

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. Martins School
Principal (Signature)	Dana MacDougall
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.**

Dana MacDougall

_____ Name (<i>October Review</i>) Dana MacDougall	_____ Date Nov, 2/20	_____ Name (<i>February Review</i>)	_____ Date
_____ Name (<i>November Review</i>) Dana MacDougall	_____ Date	_____ Name (<i>March Review</i>)	_____ Date
_____ Name (<i>December Review</i>) Dana MacDougall	_____ Date January 6, 2021	_____ Name (<i>April Review</i>)	_____ Date
_____ Name (<i>January Review</i>)	_____ Date	_____ Name (<i>May Review</i>)	_____ Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 6 &7 – lunchrooms	August 31, 2020
Section 1 - New Covid Signs to doors	October 12, 2020
Section 6 - Chairs removed from office	November 2, 2020
Section 8 - Proper 362 Bottles ordered	November 2, 2020
Section 1 - Sign replaced on corner doors	November 2, 2020
Section 6 - Tables spaced in staff room.	November 2, 2020
Section 8 - Reinforcement of 362 use for staff	November 2, 2020
Section 8 - Art room supplied with 362.	November 2, 2020
Section 3 – Visitor Definition displayed.	
Section 1 – Orange Phase – increased education on masks.	November 23, 2020.
Section 2 – Orange Phase – Staff updated on new protocols.	November 23, 2020
Section 6 - Orange Phase – Great physical distance when students can.	November 23, 2020
Section 9 – Hygiene Orange phase – more physical distancing, more awareness of mask use.	November 23, 2020
Sections 1, 2, 6 Return to Orange Phase January 6, 2021	January 6, 2021

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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 <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	Done	9/1/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	9/1/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	9/1/2020

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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 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	9/1/2020

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

The risk assessment is finalized and attached. All known risks have been assessed and controls have been implemented to minimize the risk as described in this Operational Plan. 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	9/1/2020
<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	9/1/2020
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	9/1/2020

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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.*

Through email & voicemail, parents were informed that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into the office, and the office personnel will go to the door and 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/parent is permitted to enter the school, they will at the front doors (1) complete the screening tool, (2) sanitize their hands. (3) wear a mask and go straight to the office, (4) and sign in using the district’s standard sign in sheet. Each visitor/parent will then be escorted to their destination unless they are a “regular” and are familiar with the school’s protocols ex: District Coaches & FACE. Each visitor must also sign out upon leaving the school. The sign in/out sheets are outside the office.

We will take student and staff attendance on a daily basis, anytime a student or staff leaves for the day for any reason they must sign out at the office.

Front Door/Main Entrance of the school is where buses will pick up and drop off students, they would enter through the front door. The Lower Parking lot (Dr’s office) is where cars may pick up and drop off, people park, and where people walking will enter the building. Physical Distancing must be maintained when entering/exiting the school and masks must be worn for students getting off the bus and entering school.

In the morning, students getting off the bus will be lined up in their classroom bubbles and enter the school that way; one class at a time ensuring only one class for each hallway enters – grade 1 and K, grade 2/3 and 4/5. Students must wear a mask while getting off the bus and lining up.

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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 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>9/1/2020</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><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>9/1/2020</p>

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

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GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the orientation given.

Staff must self-monitor throughout the day and if they develop more than 2 symptoms (become symptomatic), they must put on a mask, isolate if necessary and then 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 (develops 2 or more symptoms) they must put on a mask (we will provide a medical mask), isolate in our isolation area (maximum 1-hour) and be picked up by a parent/designate. The Isolation room area will be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

The isolation area for sick students will be room 1 or the principal's office if necessary. The student will wear a medical mask and be monitored by a staff member for any changes in health.

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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 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> . Itinerant professional information in Return to School 2020 Document pg. 18 Refer to Chartwells Operational Plan	Done	9/1/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	9/1/2020
Evaluate options to reduce the number of people required onsite.		Done	9/1/2020
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	Refer to sample signage	Done	9/1/2020

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<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	Done	9/1/2020
<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)	Done	9/1/2020

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

Classrooms – Have been laid out to allow for the bubbles to work effectively. Extra furniture has been removed from classrooms. The library and computer labs will be used by only one bubble at a time and sanitized after each use.

Lunchroom – the students will be broken into two groups for lunch. One group of two class will eat while the other is outside. They will then switch. The two classes eating will use their classrooms;

The classroom desks will be clean by the custodian at the end of lunch.

