

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	St. Malachy's Memorial High School
Principal (Signature)	Brad Stevens
School District Official (Signature)	
Plan Implementation Date	September 2020

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

Brad Stevens	October 6 / 2020		
<i>Name (October Review)</i>	<i>Date</i>	<i>Name (February Review)</i>	<i>Date</i>
Brad Stevens	November 16 / 2020		
<i>Name (November Review)</i>	<i>Date</i>	<i>Name (March Review)</i>	<i>Date</i>
Brad Stevens	January 20, 2021		
<i>Name (December Review)</i>	<i>Date</i>	<i>Name (April Review)</i>	<i>Date</i>
Brad Stevens	January 20, 2021		
<i>Name (January Review)</i>	<i>Date</i>	<i>Name (May Review)</i>	<i>Date</i>

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 1	September 2, 2020
Section 2	September 2, 2020
Section 3	September 2, 2020
Section 4	September 2, 2020
Section 5	September 2, 2020
Section 6	September 2, 2020
Section 7	September 2, 2020
Section 8	September 2, 2020
Section 9	September 2, 2020
Section 10	September 2, 2020
Section 11	September 2, 2020
Section 12	September 2, 2020
Section 13	September 2, 2020
Section 14	September 2, 2020
Section 4	September 28, 2020
Section 14	September 28, 2020
Sections 2, 5 and 6	November 16, 2020
Sections 2, 5 and 6	January 20, 2021

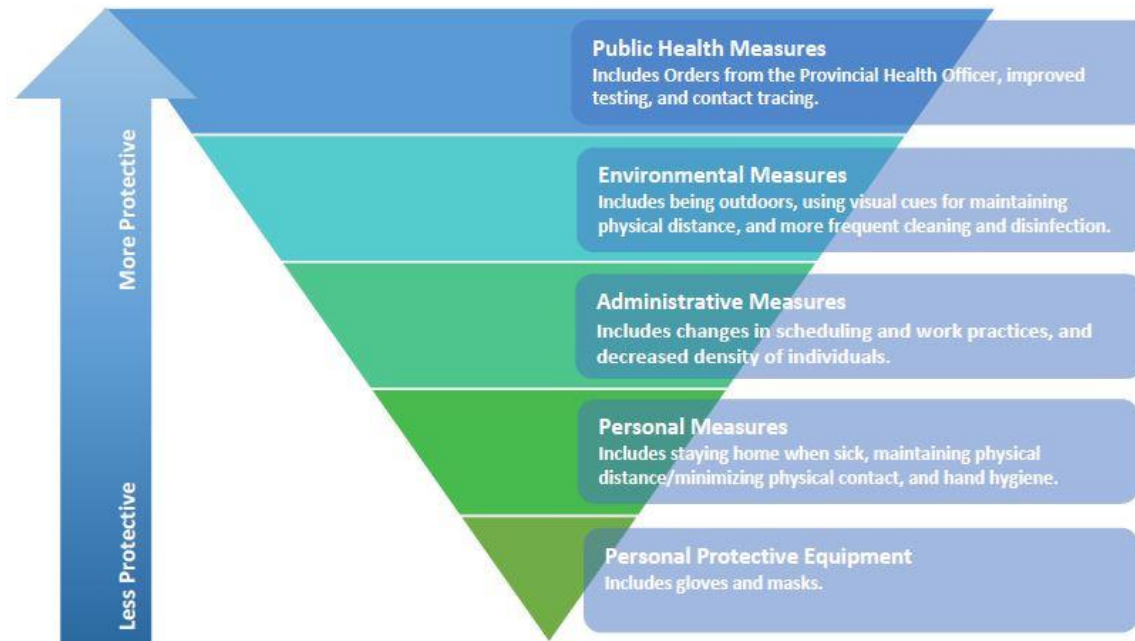
Table of Contents – Document Owner will need to update page numbers as required

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 8
Section 6 - Physical Distancing	Hold “Ctrl” and Click Here	Page 9
Section 7 - Transition Times	Hold “Ctrl” and Click Here	Page 12
Section 8 - Cleaning and Disinfection Procedures	Hold “Ctrl” and Click Here	Page 13
Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	Hold “Ctrl” and Click Here	Page 16
Section 10 - Personal Protective Equipment	Hold “Ctrl” and Click Here	Page 18
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 25
Section 14 - Additional Considerations	Hold “Ctrl” and Click Here	Page ...

