CoViD-19 Operational Plan

PARKWOOD HEIGHTS
 ELEMENTARY SCHOOL

Acedemic Year 2020-2021
Version 001

Anglophone North
School District

SCHOOL COVID-19 OPERATIONAL PLAN

This plan has been prepared and implemented in reaction to the public health threat imposed by the virus that causes COVID-19. All efforts to make this school environment as safe as possible have been outlined in this plan. All measures identified herein are consistent with those outlined in the Education and Early Childhood Development (EECD) "*Return to School, September 2020*"[1] document and reflect Public Health standards and the *Occupational Health and Safety Act* and its regulations.

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

This plan belongs to:
School Name: _____ Parkwood Heights Elementary School _____
Principal (Signature): _____
District Official (Signature): _____
Implementation Date: **September 2020** _____

This plan is to be reviewed internally as needed to capture the latest regulatory guidelines and/or to assess any new risk that has presented within the school/district environment. Review must occur monthly at a minimum. It is ASD-Ns recommendation that this review occur with the JHSC whenever possible. The signatory, however, must be the Principal or Vice Principal. **This sheet is to be kept independently of the plan as a record.**

Plan Review Schedule					
Name	*New Ver. No.*	**Date**	**Name**	*New Ver. No.*	**Date**

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[1] All schools and district offices are required to implement a COVID-19 Operating Plan and have a written copy of it on-site. Reference to "*Return to School, September 2020*" document and its appendices provide the primary support for this document.
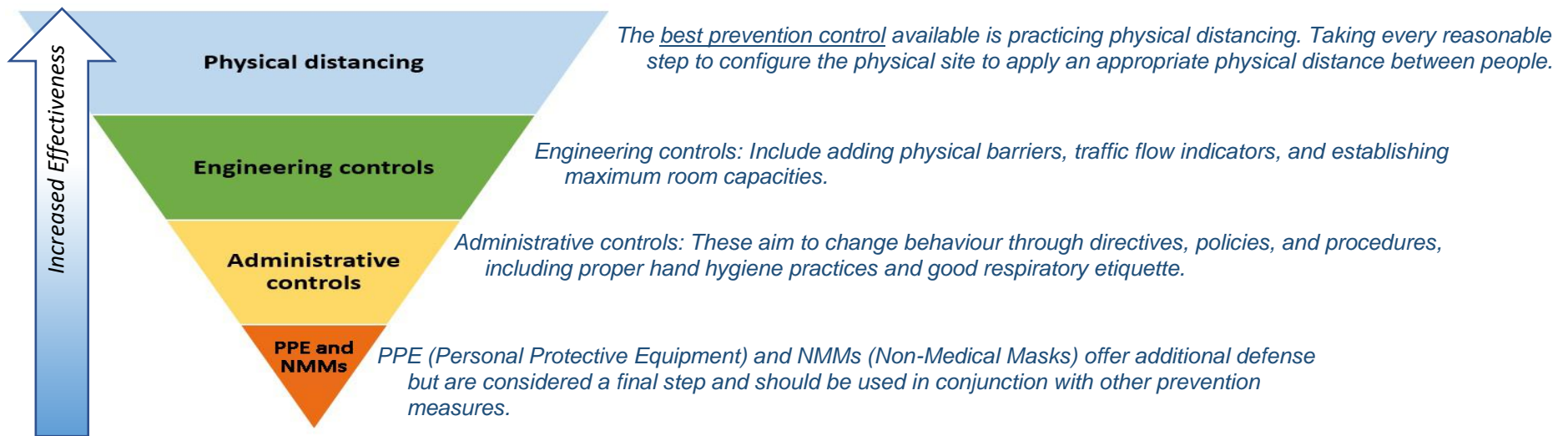
RATIONALE

Without a vaccine or effective treatment, we must learn to live and work in a COVID-19 world. Assuming we can reduce the risk to zero is unrealistic. Therefore, the focus of our efforts must be placed squarely on practicing the best **prevention** measures in order to reduce the **likelihood** of the virus entering and spreading in our schools while simultaneously preparing to lessen the **severity of impact** on the school and community populations should a confirmed or suspected case arise.

As you complete your plan, continue to reference the K-12 _Return to School September 2020_ document, this is the comprehensive and first reference point for this document.

