

## 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.

<b>School Name</b>	Westfield School
<b>Principal (Signature)</b>	Hard copy in the office signed by Louise Johnson on September 3
<b>School District Official (Signature)</b>	Hard copy signed by Zoe Watson on August 28
<b>Plan Implementation Date</b>	September 2020

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

Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date



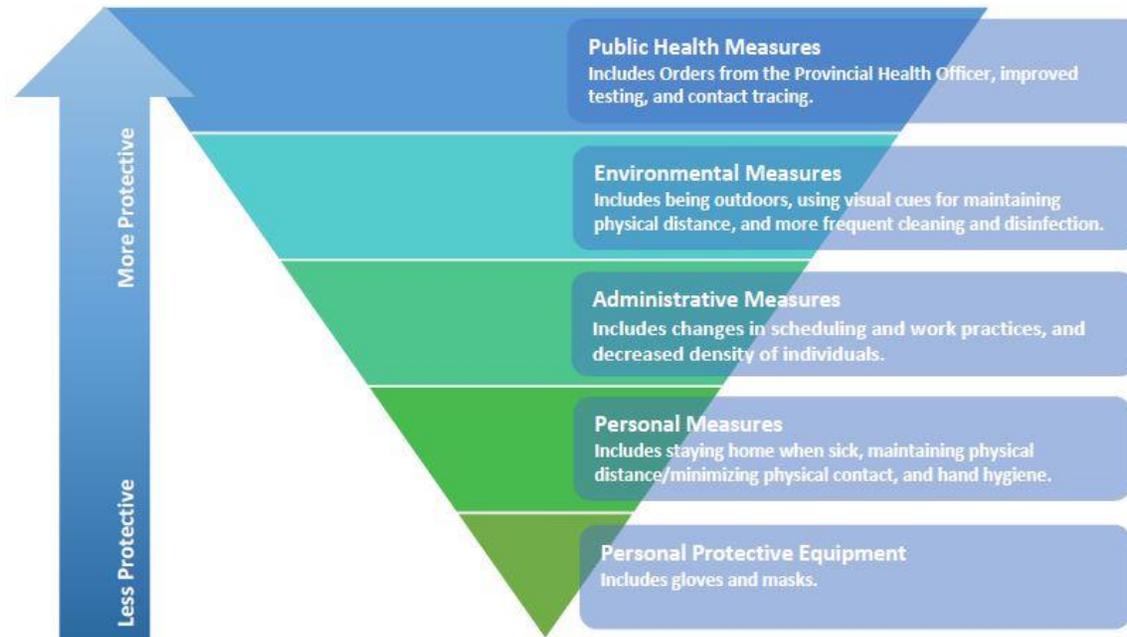
**Table of Contents** – Document Owner will need to update page numbers as required

Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls	<a href="#">Hold “Ctrl” and Click Here</a>	Page 4
Section 2 - Communications	<a href="#">Hold “Ctrl” and Click Here</a>	Page 5
Section 3 - Risk Assessment	<a href="#">Hold “Ctrl” and Click Here</a>	Page 7
Section 4 - Building Access	<a href="#">Hold “Ctrl” and Click Here</a>	Page 8
Section 5 - Screening	<a href="#">Hold “Ctrl” and Click Here</a>	Page 9
Section 6 - Physical Distancing	<a href="#">Hold “Ctrl” and Click Here</a>	Page 12
Section 7 - Transition Times	<a href="#">Hold “Ctrl” and Click Here</a>	Page 14
Section 8 - Cleaning and Disinfection Procedures	<a href="#">Hold “Ctrl” and Click Here</a>	Page 15
Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	<a href="#">Hold “Ctrl” and Click Here</a>	Page 17
Section 10 - Personal Protective Equipment	<a href="#">Hold “Ctrl” and Click Here</a>	Page 19
Section 11 - Occupational Health and Safety Act and Regulation Requirements	<a href="#">Hold “Ctrl” and Click Here</a>	Page 22
Section 12 - Outbreak Management Plan	<a href="#">Hold “Ctrl” and Click Here</a>	Page 24
Section 13 - Mental Health	<a href="#">Hold “Ctrl” and Click Here</a>	Page 25
Section 14 - Additional Considerations	<a href="#">Hold “Ctrl” and Click Here</a>	Page 26

