for a COVID-19 test or COVID-19 test results AND have been told you need to self-isolate?*
- *Have you travelled outside of the province in the past 14 days?*
- *Has an individual in your household returned from outside of the province in the past 14 days for any reason, and now someone within the household has developed one or more symptoms of COVID-19 as listed above?*

STEP 5 - *If the employee/visitor answers YES to any of the screening questions, the screener is to advise employee/visitor that they are unable to enter the building. If they have one or more symptoms, they are to return home and should contact 811/*

STEP 6 - *The screener will secure daily logs in the administrative office for confidential storage.*

Please note for any employee/visitor (e.g. Facilities Personnel) who arrives before 7:30 a.m. it is your responsibility to report to the Active Screening station located in the administrative office at 7:30 a.m. For any employee/visitor who arrives after 8:30 a.m. they are to report to the school administrative office, where the school Administrative Assistant will complete the active screening protocol with you.

Loch Lomond School has communicated to the parent community that school building access will be limited and to book an appointment if possible by calling 658-5350 or by emailing the appropriate staff member at the contact information published on our school directory: <https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/Staff.aspx> People dropping bagged and labeled items off at the school will “buzz” into reception, and reception will receive items deposited in the convenient drop-off bin located in the administrative office waiting area. 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.

When a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts 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 ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance daily, anytime a student or staff leaves for the day or part of the day (e.g. Doctor’s Appointment) they must sign out at reception.

The back of the school is where buses will pick up and drop off students, they would enter through the designated classroom doors. Those designated doors are as follows:

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- *Grades K-1 – Doors located adjacent to portable classrooms
- *Grade 2 – Doors located on portable classrooms
- *Grades 3-5 – Doors located adjacent to breezeway
- *Grades 1-2 FI – Doors located adjacent to playground
- *Grades 3-5FI – Doors located adjacent to Parent Drop-off Zone

The main front entrance of the school is where vehicles may pick up and drop off and where people who are walking/biking may enter the building. Physical Distancing must be maintained when entering/exiting the school and a mask is required upon entry.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 - SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must report to the “Active Screening” station upon entry into the building. The process for “Active Screening” is described in the Screening Notes below.</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>In Progress</p>	<p>8/20/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/20/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

GNB Up to Date Screening Poster have been posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given on August 31st and Sept 4th. Staff must self-monitor throughout the day and are aware that should they become symptomatic with two or more symptoms, 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 with two or more symptoms while at school, they must put on a mask (we will provide a medical mask), and await the pickup of a parent/caregiver, while waiting in our isolation area (maximum 1-hour)

LLS will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation area must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

Effective Thursday, Jan. 21st “Active Screening” will be in place daily from 7:30 - 8:30 a.m. The following six steps detail the process you are to follow prior to moving throughout the building:

STEP 1 - Report to the screening station located in the school administrative office, where Mrs. Fulton, Administrative Assistant will greet you and instruct you on the next steps prior to entry.

STEP 2 - The Screener (Mrs. Fulton, Administrative Assistant) will greet you and record your name and time of arrival.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

STEP 3 - The employee/visitor will be asked to sanitize their hands.

STEP 4 - The Screener will proceed to ask you the screener questions:

• Do you have ONE (1) of the following symptoms that are not related to a known pre-existing health condition (i.e., seasonal allergies)? If YES, you should be tested for COVID-19.

→ Fever; Cough (or worsening cough); Diarrhea; Loss of sense of smell and taste; In children, purple markings on the fingers and toes; Runny nose; Sore throat; Muscle pain; Headache; Fatigue/exhaustion

• Have you been advised by Public Health, a health-care provider or a peace officer that you are currently required to self-isolate?

• Are you waiting for a COVID-19 test or COVID-19 test results AND have been told you need to self-isolate?

• Have you travelled outside of the province in the past 14 days?