Prevention

When working through this document and assessing the numerous places, people, and things in your school apply the following hierarchy in your decision-making process. For each hazard being assessed, work from physical distancing (the best prevention measure) exhausting each category all the way down to PPE and NMMs. Applying as many control measures as possible (and practical) will achieve a superior layered approach (i.e. one might wear a NMM _while_ maintaining appropriate physical distancing _while_ ensuring they practice good hand hygiene and respiratory etiquette).

Increased Effectiveness

Physical distancing — _The best prevention control available is practicing physical distancing. Taking every reasonable step to configure the physical site to apply an appropriate physical distance between people._

Engineering controls — _Engineering controls: Include adding physical barriers, traffic flow indicators, and establishing maximum room capacities._

Administrative controls — _Administrative controls: These aim to change behaviour through directives, policies, and procedures, including proper hand hygiene practices and good respiratory etiquette._

PPE and NMMs — _PPE (Personal Protective Equipment) and NMMs (Non-Medical Masks) offer additional defense but are considered a final step and should be used in conjunction with other prevention measures._

💡 **Stress increases when people feel helpless. Even though we cannot eliminate the risk of COVID-19 entirely without a vaccine, it is important to focus on what we CAN do which is limit the spread of the virus and minimize the impact of it on our communities.**

Clear Communication

School administration will be expected to continually reinforce clear messaging about expected safe behaviours. Clear consistent messaging on visible signage throughout the school and through announcements will be key to effective communication.

Such messaging should focus on reinforcing that the following core personal health measures be maintained for the duration of the pandemic and include at minimum:

- Practicing good hand hygiene – washing hands often with soap and water, using hand sanitizer in-between washes and always after coughing or sneezing.
- Avoiding touching face: mouth, nose, and eyes.
- Practice good respiratory etiquette by coughing or sneezing into tissue or elbow and always direct away from others.
- Staying home when feeling ill.
- Maintain appropriate physical distancing whenever possible – avoid spaces where this cannot be achieved or apply other controls. Always be respectful of the personal space of others.
- Cleaning and disinfecting of common and high touch surfaces.
- Wearing required PPE and/or NMMs when directed.
- Respecting posted traffic flow patterns and maximum room occupancy.
- Avoid in person meetings whenever possible.
- Be kind and supportive to one another.

> 💡 **Visible signage with clear messaging is a key component to effective communication.**

Everyone <u>must</u> practice proper hand hygiene and good respiratory etiquette.

Everyone Is Responsible

One of the cornerstones of workplace health and safety is that everyone shares the responsibility. During COVID-19, everyone will be expected to do their part and play an important role in keeping our schools and offices as safe as possible. Staff, students, parents, and caregivers will be expected to protect their own personal health and assist in protecting others. This messaging should be a repetitive theme throughout your plan and should be communicated often as part of a school's effective communication strategy.

> **Legend:**
> 💡 Helpful idea or suggestion
> → Things to do or things to consider
> 🖰 Helpful link or template provided
> ❖ Something referenced previously in the document

1. Communications

	Communications	Resources (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1)	**Communicate operational strategies, provide orientation to school personnel and students.**		Staff will be receiving the operational plan via email prior to the start date of August 31st. An instructional video explaining and reviewing new procedures and safety guidelines will be developed and shared via our social media platforms. During the first week back, we will be utilizing a staggered entry approach to minimize the number of students each day. This will allow our staff to properly review the operational guidelines with students and have them practice the new safety protocols. Kindergarten students will be staggering their entry as per previous years from Tuesday, September 8 to Thursday, September 10. All kindergarten students will be coming to school on Friday, September 11. September 8: 1A, 1B, 5A September 9: 2A, 2B, 4A, 3-4B September 10: 1C, 2C, 3A, 4-5B September 11: All students in grade 1-5 to remain home to allow for our new kindergarten students to familiarize themselves with our building and safety protocols. All k-5 students will be attending school on Monday, September 14.	Principal VP Teachers Parents	In Progress
2)	**Communicate operational strategies, provide orientation to visiting professionals**		A copy of our operational plan will be sent to DO for review and approval. Clearly marked doors will inform visiting professionals of the door to use for entering the building.		In Progress
3)	**Communicate operational strategies to parent/caregiver and school community.**	District Communications	An instructional video explaining and reviewing new procedures and safety guidelines will be shared. A talk mail sent for parents/caregivers who are not accessing social media platforms.		In Progress

