

## 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.

School Name	Simonds High School
Principal (Signature)	<i>Gary Keating</i>
School District Official (Signature)	<i>Z. Watson</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.**

<i>Gary Keating</i> Name (October Review)	<i>October 6, 2020</i> Date	<i>Gary Keating</i> Name (February Review)	<i>January 21, 2021</i> Date
<i>Gary Keating</i> Name (November Review)	<i>November 3, 2020</i> Date	<i>Gary Keating</i> Name (March Review)	<i>January 27, 2021</i> Date
<i>Gary Keating</i> Name (December Review)	<i>December 14, 2020</i> Date	 Name (April Review)	 Date
<i>Gary Keating</i> Name (January Review)	<i>January 11, 2021</i> Date	 Name (May Review)	 Date



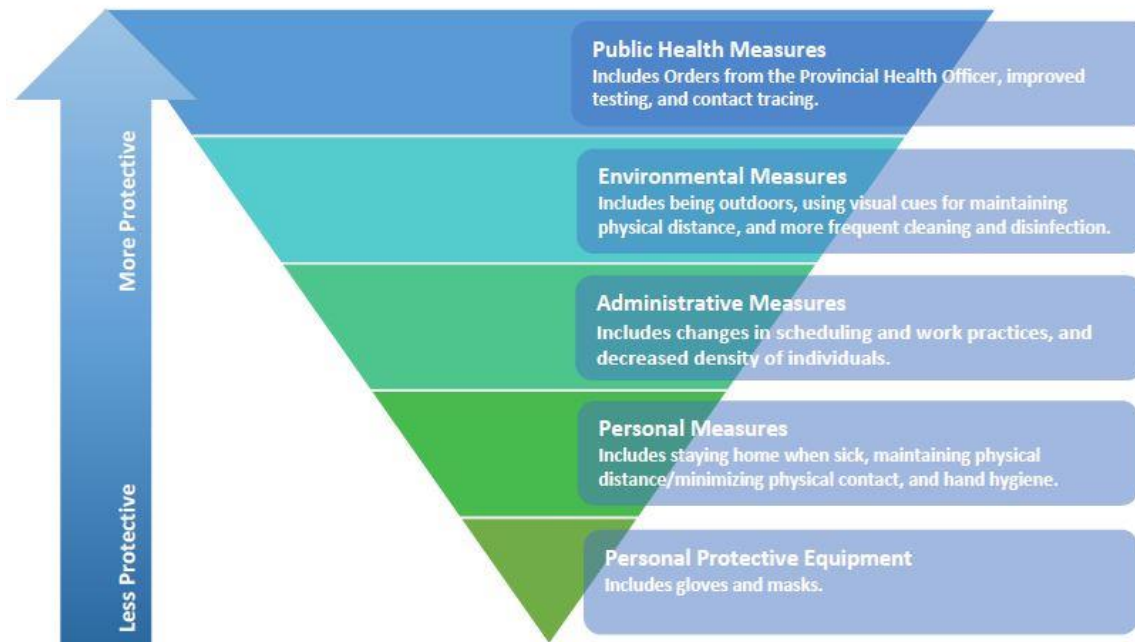
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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.

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Visitor Guidelines</a>	<b>Done</b>	<b>8/20/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Guide for Parents and the Public</a>	<b>Done</b>	<b>8/24/2020</b>

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

- Our school provided orientation to the Principal/Vice-Principals, staff, and students.
- Our school has “Visitor Guidelines” posted at the main entrance for all visitors to review.
- All posters have been updated to account for the Orange Phase (January 27, 2021).
- Staff, students, and families were informed of the Voluntary Mask Up Campaign (December 18, 2020) to begin on January 4, 2021.
- Visitors to the school must wear a mask until they get to their destination and can only remove it if physical distancing of 2m can be met. (Masks are mandatory during Orange/Red Phase.)
- Our school posted a standard letter to parents on our school website on August 28, 2020. The Operational Plan for Simonds High School was posted on the Simonds High Website on September 3, 2020.
- The Operational Plan continues to be updated on the Simonds High Website as needed.

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- To help engage our students, the Student Council hosted an orientation week which began September 8, 2020.
- Signage was posted at all entry ways indicating masks are mandatory when entering the building on September 15, 2020. These posters have been updated as of October 21, 2020 and again on October 28, 2020. Signage is updated as needed for each phase of the NB Recovery Plan.
- New screening posters have been added to all outside doors (Orange Phase, January 27, 2021).