# 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
<b>Section 2 - COMMUNICATIONS</b>			
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>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>ongoing</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>9/3/2020</b>

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

- **Staff Communication:**
  - **Westfield staff have been sent emails prior to their arrival in the building highlighting many of the main points of the Plan that would be forefront in their mind.**
  - **Orientation will take place on Monday, August 31 when staff return to the school. It will also be posted on the Westfield Staff Share for future reference and a binder will be with the Health and Safety information.**
  - **Administrative Assistant - The administrative assistant has been briefed on her role when visitors are entering the building.**
  - **Staff (and students) should stay home if they have 2 or more symptoms listed on the screening poster. (This also holds true if symptoms develop at school.)**
  
- **Visitor Communication:**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- Screening posters have been placed at the two main entrances for visitors and should they respond **NO** to all of the questions, they will sanitize their hands and proceed to reception wearing mask at all times.
- At that point, they will sign in for contract tracing purposes and the administrative assistant will review the visitor guidelines and determine next steps (if already briefed on a previous visit, they will continue to their location following the signage but if this is their first visit, she or a designate will escort the visitor to the location.)
- **Parent Communication:**
  - Operational Plan will be posted on our website for parents and a voicemail/email/the Twitter Feed has directed parents/caregivers to that location. The Provincial Guide for parents is also located there.
  - Teachers called parents to discuss first week of school staggered entry.
  - Specific Voicemails/Emails/Twitter posts will give additional directions on things such as:
    - if you need to come to the school
    - Parent drop off/pick up
    - Bussing instructions
  - Video Tour of the school will be done prior to day 1 showing parents the Operational Plan in video form examining all of the locations within the school. Teachers will also be introducing themselves and giving a bit of additional information about the classroom.
  - Monthly newsletters will continue to provide information to parents as the school year unfolds. The first newsletter will contain the quick glance document that highlights main points for WES.
  - Friday voicemails/emails could also contain information as the school year unfolds.
- **Student Communication**
  - Mrs. Johnson will also be having morning announcement reminders about hygiene, cough sneeze etiquette, masks and specific directions on school procedures to reinforce what teachers are already discussing in the classroom.
  - The guidance Counselor will also reinforce ideas in the plan as well as conduct lessons connected to social emotional learning and mental health. Change and this new way of doing business both in the school and the community is difficult for some students and we will do what we can to help students adjust.

## 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 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="#">Link to Risk Assessment Document</a>	<b>Done</b>	<b>8/19/2020</b>

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

**Our school has completed the 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.**

**Westfield Risk Assessment:**

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

**We will review the Operational Plan and Risk Controls at each monthly Joint and Healthy Committee meeting.**

## 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 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="#">Refer to Poster</a>	<b>Done</b>	<b>8/24/2020</b>
<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 - <a href="#">See visitor log</a>. *AESOP print out also.</p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>Done</b>	<b>Ongoing</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 Document – Appendix F	<b>NA</b>	<b>NA</b>
<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	<b>Done</b>	<b>8/26/2020</b>

## 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 off items in the school will be expected “buzz” into reception and reception will go to the door to retrieve an item. All outside doors will remain locked during the day (excluding arrival, dismissal, breaktimes).

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines and sign in using the Westfield Visitor Log. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols. Eg. APSEA itinerant teacher.

Each visitor must also sign out upon leaving the school.

- **Parent Drop off/pickup:**
  - Those students getting dropped off in the morning will proceed in the door nearest their classroom. Staff will be stationed at those doors for the purpose of assisting students.
  - Students will enter 8:10-8:25 into building with staff supervision and proceed directly to their classrooms for sanitizing of hands.
  - At dismissal, those students will have a pickup time after the busses have left at approximately 2:15. Grades 3-5 will be allowed to exit for parent pickup at 3:15.
  - The three front doors of the building will be used for entry and exit based on classroom location. Masks will be worn between busses and classrooms.
- **Students being driven:**
  - Parent Turn Around Area will be used for morning drop off where Mrs. Johnson is stationed to direct students to the front of the school where other staff will greet and aid students getting in the door and proceeding to their classrooms. Any parents who can drop students off after 8:20 will be encouraged to do so as the bulk of busses are in the yard between 8:05 and 8:20.
  - End of day pickup: Students will remain in classrooms until their zone is called to load. We will load according to how students get off the bus.
  - **Orange Phase: Parents have been asked to stay in their cars and wait for teacher to escort child to vehicle. They should be wearing masks. Carpooling should not be occurring in Orange phase.**
- Staff will use the back entrance in the morning with follow signage related to the narrow hallway.
- **Orange Phase: Masks should be worn between car and the building.**