2. Building Access

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) **Controls are in place to prevent the public from freely accessing the operational school.**	→ Ensure all doors are always secure (cannot impede emergency egress) → Procedure for visitors to request appointment if required → Signage on doors indicating number to call to make an appointment or contact administration ✍ Visitor logs must be maintained (see template)	All outside doors to our building will always be locked, including the afternoon when our in-house afterschool program is running. Parents/visitors will be able to contact the school office number during opening hours (8-3:30) to schedule an appointment to come in our building. The number will be clearly visible at the entrance of our building. An alternate number (Principal's cell) will also be visible when the school is closed. Parents/visitors will have to use the intercom system at the entrance of our building when coming to school unannounced. The administrative assistant or administration will ask for the purpose of their visit. It may be possible for them to enter the building if someone is available. If not, an appointment time will be schedule for them to return later. A visitor's log will be kept at the office and filled out for every visitor (District Staff. Parents, etc.) The side doors will be for school staff access only and for students being dropped off in the morning. A staff member will be monitoring this access point during drop-off times. Staff members will be required to have their keys as the doors will remain locked. All other visitors will be required to enter the building using the front main doors.	Custodian and administration	Signs Posted Contact poster Posted

| 2) | **Procedures are in place to control congestion during the school start and dismissal times** | → Staggered start/end times?
 → What time will teachers begin to supervise?
 → Will students be able to wait in a space designated for their 'bubble'? (classroom? taped out space in gym?)
 → Review your floor plans for help if needed | Our school will open at 8. Buses will be asked to unload at the front of our building. Students entering the building will be going to their bubble classrooms for their morning recess time.

 Students who are getting dropped off will be entering the building through the side entrance and will also proceed to their bubble classrooms. Drop-off times for parents will be between 8 and 8:30. A staff member will be monitoring both points of entry during morning drop-offs.

 Administration will be supervising the entrance of our building for all buses and parent drop-offs. One supervising teacher will be assigned in each hallway to ensure that students walk to their classrooms. | | |
| 3) | **Provide COVID controls for staff working outside of the classroom.** | → *Return to School* document
 → How are you controlling ASD-N staff that travel from school to school? | All staff that aren't in our building as regular staff will be required to wear a NMM upon their arrival and entry of our building.

 They will be required to sign-in at the office when they arrive and sign-out when they leave.

 If they are working in an area and a 2m can be respected or if a physical barrier is used, they will be able to remove their NMM. | Office | Done |

Building Access – Strategies:

We will also have a staff member in the main lobby to direct students to their respective hallway. Students who take part in the breakfast program will be able to head down to the cafeteria. Directional arrows have been placed on the floor. Students will receive an individual brown bag. Volunteers will be wearing masks and gloves. Students will let volunteers know what they want, and the volunteers will fill their bags. Students will proceed to their classroom to eat their breakfast.

3. Risk Assessment

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) **Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.**	❖ See **Risk Assessment Tool** (pg. 6-9) 🖰 *"Risk Mitigation Tool for Workplaces/Businesses Operating During the COVID-19 Pandemic"* Risk Assessment Guideline Health Canada – Public Health Canada 🖰 *"Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic* Risk Mitigation Tool" – Public Health Canada 🖰 Your HSC: Barbara McFarlane, 625-0285	All efforts will be made to allow student to physical distance between classroom bubbles. During the morning routine, students will be encouraged to wear their NMM until they arrive to their classrooms. Risk assessment complete	Principal VP Custodian	Complete
2) **Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.**	🖰 Outbreak Management Plan - Template 🖰 *"Return to School"* document (EECD)	If students or staff show signs of illness they will be masked and directed to our isolation room in our office area until someone is able to come pick them up. (Room 181) Parents will be phoned to pick up their child as soon as possible.	Administration AA	In Progress

Risk Assessment Tool

Risk assessments are a tool used to assess hazards on their potential to cause harm. The level of 'risk' is determined by quantifying (or qualifying) the **likelihood** of an incident and the **impact** of that incident. Once a level of risk is determined, all appropriate and available **mitigation measures** are applied to reduce overall risk by lowering the likelihood, or impact, or both.