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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 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="#">Completed Risk Assessment</a>	<b>Done</b>	<b>8/20/2020</b>

**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 Covid-19 and specific details are available in the link provided.**
- **All known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan.**
- **The Operational Plan will be 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="#">Public Access Poster</a>	<b>Done</b>	<b>8/20/2020</b>
Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.  Attendance is required on a daily basis for staff and students.  Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.  Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL	<a href="#">Visitor Log</a>  <a href="#">Administrative Assistant 1-Pager</a>	<b>Done</b>	<b>8/20/2020</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  <a href="#">Document – Appendix F</a>	<b>Done</b>	<b>8/20/2020</b>
Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.  <i>*Keep in mind children walking, parent drop off, buses, etc.            *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i>	Refer to Return to School 2020 Document Pg. 5	<b>Done</b>	<b>8/20/2020</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.*

- **Parent/Visitor access will be limited, and an appointment must be made if possible. People dropping items off at the school will “buzz” into the main office (someone will meet them at the door).**
- **All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes).**
- **Visitors (with permission) entering the building must report directly to the main office and sign in. The visitor will then be escorted to their destination. Visitors must sign out upon leaving the building.**
- **Busses will be instructed to separate accordingly to allow for physical distancing.**
- **Students will be instructed to physically distance and wear masks on their way to and from the busses.**
- **Students are required to wear a mask when entering and exiting the building. (Masks are mandatory during the Orange/Red Phase.)**
- **Yellow caution tape has been placed in the main entry way reminding people to physically distance by 2m.**
- **Due to “active screening protocols” all employees must enter the building through first floor A or first floor C (office doors).**

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="#">Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>Done</b>	<b>8/20/2020</b>

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

- **GNB up-to-date screening poster is posted on ALL entrance doors. All posters have been updated for the Red Phase (January 20, 2021).**
- **Staff and students have been instructed to self-monitor for Covid-19 symptoms.**
- **If a student becomes ill during the day, the teacher will have a conversation with the student to ensure that the symptoms are not the result of allergies or other medical conditions such as asthma or chronic post-nasal drip. If the student is obviously sick, the Administration will be notified, and the student will proceed to the office.**
- **Staff or students who become ill during the school day must immediately mask and be isolated (Room C107) until they are able to leave the school.**
- **The isolation room must be cleaned between each use following procedure within the Standard Cleaning and Disinfection Document.**
- **Posters encouraging everyone to download the COVID-19 Alert App have been placed in various locations throughout the school.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document Pg. 18  <a href="#">Chartwells Operational Plan</a>	<b>Done</b>	<b>8/28/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/20/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/20/2020</b>

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<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>Signage and Arrows in place</p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/20/2020</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 style="text-align: center;"><a href="#">NB Reg 97-150</a></p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/20/2020</b></p>
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	<p>Signage and Arrows in place</p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/20/2020</b></p>

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

- **Classrooms** – have been laid out to allow for as close to 1m physical distancing as possible between desks and extra furniture has been removed from classrooms. Masks are not required in the classroom if 1m physical distancing is adhered to. Classrooms are open for students to eat during the nutritional breaks and lunch time. In the Orange Phase, students may drink during class time, however they may not remove their mask (lift your mask, take a drink and lower mask). (Masks are mandatory in the Orange/Red Phase.)
- **The Study Centre, Learning Commons and Guidance Center** – have all been modified to allow proper physical distancing and extra furniture has been removed.
- **Theatre** – students and staff using the theatre will adhere to 1m physical distancing when sitting or using the stage.
- **Cafeteria** – has been modified to allow for 2m physical distancing. There will be a limit of 75 people in the cafeteria at a time. An Operational Plan has been received from Chartwells Food Services. The cafeteria is open during the nutritional break to all students to eat and duty in this area has been arranged.
- **Elevators** – are limited to 2 people at a time, masks must be worn, and signage has been posted.
- **Staff Rooms** – all staff must adhere to the physical distancing rules while in the staff rooms. Washrooms should be utilized in your own staffroom and staff should refrain from sitting at or using another staff member’s chair/desk. No more than 3 people per staff room provided physical distancing can be maintained, desks/tables will be placed 2m apart and all extra furniture has been removed. (Masks are mandatory during the Orange/Red Phase January 21, 2021).