## 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 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="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>Done</b></p>	<p><b>ongoing</b></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><b>Done</b></p>	<p><b>8/24/2020</b></p>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- **GNB Up to Date Screening Poster** will be posted on ALL entrance doors.
- **Staff:**
  - Staff have been advised of screening requirements within the Orientation given.
  - Staff have been advised to stay home if they have symptoms.
  - Teachers will be asked to put on a mask and tell administration immediately if they are seeing symptoms in themselves. They will leave the building and go home where they can determine their next course of action (811/health care professional). Office staff will work on replacement in the classroom.
  -
- **Students:**
  - Parents are also required to screen children at home prior to leaving for school and keep them home if they have symptoms.
  - Staff will be aware of symptoms to look for within their classrooms. An isolation room has been set up at the school beside the office where phone calls and monitoring can take place. Students will be removed from the class immediately and taken to this room. (Should there be more than one student, they will be kept at a distance of beyond 2 metres as this room is quite large to allow for this.) A mask will be worn by symptomatic students (medical preferred). Those staff with the students will maintain the same distance and wear a mask. Parents will be called to pick up their child within the hour. They will be told to call 811 or their health care provider as required and comply with the instructions given. This space will be sanitized by custodians following the child's departure.
- **The Isolation Room** must be cleaned between each use following procedure within the Standard Cleaning and Disinfection Document.

## 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 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	<b>Done</b>	<b>8/24/2020</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>Ongoing monthly</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/24/2020</b>
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.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>8/24/2020</b>

## 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>	<p><a href="#">NB Reg 97-150</a></p>	<p>Done</p>	<p>Ongoing – see Comprehensive Safety plan</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><a href="#">WES floor plan</a></p>	<p>Done</p>	<p>8/24/2020</p>

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

- ~~Masks will be worn when physical distancing guidelines can not be followed. Students will be instructed to stop at the classroom door every time they exit so that they can see if others are in the hallway so that they can proceed accordingly. Markings on the floor will remind students.~~
- We have taken a few additional specific measures to help with physical distancing in the school:
  - ~~Classrooms – Have been laid out as close to 1M distancing as possible between student seats. Some furniture has been removed from classrooms.~~
  - Hallways: Bookbags/lunch bags are being brought into the classroom where possible to alleviate some of the congestion that may occur at arrival and dismissal in the hallway. Directional arrows have been placed on the floor to allow for students to travel in two directions single file.
  - Elevators – limited to one person at a time unless it is a staff member accompanying a student.
  - ~~Staff room – Our music room has now been changed to a staffroom. Seating has been spaced. Staff will obey signage for posted directional information and limitations. Staff need to be two metres apart. They should sanitize their chair before use.~~
  - Washrooms – Masks will be worn in the washrooms. Limits are not necessary if masks are worn but we have included signs on washrooms that suggest only the number of stalls available. If someone is waiting for a stall, they should wait in the hallway.
  - ~~Stairway – Masks will be worn in hallways if alone or not travelling as a class under adult direction.~~
  - Assembly – large group activities – will be virtual
  - Evacuation Drills- students are to obey the directional arrows and remain with their class. Outside regroup locations will maintain physical distancing. ~~Masks are not required for this as they will be under adult supervision and can distance accordingly.~~

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Orange Phase: all students will wear masks when on school property except in PE class and when eating/drinking/ or doing a quiet independent activity at their desks. When a mask is off, the student is to be silent.**

- Staff room : further reduction of chairs. Only one person at a table and no use of fridge or microwave in that room. An additional room has been added where people can eat.
- Kitchens – use of fridge is discouraged. No eating in these rooms – one in the room at a time. Wipe all surfaces touched. Respect signage as to entry and exit.
- Stairways and hallways – masks are worn
- Evacuations – masks should be on as they are being worn at all times.
- Classrooms – teachers have spaced student desks out and are seeking ways to make things even more distanced.