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 <u>Staff and Students</u> <i>(Will be sent out at a later date)</i>	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/24/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	8/24/2020

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

Our school will provide Orientations to all principals/vice principals, teachers, educational assistants, administrative 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 and we sent out the standard letter home to parents on August 24th, 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 – stmalachys.ca

**** Update** Zone 2 – Saint John and surrounding area moves back to the “Orange Phase”
This message was communicated to families through the school messenger system, the district sent out messaging to all families plus the general media.**

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

***Update ** Zone 2 - Saint John and surrounding area moves into 'Red Phase' - January 20, 2021**

This message was communicated to families through the school messenger system, the district sent out messaging to all families plus the general media.

- New “active Screening” protocols are in place for staff when they arrive in the morning.

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.		Done	8/24/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. [Link to school's completed Risk Assessment.](#) We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

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 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	9/7/2020
<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	9/3/2020
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		
<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	9/8/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will call into reception (door buzzer system has been installed). All doors will remain locked from the outside during the day (excluding arrival, dismissal) requiring each visitor arriving to stop and call into the main office.

If a visitor is permitted to enter the school, they will go straight to reception. Visitor will hand sanitize upon entering, 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 during the day, for any reason, they must sign out at reception.

The front side of the school is where buses will pick up and drop off students, they will enter through the front main door. The Sydney Street side of the school is where cars may pick up and drop off. Students and staff who drive will be able to access the school through any of the main doors (Sydney/ Main and Gym). Physical distancing must be maintained when entering/exiting the school. Masks will be required when anyone enters the building.

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 screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Done</p>	<p>9/8/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>If student/staff develop 2 or more symptoms they must self-isolate and call 811.</p>			
<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 meters and wear a medical mask.</p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p>Done</p>	<p>9/3/2020</p>

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

Update: January 20, 2021

All staff will be “actively screened” as they enter the building each day while we are in the RED phase. Hand Sanitize before being admitted.

Records will be kept.

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation. Staff must self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), come to the office to ensure contact with home is made and await the pickup of a parent while waiting in our isolation area (maximum 1-hour) *We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

the school will assist with this. The Isolation room must be cleaned between each use following procedures within the Standard Cleaning & Disinfection Document.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			
<p>Implement physical distancing protocols.</p> <p>Update for “Red Phase” - January 20, 2021 Extending measures to close off staff and break rooms. Intensified vigilance respecting protocols</p> <p>Update for “Orange Phase” – November 16 Extending measures are put in place for full time mask wearing and messaging around physical distancing</p> <p>→ 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.</p> <p>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</p> <p>→ Arrange furniture to promote physical distancing requirements <i>(including reception area)</i>. Remove furniture if possible.</p>	<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>Done</p>	<p>9/1/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<ul style="list-style-type: none"> → 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>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>Student population will be divided into two cohorts alphabetically (A-K) and (L-Z)</p>	<p>Done</p>	<p>8/24/2020</p>
<p>Evaluate the risk of individuals coming closer than two meters. 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>8/20/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>	NB Reg 97-150	In Progress	9/2/2020
<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>	District Facilities (Maps)	In Progress	8/24/2020

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

“Orange Level” update

Masks are always to be worn for staff and students when indoors (even during class time) and outdoors. Masks can only be removed during lunch when seated physically distanced to eat and drink.

Classrooms – Layout have been designed to allow for as close to 1M Distancing as possible between desks. If desks are less than 1 meter apart, masks must be worn in class. Extra furniture has been removed from classrooms or situated to promote physical distancing. Common areas including our Library, Guidance Room, etc. will be modified to allow proper physical distancing and extra furniture set aside.

Theatre – Seats to be identified/ taped off to show where 1M distancing is maintained and where people are able to sit.

