

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

School Name	Prince Charles
Principal (Signature)	Lori Doyle
School District Official (Signature)	Z. Watson, August 28, 2020
Plan Implementation Date	September 2020

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

_____	_____	_____	_____
Name (October Review)	Date	Name (February Review)	Date
_____	_____	_____	_____
Name (November Review)	Date	Name (March Review)	Date
_____	_____	_____	_____
Name (December Review)	Date	Name (April Review)	Date
_____	_____	_____	_____
Name (January Review)	Date	Name (May Review)	Date

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

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



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

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

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

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students <i>(Will be send out at a later date)</i> RED Phase info shared- Jan 20, 21	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	In Progress	8/31/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	8/31/2020

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

Our school has provided Orientations to all staff, and students.

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

Our school has frequent communication via email to parents/caregivers. The Operational Plan for our school will be made available on the school website - <https://secure1.nbed.nb.ca/sites/district8/schools/pcs/Pages/Home.aspx>

Visitors to the building will be signing in at the main office starting August 31st

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The Visitor Guidelines will be reviewed with all staff upon our return on August 31st.

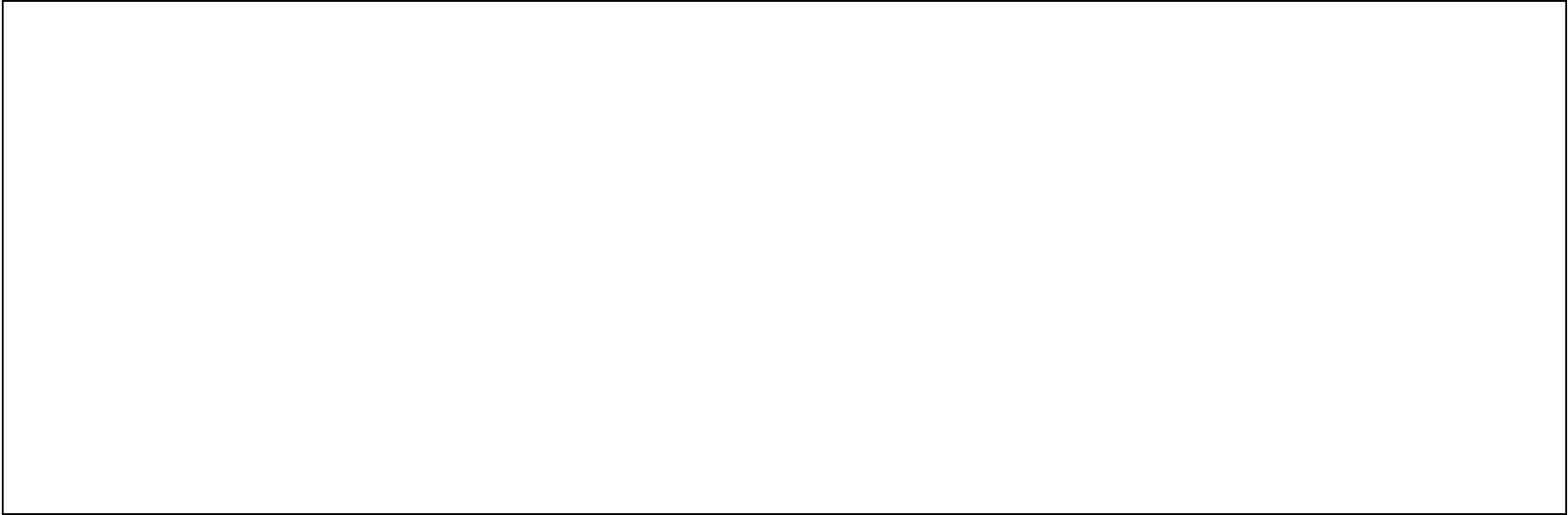
The Visitor Guidelines will be communicated to all families upon our return, September 8th and become part of our 'new student' information packages.

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	8/24/2020

Risk Assessment Notes:

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/31/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	8/31/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	NA	
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	Done	8/31/2020

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

We will use our School Messenger system to communicate with families about how to access the building. Teachers will also be making personal phone calls week one to review school access with families.

We have communicated to parents that school access will be limited and to book a virtual appointment if a meeting is required. People dropping items off at the school will “buzz” into reception, the visitor will be asked to put the item into a bin outside the door and reception will go to the door to retrieve the item. 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.

If 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 on a daily basis, anytime a student or staff leaves for appointments etc they must sign out at reception, and sign in upon their return.

Signage will be posted to ensure that all doors are clearly marked (internally and externally) for entrance and exits. **RED PHASE**
SIGNAGE POSTED

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

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<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p>Done</p>	<p>8/24/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

GNB Up to Date Screening Poster will be posted on ALL entrance doors. **NEW RED SIGNAGE POSTED & STAFF ADVISED** Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic= **1 or more symptoms**, they must put on a medical 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= **1 or more symptoms while at school**, they must put on a medical mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation areas (maximum 1-hour). The Isolation room- which is located in the Middle wing our former Mentor Room, must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document- Appendix K.