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>8/24/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- **Morning arrival:** students will go directly inside to classroom
- **Recess and Lunch:**
  - 6 outside play zones will allow 6 classroom bubbles to go out at once. (7 for yellow team)
  - Playtime and eating times will be staggered into 3 time frames.
  - There is a five minute transition time between the three groups.

\*School Schedule: See Westfield [Daily Schedule Document](#).

<b>Action Items</b>	<b>Resources</b> <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	<b>Status</b> <i>(Done, In Progress, Not Started, N/A)</i>	<b>Date Implemented</b>
<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="#">WES daily cleaning and disinfection schedule</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/22/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/24/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>N/A</b>	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Done</b>	<b>8/22/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/22/2020</b>

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

- **Washrooms:**
  - Handwashing posters have been posted in all washrooms.
  - Custodians will periodically check to ensure washrooms are adequately stocked up with soap, paper towels etc
  - Masks are required in washrooms
- **Classrooms:**
  - Students will participate wherever possible in cleaning of desks and other key surfaces as needed, especially before and after snack/lunch.
  - A 10 minute end of day whole school cleanup time will allow for all items to be tidied in preparation for custodial cleaning and disinfecting. Items will be packed to go home for cleaning. (ie masks, water bottles). There needs to be nothing on the floor or on desks in order to speed up the cleaning of classrooms.
  - Children can participate in the sanitizing under staff supervision at the grade 3-5 level.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- **Cleaning of equipment and frequently touched items and surfaces will be cleaned as per the Standard Cleaning and Disinfectant Appendix in the Return to School Document.**
- **Please see the Westfield Cleaning Schedule ([LINK above](#)) for specifics as to frequency, responsibility and procedures for all areas and items.**
- **Buses will be cleaned as per the bus cleaning protocol.**
- **We will open windows whenever 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
<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>8/31/2020</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>		<b>Done</b>	<b>8/22/2020</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>8/22/2020</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>ongoing</b>

## 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 <a href="#">Community Mask Poster</a></p>	<p>Done</p>	<p>ongoing</p>
--	---	-------------	----------------

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

- **Handwashing Instruction/Procedures:**
  - Teachers will teach and model proper handwashing to all students.
  - Handwashing signs will be placed in all washrooms and in key areas throughout building.
  - Staff will encourage students to wash hands frequently throughout school day and before and after snack/lunch
  - Staff/visitors will be responsible for conducting frequent handwashing throughout the day. Sanitizer will be used when soap and water cannot be used and instructions will be given with this as well.
  - Teaching resources are being provided by ASD-S and WES administration has purchased additional resources.
  - Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use. (Handwashing is our first line of defense.) Hand sanitizer will be used under the watch of the teacher.
  
- We will have a supply of 362 Cleaner Disinfectant provided to the school. Custodian will dilute the product and put into the pre-labeled bottles. There will be at least one bottle available in every classroom within the school. Custodian will monitor the supply levels.
  
- **Coughing and Sneezing etiquette:** Teachers will ensure all students are aware of proper etiquette when coughing and sneezing. Staff and visitors will follow guidelines provided. Teaching resources are being provided by ASD-S and WES administration has purchased additional resources.
  
- **Masks:**
  - Teachers will demonstrate the wearing of masks whenever necessary throughout the school day and students will be expected to do the same.
  - Teaching resources are being provided by ASD-S and WES administration has purchased additional resources.
  - The reasons behind wearing a mask, the proper care of a mask and also the method for donning a mask properly will be discussed.
  - ~~All staff and students are required to have a community face mask readily available.~~
  - ~~When travelling as a class with an adult, students are not required to wear the mask.~~
  - ~~If physical distancing with other class bubbles or another student can not be guaranteed, masks will be worn.~~

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- Masks are to be worn when the staff or student leaves the classroom alone and must remain on until they re-enter the classroom.
- Masks will be worn when moving between bus/car and the classroom both at the beginning and end of day.