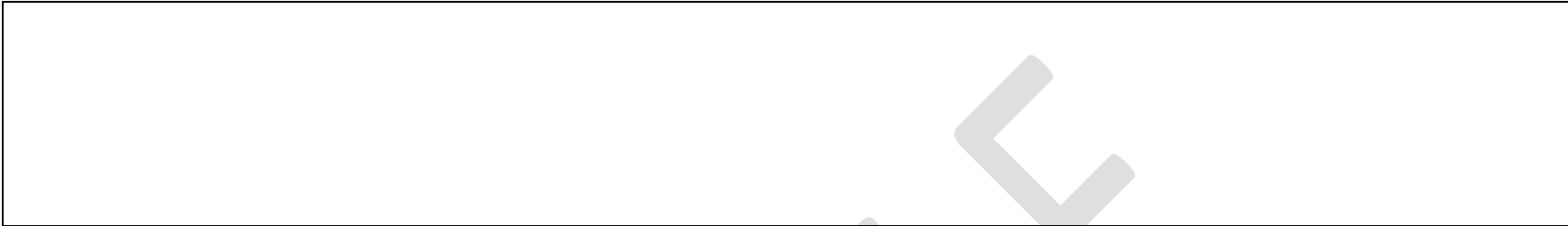
• Has an individual in your household returned from outside of the province in the past 14 days for any reason, and now someone within the household has developed one or more symptoms of COVID-19 as listed above?

STEP 5 - If the employee/visitor answers YES to any of the screening questions, the screener is to advise employee/visitor that they are unable to enter the building. If they have one or more symptoms, they are to return home and should contact 811/

STEP 6 - The screener will secure daily logs in the administrative office for confidential storage.

Please note for any employee/visitor (e.g. Facilities Personnel) who arrives before 7:30 a.m. it is your responsibility to report to the Active Screening station located in the administrative office at 7:30 a.m. For any employee/visitor who arrives after 8:30 a.m. they are to report to the school administrative office, where the school Administrative Assistant will complete the active screening protocol with you.

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
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	8/20/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 7	Done	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Evaluate options to reduce the number of people required onsite.		Done	8/20/2020
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	8/20/2020
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	In Progress	8/20/2020
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	8/20/2020

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

Classrooms – Have been laid out to allow for as close to 2M Distancing as possible between desks. Extra furniture has been removed from classrooms. Guidance Room, Resource Room, Phys Ed Office, ISD Office, Administrative Offices, etc. have all been modified to allow proper physical distancing and extra furniture has been removed.

Staff Room & Kitchenette (limit of 6) – Staffrooms/kitchens can be used to make coffee, tea, warm up lunch, use the fridge but then exit to their workspace to eat.

Guidance Room (limit of 2)

Washrooms – limited number of people, 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. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in student washrooms where capacity is not restricted to one person.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Stairway – Has been modified to one-way direction at a time. Directions have been posted. Please yield to oncoming traffic similar to a covered bridge.

Hallways – Where applicable directional arrows with a line down the middle to separate people is in place.

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

Assemblies/Large Group activities – have been suspended and physical distancing measures are in place when students are required to be in a common geographic area, such as fire drills. In lieu of school-wide assemblies (e.g. CELEBRATE Assemblies, ROAR Awards, etc. scaled down classroom presentations will be delivered to maintain homeroom “bubble” classrooms)

Evacuation Drills – We will stager the locations of our Muster Points so physical distancing can be maintained when outside of the school.

School Map – See link to sample map that shows assigned entrances, and direction flow of the school.

<https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/Parent%20Information.aspx>

Lunchroom – N/A

Cafeteria – N/A

Elevators – N/A

Locker Room – N/A

Workout Room – N/A

Lockers – N/A

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			

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.</p> <p>Provide time for food preparation and mealtimes.</p>	<p>District OHS Coordinator (<i>Guidance</i>)</p> <p>Refer to Return to School 2020 Document Pg. 6</p>	<p>Done</p>	<p>8/20/2020</p>
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Transition Times Notes: *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

There will not currently be a modification to schedule however staff and students are encouraged to eat lunch and snacks within their “bubble” homeroom class. The outdoor play area will be fractioned off to create 11 available play zones to allow for each respective homeroom “bubble” class to physically distance from other homeroom “bubble” classrooms. Each day students will rotate to the next play zone (e.g. Zone 1 on Monday rotates to Zone 2 on Tuesday). This schedule is subject to change if it is determined that there is too much congestion, transition times will be assessed upon October review of this plan.