Likelihood
What is currently known about the spread of the virus that causes COVID-19 is that transmission occurs mainly through <u>prolonged, close contact</u>. Public Health Canada defines prolonged as being 15 minutes or more (at one time or cumulative) and close contact as being within 6ft (2m).

Impact
The foremost potential impact is widespread transmission through a school and surrounding population and the resultant adverse effects on the health and economic well-being of the community. To limit the impact of COVID-19, infection rates must be reduced as low as possible. This is accomplished by adhering to mitigation measures applied and by adopting and employing a coordinated rapid response with Public Health Authorities to suspected or confirmed case(s) of COVID-19.

Mitigation Measures
While the risk posed by COVID-19 in schools is considered high by virtue alone of the number of people present, we can limit the likelihood of spread and/or reduce the impact on schools and surrounding communities by applying appropriate and effective mitigation measures.

Figure 1: Modified Hierarchy of Controls for COVID-19[1]

To reflect the current reality of COVID-19 and the lack of a vaccine that would otherwise eliminate the risk associated with the virus, the classic hierarchy of controls has been modified to reflect available mitigation measures against COVID-19. <u>It is important to acknowledge that no mitigation measure alone or in combination can reduce the risk of COVID-19 to zero</u>. We can, however, apply various known mitigation measures to our environment and personal conduct that can effectively reduce the likelihood of spread and the impact of infection on our schools and communities.

The inverted triangle in Figure 1 is meant to convey effectiveness of each level of control with Physical Distancing being the strongest and PPE/NMMs considered the last line of defense. However, while each should be considered in sequence, <u>layering</u> (applying more than one measure of control) should be applied whenever possible (i.e. practicing proper hand washing/sanitizing, *and* maintaining 6ft distance, *and* wearing and NMM).

- **Physical Distancing** – Strategies that encourage 6ft (2m) distance between people whenever possible
- **Engineering Controls** – Physical barriers that minimize contact between people or with high touch surfaces
- **Administrative Controls** – Policies, procedures, and protocols put in place change how people interact
- **Personal Protective Equipment (PPE) and Non-Medical Masks (NMM)** – PPE and NMM are worn to offer additional protection from the hazard what people wear as a last line of defense between them and a hazard.
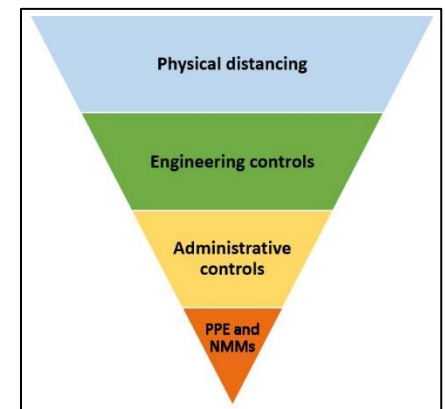
School Risk Assessment Tool

Schools are a collection of many different spaces and forms of interaction between the people and things in these spaces. Determining which mitigation measures can be applied to reduce the risk imposed by the space and those who occupy it requires consideration of each space independently against the characteristics of the interpersonal interactions that take place within it. There is no "one size fits all" risk assessment solution however, systematic inspection and meaningful consideration of the risk presented in each space will lead to the application of the most effective available mitigation measures.

To assess each space, consider the following two categories[2]: **Contact Intensity** *(close or distant, prolonged or brief)* and **Modification Potential** *(degree to which the activity can be modified to reduce risk: an activity that is highly modifiable means that superior controls like physical distancing or engineering controls can be implemented).*

Consider the following framework for assessments:

Contact Intensity		
	Prolonged (>=15 min.)	**Brief**
Close (<6ft/2m)	High	Medium
Distant	Medium	Low

Modification Potential					
	High	**Medium**	**Low**		
Physical Distancing (>= 6ft/2m)	X				
Engineering Controls		X	X	X	
Administrative Controls		X	X		X
PPE and NMMs		X		X	X	X

Remember, every space is different, and every school is different.

The following tables are meant as a prompt only. Your lists may be longer or shorter. The important thing is that you consider each item and apply the hierarchy of controls (Physical distancing down to PPE). Your first draft will likely be a rough sketch of ideas that is refined over time.