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- **Locker Rooms** – all students and staff must adhere to the physical distancing rules while using the locker rooms. The seating areas will be marked to indicate 1m distance rules.
- **Weight Room/Billiards Room** – all students and staff must adhere to the physical distancing rules while using the weight/billiards room. The equipment must be cleaned/disinfected by the user upon finishing with it.
- **Washrooms** – limit of 3 people at one time, masks are always to be worn in the washroom, signage has been posted and there will be increased supervision.
- **Stairways** – signage has been posted, will remain 2-way traffic, students and staff must wear a mask in the stairways (and all common areas) and must remain to the right.
- **Hallways** – directional arrows have been placed in the hallways to indicate appropriate passage. In wider hallways, a solid line has been placed in the middle of the hallway with directional arrows to indicate 2-way traffic. Extra physically distanced circles and arrows have been placed as of October 8, 2020.
- **Meeting Room (C130)** – limited to 8 people, physically distanced and signage had been placed.
- **Main Office** – there are stop lines at the entrances to the main office to remind people they cannot enter without permission and 2m physical distancing can be maintained and masks are worn. Mailboxes have been removed from the main office area to allow for physical distancing and the traffic patterns have been adjusted. Chairs in the office have been changed from cloth to faux leather for easy cleaning. A retractable belt barrier has been placed to discourage people from entering the main work area in the office.
- **Assemblies/Large Group Activities** – will be held in the gym with physical distancing measures in place and a limit of 50 or less people at a time. These assemblies/large group activities will only be held if required.
- **Evacuation Drills** – will follow the protocol as per the NB Reg 97-150 School Administration Regulation.

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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 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>8/20/2020</b>

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

There will not be any changes to the current school schedule at this time. Students are expected to follow the same schedule as in previous years:

Home Room	9:00am – 9:15am
Period 2	9:19am – 10:18am
Period 3	10:22am – 11:21am
Nutrition Break	11:21am – 11:35am
Period 4	11:35am – 12:34pm
Lunch	12:34pm – 1:24pm
Period 5	1:28pm – 2:27pm
Period 6	2:31pm – 3:30pm

Day A: Students with a surname beginning with the letters A – K will be in school and L – Z will be working from home/online.

Day B: Students with a surname beginning with the letters L – Z will be in school and A – K will be working from home/online.


Please see the calendar below for specifics for the month of January and February.

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## January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 In School L-Z Online A-K	5 In School A-K Online L-Z	6 In School L-Z Online A-K	7 In School A-K Online L-Z	8 In School L-Z Online A-K	9
10	11 In School A-K Online L-Z	12 In School L-Z Online A-K	13 In School A-K Online L-Z	14 In School L-Z Online A-K	15 In School A-K Online L-Z	16
17	18 In School L-Z Online A-K	19 In School A-K Online L-Z	20 In School L-Z Online A-K	21 In School A-K Online L-Z	22 In School L-Z Online A-K	23
24	25 In School A-K Online L-Z	26 In School L-Z Online A-K	27 In School A-K Online L-Z	28 In School L-Z Online A-K	29	30

## February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Turnaround Days No school</b>	2	3 In School A-K Online L-Z	4 In School L-Z Online A-K	5 In School A-K Online L-Z	6
7	8 In School L-Z Online A-K	9 In School A-K Online L-Z	10 In School L-Z Online A-K	11 In School A-K Online L-Z	12 In School L-Z Online A-K	13
14 No School 	15	16 In School A-K Online L-Z	17 In School L-Z Online A-K	18 In School A-K Online L-Z	19 In School L-Z Online A-K	20
21	22 In School A-K Online L-Z	23 In School L-Z Online A-K	24 In School A-K Online L-Z	25 In School L-Z Online A-K	26 In School A-K Online L-Z	27
28	<b>← March Break →</b>					



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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 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="#">Cleaning and Disinfection Schedule - Simonds High</a>  <a href="#">WHMIS Overview Document</a>	<b>Done</b>	<b>8/20/2020</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>8/20/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>8/20/2020</b>

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Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Done</b>	<b>8/28/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/20/2020</b>

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

- **Hand Cleaning posters have been posted in all washrooms and custodians will monitor supplies per the schedule.**
- **Masks are required in all common areas (hallways, washrooms etc.) Masks are mandatory during the Orange Phase.**
- **All areas identified as frequently touched surfaces are being cleaned as per the schedule, including the Outbreak Control Room (Room C107) according to the Standard Cleaning and Disinfection Document or the Outbreak Cleaning and Disinfection Protocol.**
- **Windows are open whenever possible, and all ventilation issues will be reported to our Plant Superintendent to be corrected.**
- **All filters have been changed (January 2021) in accordance with the General Guidelines on Ventilation in Public Schools.**
- **Busses are being cleaned as per the Bus Cleaning Schedule.**