Lunchroom – We have modified the table and chair set up in the lunchroom to allow for 2M Physical Distancing. Extra furniture has been removed. Limit of 20 people allowed in lunchroom at a time, lunchroom will be monitored. Cafeteria – Chartwell has completed an Operational Plan that allows for cashless transactions and physical distancing.

Elevators – Have been limited to 1-person at a time. Signage to be posted. Identified students need to travel with EA (considered bubbled).

Staff Room (limit of 8)/ Student Lounge / Guidance Room (limit of 8) – signage to be posted.

Locker Room – limited to 5 people at a time. If masks are worn in changing rooms no limit on students required.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Lockers – Lockers will be limited to store personal items only; expectation is they will not be visited frequently.
Washrooms – limited number of people, signage posted at doorway, Washrooms to be cleaned regularly throughout the day. Masks must be worn in washrooms.

Stairway – Masks to be worn in hallways and stairways.

Hallway – Directional arrows. Students and staff to keep to the right of hallways. Masks to be worn in hallways.

Meeting Rooms – Limited occupancy. Signage posted.

Assemblies/Large Group activities – will be held in theater and gym with physical distancing measures in place and limited students at a time.

Evacuation Drills – to be executed using provided direction and protocols

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	9/1/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Bell schedule has been adjusted to remove daily HRA period. Transition times will be limited to avoid the opportunity to congregate in hallways.

Adjustment – HRA bell schedule created for 2 days a week to facilitate contact time between HRA teachers and their students.

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	8/24/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Washrooms: → 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	In Progress	8/24/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	9/8/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	9/2/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	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.

Wall mounted hand sanitizing stations are being added to washrooms with limited hot water.

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

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 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	8/24/2020
<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>	<p>Additional custodian has been added to the day shift to monitor and help with additional cleaning requirements.</p>	Done	9/1/2020
<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>	Done	8/31/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	9/2/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>In Progress</p>	<p>8/24/2020</p>
--	---	---------------------------	-------------------------

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 watch of the teacher.

All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student (orange phase – AT ALL TIMES) leaves the classroom and must remain on until they re-enter a classroom.

Table 1

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> 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	Done	9/1/2020
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	9/2/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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:		Done	9/14/2020
Hand protection (gloves)	OHS Guide-PPE	Done	9/1/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	9/1/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	9/1/2020
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	Done	9/8/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

We will supply plexiglass “sneeze guards” as requested. Reception area will have plexiglass barriers. Sneeze guards have been ordered.

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	Done	9/2/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	9/2/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	9/2/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	In Progress	8/24/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	Done	9/2/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	9/8/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	9/8/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	In Progress	8/24/2020
---	--------------------	--------------------	------------------

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

Orientation with all staff to discuss employee rights, protocol training, right to refuse process/vulnerable persons, etc. is scheduled for August 31, 2020 and September 2nd.

Our school Joint Health & Safety committee will be 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
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	8/24/2020
<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>	Done	9/2/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

The Outbreak Management Plan procedures will be reviewed with 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.	<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>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p>	Done	9/2/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Mental Health Notes: *Describe how mental health resources will be communicated 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	8/31/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		In Progress	8/31/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	9/2/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Site Specific Considerations: <ul style="list-style-type: none"> • Sports Teams (Fields) • • • • 	<p>Operational Plan Information</p> <p>Department of Education and Early Child Development <i>Return to School: Appendix F: Physical Education and Sport Activities Directives</i> https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/ReturnSchool_Districts.pdf</p> <p>NBIAAA Return to Play Plan https://www.nbiaa-asinb.org/en/links/covid-19</p> <p>Provincial Sport Organization Links (Return to Play Plans):</p> <ul style="list-style-type: none"> Baseball New Brunswick Field Hockey Canada Football New Brunswick Golf New Brunswick Soccer New Brunswick Softball New Brunswick 	In Progress	9/28/2020
---	--	--------------------	------------------

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

When we hold our provided lunches, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.

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

We have turned off all fountains and will only be using bottle fillers. Signage will be posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.