Staff Room (limit of 4 with chairs spaced 2M apart)– signage has been posted.

Hallways – directional arrows will be on the floor showing one directional movement in the school. Students will be required to wear a mask while going to the office, staffroom or washroom.

Fire Drills will be performed twice during the 1st two weeks of school then each month after. Each class will assemble at their muster station by the Legion parking lot and maintain a distance of 2 meters from other classes.

School assemblies will be done virtually using TEAMS or outside on rare occasions using the playground as an area to sit and be well distanced from each class.

Student Washrooms – limited to 5 students at a time. Masks must be worn in washrooms. Hands washed after. Signage posted at doorway, there will a light the students can switch on/off with their foot to showing free or occupied.

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

Outside recess/lunch areas. The playground will be divided into two areas: upper and lower separated by the middle benches and “snake” structure which will be off limits for the students. – each of the two classes out there at a time will have one area to play in and will not be able to mix with the other class.

Nov. 23 – Orange Phase – students must wear masks and only take them off for eating or while sitting quietly at their desks. Teachers are encouraged to spread students out more if they can.

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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 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.*

In the morning, all students will enter the building and go directly to class.
In the morning when many students are exiting a bus, they will line up outside in classroom bubbles and then enter the building one class at a time, opposite sides of the building; ie, K & 4/5, 2/3 & 1 so all are not in the hallway at once.
Busses with few students exiting, the students will be permitted to enter the school and go to class.
There will be 2 morning recesses so two classes at a time can be outside and distanced. One group (K & 2/3) will go out via one hallway, once they re-enter then 1 & 4/5 will go outside via the other hallway.
Lunch will be in 2 shifts – 1st shift of 2 classes (K & 2/3) will be outside while the 2nd shift (1 & 4/5) eats in their classrooms. They switch after 20 minutes.
Depending on the bus schedule with morning student drop offs, the day may start later.

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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	Done	9/1/2020
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	Done	9/1/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	9/1/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	9/1/2020

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

Hand cleaning posters have been posted inside and outside washrooms.

Custodian(s) will check to ensure washrooms are stocked with soap, paper towels, and cleaned at least three times a day.

High touch areas will be cleaned twice a day.

Classrooms will have sanitizer in them so the teacher can sanitize high-use surfaces like the Smart Board and markers and large shared manipulatives.

Masks are required when a student leaves the class goes to the washrooms. Masks also required in the 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.

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.

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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>	Done	9/1/2020
<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>The custodians will carry out the task of checking washrooms and stocking supplies</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	9/1/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	9/1/2020

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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>Done</p>	<p>9/1/2020</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 watch of the teacher.

All staff and students are required to have a community mask. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.

Nov. 23 – Orange phase. - Masks must be worn at all times in and outside of the building except when eating or sitting quietly at desks or “quiet space”.

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Table 1

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

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	9/1/2020

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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:		Done	9/1/2020
Hand protection (gloves)	OHS Guide-PPE	Done	9/1/2020
Eye protection (safety glasses, goggles)	PPE Poster	Not Started	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	9/1/2020

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

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Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” for classrooms upon request. The office area (Mrs. Huttges’ desk) will have a plexiglass barrier.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room or soiled areas.

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 single-use medical mask to wear.

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

A limited supply of masks is 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	Done	9/1/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	9/1/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	9/1/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	9/1/2020
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	9/1/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	9/1/2020
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	9/1/2020

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Done	9/1/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

Through a staff meeting, all staff are aware of their employee rights, protocol training, and the right to refuse process/vulnerable persons information.

The principal, one teacher, and head custodian will review of this Operational Plan monthly.

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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>	Done	9/1/2020
<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	9/1/2020

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

The Outbreak Management Plan procedures have been reviewed with the staff during 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	Done	9/1/2020

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

Mental health resources (Homewood Health) were discussed during our staff meeting. I will make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available, ie, EFAP assistance.

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	Done	9/1/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	NA	Choose an item.	Click or tap to enter a date.
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	9/1/2020

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

Once the 'hot lunch' program starts, those serving the food will wear gloves, a community mask, and be screened before entering the building. Students/staff will not serve themselves.

Teachers may handout individually wrapped food items in the class bubble if/when necessary. Teacher will use a glove.

Bottle filler stations will be used instead of water fountains. Students will need to bring their own clean bottle each day. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.