Staff and families will be reminded of these self-screening protocols in our weekly memo/newsletters.

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			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. 	<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>Refer to Chartwells Operational Plan</p>	<p>In Progress</p>	<p>8/31/2020</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>Done</p>	<p>8/24/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>8/24/2020</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>Refer to sample signage</p>	<p>Done</p>	<p>8/31/2020</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>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/11/2020</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)	In Progress	9/14/2020
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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. SIW/Tech Room Have all been modified to allow proper physical distancing and extra furniture has been removed.

Elevators – NA

Staff Room can NO LONGER be used as a gathering place to eat or have breaks. Washrooms are accessible only, 1 custodian at a time in custodian room, custodian's must have separate breaks, lunches/ suppers spaces, cannot sit in room. Staff will have breaks/ lunches in classrooms or may leave the building.

Lockers – Lockers will be limited distanced

Washrooms – Each of the 2 Middle School classes will have one washroom pass, limiting the number in the washroom to 2. Elem washrooms will be monitored by the teacher/EA, and will also have 1 pass per class.

Hallway – Directional arrows with a line down the middle to separate people is in place in hallways.

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

Assemblies/Large Group activities – will be held virtually or outside only.

Evacuation Drills – We will stagger the locations of our Meeting Points so physical distancing can be maintained when outside of the school within the assigned bubbles.

Doors- will be assigned to specific classes for entrance/exit. Students will be asked to not be at school until the doors are open and will enter the building as soon as they arrive, avoiding school yard mingling

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K-8 students will travel in their bubbles. Specialty teachers will travel to classrooms. Librarian will bring books to the classroom, disinfecting books at day's end. Phys Ed will be outside weather permitting.

Recess- 2 times;1) 955-1010, 2) 1015-1030. Middle school will remain in their class bubbles. Elem- will use- classroom, gym, playground, Chown Field, Gym, on a weekly rotation. Rotation 1- Grades 3,4,5 (Gym will not be used for rotation 1, Rotation 2- KG, KT, 1/2, 2

Elem lunch will be 40 min -20 min to eat and 20 min in class activities. Middle school will be in tech lab or in outside area, weekly rotation

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

Transition Times Notes: *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.* Recess- 2 times;1) 955-1010, 2) 1015-1030. Middle school will remain in their class bubbles. Elem- will use- classroom, gym, playground, Chown Field, Gym, on a weekly rotation. Rotation 1- Grades 3,4,5 (Gym will not be used for rotation 1, Rotation 2- KG, KT, 1/2, 2 The same schedule and areas for lunch- times- 12-1220 Rotation 1 will eat, 1220-1240 area rotation in place, Rotation 2-12-1220-rotation in place, 1220-1240 eat. Middle school will be in tech lab or in outside area, weekly rotation.

In the morning parents will be asked not to send children until 810, doors will remain open from 810-830, children will enter as soon as they arrive, avoiding mingling. There will be a staff member at all 3 entrances to ensure students enter with masks on. They will have extra medical masks in case students arrive without masks. Late students will enter through the main office door as per previous procedure.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G Refer to Table – Make specific for your school Refer to WHMIS Overview Document	In Progress	8/31/2020

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<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. 	Refer to Return to School 2020 Document Pg. 14	Done	8/24/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	N/A	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	In Progress	8/31/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	In Progress	8/31/2020

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 AT ALL TIMES. The only time masks can be removed is when eating, if staff are sitting alone in their rooms.

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.

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In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol- Appendix K.

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

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

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>In Progress</p>	<p>8/31/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be 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 direction of the teacher.

All staff and students are required to WEAR A MASK AT ALL TIMES< EVEN OUTSIDE

Singing is Prohibited

Masks will be worn during light activity in PE

The school has purchased extra masks, community and medical, to have on hand for distribution to students who don't have them/forgot them.

Teachers will be ensuring students are washing hands after sharing items in the classroom, students and staff will work to clean the items after each use.

In the newsletters families will be reminded that masks are to be sent in and scent free sanitizer with their child should they choose to send it.

Table 1

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

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

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

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 district 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.