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[2] Categories and spirit of this table were adapted from: "Public Health Principles for a Phased Reopening During Covid-19: Guidance for Governors" by the *Johns Hopkins Bloomberg School of Public Health*

Who, What, Where to Consider

Space	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Points of entry	Medium	NMM/Monitored by staff	Doors will be held open by staff at bus entrance. Staff members will be wearing masks and students will be encouraged to do so. Handles will be sanitized following bus entry and dismissal by custodial staff. Front door handle and intercom will be sanitized regularly by custodian and administration.
Main office	Medium	Engineering Controls/Monitored by staff	Main office door will be closed, and office will be limited in use by all staff other than the administrative assistant, principal, and vice-principal. Barrier has been installed on AA's desk. Phone calls needed to be made home will be done by admin assistant, principal, VP or accompanying adult.
Hallways	Medium	Monitored by staff/ NMM	Staff will be wearing NMM during transitions. Students will be encouraged to wear their NMM as well. Directional arrows, lines, and signage have been placed.
Staff lounge	High	Monitored by staff	Social distancing regulations will be put in place. A maximum of four staff members will be enforced. Sanitizing will be required when using common items.
Staff washroom	low	Monitored by staff	Individual washrooms only. Sanitizer readily available. Hand washing signs have been posted in all bathrooms.
Student washroom	Medium	Monitored by staff	Students only permitted to use their area washrooms or their classroom bathroom if available. Students will be encouraged to wear their NMM when traveling to a washroom if none is available in their classroom. There will be signage for proper hand washing signs for students to follow. Physical distancing markers have been placed in each student washroom.
Classrooms	Low	Monitored by staff	Teachers will maintain classroom bubbles throughout the day. Sanitizing measures will be practiced and encouraged by staff. Procedures will be reviewed and modelled during the first week back.
Gym	Medium	Monitored by staff	Students and teachers will clean equipment after each use depending on the age of each classroom. Cleaning practices will be practiced with students and modelled by staff.

			Gymnasium benches will be wipes down if used during gym classes. Students will sit in designated spots on the gym floor as specified by each homeroom teacher.
Library	Medium	Monitored by staff NMM Engineering controls	All classes will have assigned library time in the mornings during the week. Students will wear NMM when browsing books and when checking out books. Librarian will be provided with a barrier. When books are returned, they will only be put back in circulation after 72 hours.
Cafeteria	Medium	Monitored by staff NMM during transitions	We will be having three lunch times. All students will be sitting with their bubbles. There will be one unused table between each class bubble to allow for proper physical distancing. All students will be required to order their lunches every day. We will not be lining up this year. Handwashing will be encouraged before and after lunch.
Playground	Medium	Monitored by staff	Playground will be zoned off. Each homeroom will have a defined are to play in. Zones will be rotated daily to allow classes access to various playground equipment.
Outdoor sports field	Low	Monitored by staff	Fields will be used by staff if they wish to bring their students outside.
Onsite Daycare	Low	Monitored by staff	Our afterschool program will have a designated area in the cafeteria. They will be required to develop an operational plan. Students who attend the afterschool program will be following the procedures outlined by the daycare operational plan that will be shared to parents of those students. Parents picking up their children from the afterschool program will need to use the front door. They will remain in the lobby and not be able to travel in the school to retrieve items.
Computer labs	High	Monitored by staff	Computer labs will be used by one class at a time and only be used by students in grades 3-5. Teachers will book the computer lab for a morning or afternoon. Students will be encouraged to wipe their computer area after each use. Chairs will be wiped by student/staff using the chair. A schedule of which class will be using the computer lab will be placed on the door and maintained.
Laptops/Ipads	High	Admin Controls	Laptop carts and Ipad carts will be checked out by homeroom teachers. Students/Staff will be responsible for sanitizing and returning the cart once they are finished.

			Students who take part in the breakfast program will be able to head down to the cafeteria. Directional arrows have been placed on the floor. Students will receive an individual brown bag. Volunteers will be wearing masks and gloves. Students will let volunteers know what they want, and the volunteers will fill their bags. Students will proceed to their classroom to eat their breakfast.
Breakfast Program	Medium	Monitored by staff	