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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 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>8/20/2020</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>	Custodial Staff designated to monitor supply levels	<b>Done</b>	<b>8/20/2020</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>Done</b>	<b>8/20/2020</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>8/20/2020</b>

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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 <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 Sanitizer Stations have been placed in each classroom (hand sanitizer, paper towel and a waste basket). Supplies are being monitored by Teachers and Custodial Staff.**
- **Hand Sanitizer Stations have been placed in staffrooms (November 18, 2020).**
- **Extra Hand Sanitizer Stations have been added to staff rooms where photocopiers/printers are located.**
- **We have a supply of 362 Cleaner/Disinfectant. Custodians are diluting the product and putting it into pre-labeled bottles. There is one bottle for every classroom in the school. Custodians are monitoring supply levels.**
- **All Staff and Students are always to have a community face mask on their person. Masks are to be worn in all common areas (exception is the classroom). Masks are mandatory during the Orange/Red Phase.**

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**Table 1**

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	Done	8/28/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).	Guidelines will be followed by trained staff	<b>Done</b>	<b>8/20/2020</b>
<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>8/20/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services	<b>Done</b>	<b>8/20/2020</b>
Eye protection (safety glasses, goggles)		<b>Done</b>	<b>8/20/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )		<b>Done</b>	<b>8/20/2020</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>Done</b>	<b>8/20/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- Every teacher has a face shield available for their use but must wear a face mask as well as the shield.
- Plexiglass “sneeze guards” will need to be approved when requested. The main office area has a plexiglass barrier.
- Nitrile gloves will be available for staff as required. Custodians must wear gloves while cleaning the isolation room (C107).
- Safety glasses and goggles are available for staff who request them.
- Staff/students who become unwell at school will be given a medical face mask to wear. These masks cannot be reused.
- The Methods and Resource Department have developed a personal plan for students who cannot wear a mask due to health conditions or other exceptionalities.
- A supply of face masks is available for students or staff who forget them.
- Physical Barriers have been placed in locations where student traffic appears high to prevent larger gatherings.
- A PPE gown and N95 mask are available for staff as required/requested.

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>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">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>Done</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>Done</b>	<b>8/31/2020</b>
*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	<b>Done</b>	<b>8/20/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

- The Orientation PowerPoint was reviewed with our staff on August 31, 2020.
- Staff were informed of their employee rights, protocol training, and the process for vulnerable persons. The Right to Refuse was reviewed with staff.
- Our JHSC have been involved with the monthly reviews of this Operational Plan.

## 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>Done</b>	<b>8/20/2020</b>
<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><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/20/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- The Outbreak Management Plan procedures were reviewed with our staff during Orientation.
- All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak.
- We will follow the protocols outlined in the EECD Outbreak Management Plan (Public Health - Red Level Alert).

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 13 - MENTAL HEALTH</b>			
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 <a href="http://www.homeweb.ca">www.homeweb.ca</a> <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> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a>	<b>Done</b>	<b>8/20/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- We have shared and will continue to share mental health resources with our staff regarding the importance of looking after their mental health and reminding them of resources available through emails, newsletters and Swellness activities.
- Our Swellness Team (Social, Emotional and Wellness) have organized events to encourage and raise staff morale. Staff have been made aware of these events as they arise.
- The phone number for the Counsellor/Wellness Coordinator for Southern Schools, Ronna Gauthier has been made available to our staff through email and personal contact. She can be reached at (506) 634 2901 or 1 800 563 3938.
- Teachers can also access the website: <https://www.teacherwellness.ca/> for information mental health and wellness.

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 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
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>Done</b>	<b>8/31/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</b>	<b>8/20/2020</b>
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Water Fountain Poster</a> <a href="#">Water Nozzle Poster</a>	<b>Done</b>	<b>9/21/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<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.*

- **The Brown Bag Lunch program has continued at Simonds and those serving food are wearing gloves and a community mask.**
- **We do not have any external organizations within our school (except for our cafeteria services from whom we have received an Operational Plan), however should this change, we will obtain a copy of the Operational Plan and ensure they are aware of our own.**
- **Social/Emotional Training for all students will be done during the Homeroom Period.**
- **Staff have been directed to sanitize hands before and after using photocopiers (do not spray photocopiers with 362 spray or use sanitizing wipes).**
- **As the phases change, staff, students and families are made aware via the website, phone calls home and letters from the District Office.**