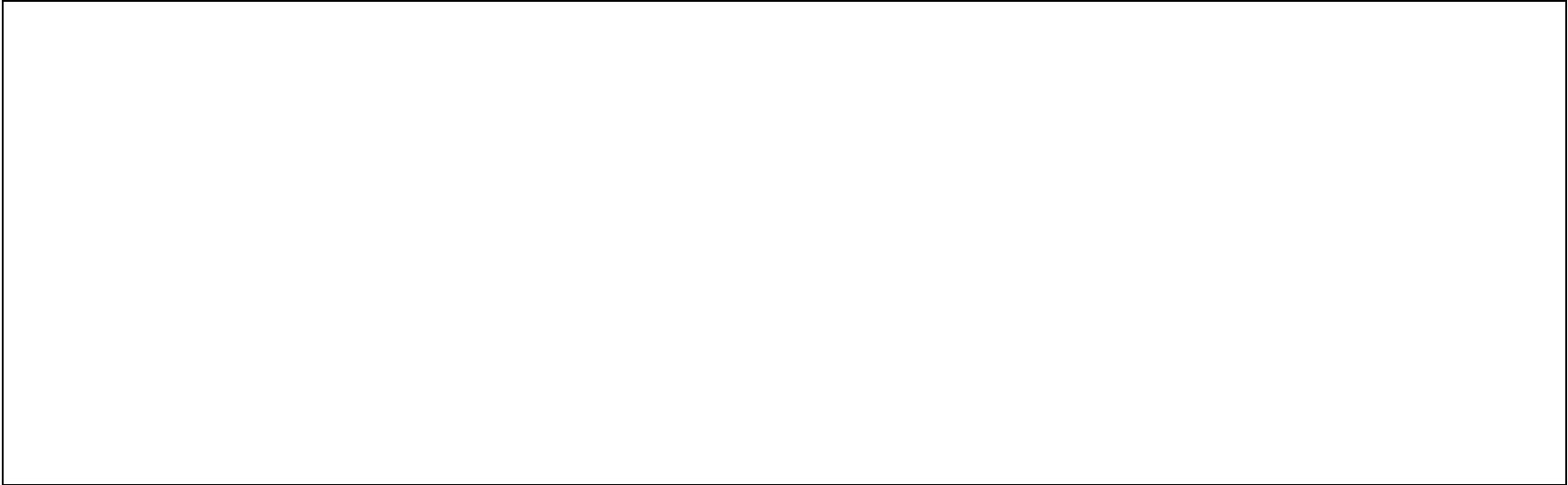
All teachers will have a face shield to wear when physical distancing cannot be maintained. Note* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.

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. Staff working these students will wear a mask and a shield.

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	In Progress	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	8/31/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	In Progress	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	In Progress	8/31/2020
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	8/31/2020
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	8/31/2020
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	8/31/2020

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>In Progress</p>	<p>8/31/2020</p>
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

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

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

We will host virtual assemblies during the first two weeks to review information about policies and processes with Covid-19.

We have created a duty schedule to provide for supervision for each of the 4 designated areas outside of the building.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	In Progress	8/31/2020

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

We will share mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available. This will be done at our monthly staff meetings.

We will post in the staff room on our staff information board the resources that are available to staff.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	In Progress	10/5/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		In Progress	10/5/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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Additional Consideration / Other Notes: *Describe how any additional considerations are being met.*

We have purchased re-fillable water bottles for each student to use at the water filling station and to keep at their desk. These bottles are to be kept in the classroom bubble and brought home each Friday to be washed and returned. The classroom teacher will also have the option to wash these in our dishwasher for the students so as not to risk them going home and not being returned.

We have adjusted our food program as follows: Breakfast will be provided in bubbles, two bins in each room- one for fruit and one for a grain. These will be cleaned nightly and filled each morning prior to the students arriving. Our hot lunch program will be on hold for the first month and then rolled out- we have discussed with our lunch provider, The Boys&Girls Club, the preparation, menu, and delivery of lunches to the door of the school. A child from each class will retrieve the lunch bin for their class and bring it to their room. We will be requesting a brown bag lunch, with everything in the bag.

Our staggered start plan will be:

Tuesday September 8th All grade Kindergarten and grade 6 students

Wednesday September 9th All students in grades 3, 4, 7/8

Thursday September 10th All students in grades 1/2,2, 5, English Language Learning Center

Friday September 11th All students are to attend, grades K-8 & ELLC

Doors- K-2 will enter and exit through the back door in elementary. 3-5 will enter and exit through the side door.

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The YMCA will continue to operate their after-school program in the room outside the gym. They will not have access to gym equipment. Employees will sign in and out at reception each day. A copy of their Operational Plan will be posted on our Health & Safety Board. Their children will wear masks when in the hallways. A copy of the Y Operational plan will be posted in the school on the Health & Safety Board.

Grade 6 & 7/8 will enter and exit through the back middle school door. Doors will be monitored by EA's or specialty teachers. Children must be wearing masks to enter. Teacher will ensure students wear masks when leaving the building each day.

Teachers will call each home the week of August 21st to ensure families are aware of staggered entry, that they must have a community mask for their child, the plan for Kindergarten- they are invited to call and make an appointment to come to the school on Friday, Sept 4th to bring their child to meet the teacher and visit the classroom, to collect information about home tech, to explain the entry and exit plans , and to answer any questions parents might have.