**Orange Phase: all students will wear masks when on school property except in PE class and when eating/drinking/ or doing a quiet independent activity at their desks. When a mask is off, the student is to be silent.**

**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>			

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p><i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i></p>	<p>Refer to Return to School 2020 Document – Appendix C, H</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p>	<p><b>Done</b></p>	<p><b>10/21/2020</b></p>
<p>If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).</p>		<p><b>Done</b></p>	<p><b>8/23/2020</b></p>
<p><b>Provide personal protective equipment – only for those situations that require it:</b></p>			
<p>Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b></p>		<p><b>Done</b></p>	<p><b>Continually monitor</b></p>
<p>Hand protection (gloves)</p>	<p><a href="#">OHS Guide-PPE</a></p>	<p><b>Done</b></p>	<p><b>Continually monitor</b></p>
<p>Eye protection (safety glasses, goggles)</p>	<p><a href="#">PPE Poster</a></p>	<p><b>Done</b></p>	<p><b>Continually monitor</b></p>
<p>Other PPE as determined necessary through the risk assessment (<i>face shield</i>)</p>	<p>District Student Support Services</p>	<p><b>Done</b></p>	<p><b>Continually monitor</b></p>
<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p><a href="#">Health Canada information on non-medical masks and face coverings</a></p> <p>Refer to Return to School 2020 Document – Appendix A</p> <p><a href="#">Community Mask poster</a></p>	<p><b>Done</b></p>	<p><b>8/22/2020</b></p>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- **Shields and plexiglass barriers:**
  - All employees 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 it is deemed necessary through a risk assessment.
  - EECD will supply plexiglass “sneeze guards” as requested for teachers’ desks.
  - Reception areas will all have plexiglass barriers.
  
- **Masks:**
  - Students and staff are expected to **have wear** a community face mask **at all times**.

**Orange Phase: all students will wear masks when on school property except in PE class and when eating/drinking/ or doing a quiet independent activity at their desks. When a mask is off, the student is to be silent.**

  - 
  - Student and staff who are feeling unwell at 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.
  
- **Complex Needs:**
  - We will use PPE recommendations from Medical Teams of students with complex needs to include this in their Personal Learning Plans.
  - Individuals who assist with toileting will wear gloves and masks.
  
- **Other:**
  - Gloves will be available for staff as required.
  - Safety glasses and goggles are available to staff who request them.
  - Staff and students are expected to stay home if they have two or more COVID 19 Symptoms.

## 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 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>	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	Done	Continue to monitor and instruct
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	8/22/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
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>	Done	ongoing
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>	Done	Continue to monitor and instruct

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Not Started</b></p>	<p>Click or tap to enter a date.</p>
--	---------------------------	---------------------------	--------------------------------------

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

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

**Our school Joint Health and Safety Committee will review the Operational Plan at our Monthly meetings.**

**Administrators will monitor compliance, but it will also be stressed that all staff are expected to assist colleagues in reminding individuals of the Plan and the safety procedures associated with it.**

**Orange Phase – staff has been informed via email on Sunday November 22 of changes in protocol as well as other things to consider if a teacher in a classroom. Orange phase info has been printed and included in the Health and Safety area where all COVID documents are housed including the Operational Plan. Information on ORANGE phase released by the government has been placed on our Westfield Staff Google Document.**

## 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>	<a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a>	<b>In Progress</b>	Click or tap to enter a date.
<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>	<a href="#">WorkSafeNB FAQ</a>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak.

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.	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <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> <p><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></p>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We have shared mental health resources during our orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and remind them of resources available.

Social Emotional Teaching will also be a focus for teachers and our guidance counselor within the classroom and in private student sessions or groups as required.

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>8/23/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</b>	<b>8/28/2020</b>
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Water Bottle Signs</a>	<b>Done</b>	<b>8/24/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

### Food:

- We will not be having a hot lunch program during the first term. We will evaluate as the year goes on.
- Should any student not come with a lunch, staff will prepare something but will be wearing gloves and a mask.
- Breakfast Program food will be packaged wearing gloves and a mask. Food will be taken to their classroom.

### Rentals:

- We will not have evening rental agreements.
- The River Valley Daycare rents one of the school rooms for afterschool care. We will obtain a copy of their Operational Plan and attach it to our plan. We will ensure they are aware of our plan as well.

[Operational Plan from RV Daycare](#)

### Drinking water:

- We have turned off all fountains and will only be using bottle filling stations.
- Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains will be closed.
- Students will be taught how to fill bottles and the safety requirements associated with this.
- We will expect students to come with full bottles and will fill bottles as needed but masks will need to be worn if done independent of the rest of the class. Physical Distancing signs will be on the floor to remind students to not have crowd those ahead or behind.