Morning Drop-Off:

*Grades K-5 – 7:50-8:15 (Students must report to their Homeroom “Bubble” Class upon arrival)

Recess Schedule:

* Grades K-2 – 10:00 – 10:15

* Grades 3-5 – 10:15 – 10:30

Lunch Schedule:

*Grades 3-5 – 12:00 – 12:20

*Grades K-2 – 12:20 – 12:40

Dismissal Schedule:

*Grades K-2 – 1:45

*Grades 3-5 – 2:45

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
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
<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>	Done	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/20/2020</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>8/20/2020</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>8/20/2020</p>
<p>Implement Outbreak Management Document when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Outbreak Management Document</p>	<p>Done</p>	<p>8/20/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 10 1 - Pager</p>	<p>Done</p>	<p>8/20/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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.

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 Outbreak Management Document.

In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Management Document.

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

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
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	8/20/2020
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	In Progress	8/20/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/20/2020
<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	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe the cleaning and disinfection procedures and how they are being managed.*

LLS 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. 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 watch of the teacher/EA. Use of hand sanitizer will be reviewed within a student orientation session.

All staff/students are required to have a community mask readily available. Masks are worn when staff or student leave the classroom and must remain on until they re-enter a classroom. Use of community mask will be reviewed within student orientation session.

Table 1

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

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
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 Pg. 4, 10 Refer to guidelines for itinerant (visiting) professionals Refer to Process for Providing in-School Support to Students with Complex Needs During COVID-19 EECD Document Refer to Risk Assessment Document – Support Services	Done	8/20/2020
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	8/20/2020
Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		In Progress	8/20/2020
Hand protection (gloves)	OHS Guide-PPE	In Progress	8/20/2020
Eye protection (safety glasses, goggles)	PPE Poster	In Progress	8/20/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/20/2020</p>
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Personal Protective Equipment Notes: *Describe how requirements for personal protective equipment are being met and communicated.*

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” upon request and subsequent approval. Reception areas will all have plexiglass barriers upon request and subsequent approval.

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

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

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

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
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	In Progress	8/20/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	8/20/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	In Progress	8/20/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/20/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	In Progress	8/20/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	In Progress	8/20/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress	8/20/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	8/20/2020
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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 our staff on Aug. 31st and Sept. 4th 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

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
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>If a case of COVID-19 is discovered while in the “Red Alert Phase” the school will be closed for three consecutive days including weekends.</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>	<p>Done</p>	<p>8/20/2020</p>

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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document Pg. 11</p> <p>Refer to ASDS Outbreak Management Plan</p>	<p>In Progress</p>	<p>8/20/2020</p>
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Outbreak Management Notes: *Outline any specific considerations to outbreak management within your school.*

Loch Lomond School administrative team has reviewed the Outbreak Management Plan procedures with our staff in the Orientation on Aug. 31st and Sept. 4th. All applicable stakeholders (e.g. PSSC) are 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			

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 www.homeweb.ca</p> <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 <p style="color: red;">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p>	<p>In Progress</p>	<p>8/20/2020</p>
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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 (e.g. Weekly Staff Communique) to staff regarding the importance of looking after their mental health and reminding them of resources available.

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 11 Refer to GNB Website or GOC Website	N/A	8/20/2020
External Organizations operating within school (<i>Obtain a copy of their Operational Plan</i>)	YMCA of Greater Saint John – Jennifer Cormier, Supervisor of East Side After School Programs	In Progress	8/20/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/20/2020
Site Specific Considerations	1-Pagers will also be available for – music, sports, community use of schools, laptop assistance, international students.	In Progress	8/20/2020

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

Not Applicable at this time, however, if we provide lunches, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.

We have requested a copy of the YMCA of Greater Saint John After School Program Operational Plan c/o– Jennifer Cormier, Supervisor of East Side and have ensured they are aware of our plan as well. This plan will be posted on our school website under the “Parent Information” drop down menu:
<https://secure1.nbed.nb.ca/sites/district8/schools/lochlomond/SiteAssets/Pages/Parent%20Information/YMCA%20Child%20Care%20and%20ASP%20Operational%20Plan%20%281%29%20%282%29.pdf>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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. Regular disinfecting of the bottle filler stations (e.g. button) will be done by the custodian.

SAMPLE