People	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Teachers	Medium	Monitored by staff NMM	Staff meeting will take place in large room to ensure proper social distancing. NMM will be worn when proper social distancing cannot be maintained. PPE will be provided when necessary or requested.
EAs/SIWs	Medium	Monitored by staff NMM PPE	Social distance when required and if not in their classroom bubble. Encouraged to wear NMM when distancing is not possible if not working with their designated student or classroom. PPE will be provided when necessary or requested.
Custodians	Medium	Monitored by staff NMM	Social distancing will be practiced. If unable to maintain 2-meter distance, NMM will be worn. Custodians will practice distancing in custodian room and will not share items unless they are wearing gloves.
Students	Medium	Monitored by staff NMM	NMM will be encouraged when in transition from homeroom to another space. Limited number of students will be allowed in washrooms at one time. New school routines will be practiced and promoted. Sanitizing will occur after use of communal areas.
Resource Students	Medium	Monitored by staff NMM Engineering controls	If students from other bubbles are in the resource room, they will have to wear masks. The resource teacher will sanitize the tables after class. The resource teacher will be provided with a table barrier.
Parents/Guardians	Low	Monitored by the offoce NMM	There will be no parent entry into the school unless deemed necessary and if parents have scheduled an appointment. Must sign-in upon entering the building Parents are asked to wear masks is they enter the building.

			If they are picking up their child, they must wait in the lobby for their child to be brought to the office.
Visiting Professionals	Medium	Monitored by staff NMM	All visiting professionals will be required to sign-in upon entering the building. NMM must always be worn in common areas and during sessions when 2m cannot be maintained.

Items	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Staff room appliances	Medium	Monitored by staff	Appliances will be sanitized after each use by the individual using it. Only one individual will use the appliance at a time.
Water fountains	High	Monitored by staff Engineered Controls NMM	Water fountains will be closed for drinking by mouth. Fountains will be retro fitted with bottle filling nozzles. Students will be asked to bring in a refillable water bottle.
Shared books/handouts	Medium	Monitored by staff NMM	Students in bubbled classrooms can share books/handouts. Masks will be worn when browsing library bookshelves. At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students." RTS Document, August 25, 2020
Shared computers	High	Monitored by staff	Students will have assigned computer times in bubble classes. Computers will be self-sanitized after each use. Computer lab will be cleaned daily by custodians.
Photocopier	Medium	Monitored by staff	Maximum # of persons allowed in photocopy room at one time will be posted at the photocopier room door. Photocopier will be wiped down by user after use.

4. Physical Distancing

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
⌐ **Implement physical distance protocol.**	⌐ _"Return to School"_ document (EECD) → K-8 = no PD within bubble and 1m minimum between bubbles → 2m is ideal, 1m is minimum, situations where individuals will be within 1m need to be assessed on a case by case basis.	K to 5 classes do not need to Physical distance in their own classroom bubble. Physical distancing (2m) between bubbles will be used during transition times (in the hallway, library, and other common areas) NMM will be recommended when not in bubbles. There will be assigned zones to play in during outdoor recesses. Floor markers will be in place to indicate walking directions. Physical distancing signs will be posted throughout building.	Classroom teacher Principal VP	IP
a) **Consider staff, students, visiting professionals, parents/guardians, and community members.**	⌐ _"Return to School"_ document (EECD) → How will people move at a safe PD throughout? → Staff rooms (maximum capacities) → Students: PD in each classroom → Allocated room for visiting professionals → Parents/guardians: appointments, room allocated for meetings → Community members: Restrict where possible, else limit access.	Visiting professionals will use allocated room. Parents will phone for an appointment before arriving at the school. Community members phone for an appointment. Staff and students are to follow directional arrows. Parents will not be allowed in the building. They will follow appointment and pick-up/drop-off protocol. Visitors must always wear a NMM. Social Distancing will be enforced in common areas. All visitors will fill out the visitor's log.	Admin Admin Assistant	IP

			Virtual/phone meetings to occur whenever possible.		
b) Arrange furniture to promote the physical distancing requirements. (Include a reception area).	⌐ *"Return to School"* document (EECD)	All common areas will be distanced accordingly	Principal Custodian	IP
c) Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.	→ Can be done using DIY supplies or pre-ordered professional type ⌐ Consider using similar rules as driving to add game theory to your design ⌐ Contact Facilities staff to see what supplies will be available → Post 'traffic' patterns on floor plan throughout building. ⌐ Contact Facilities staff for a blank floor plan	Visual cues have been installed around the school Visual cues have been placed on floors in all areas	Principal Custodian	Done
d) Determine if installation of physical barriers, such as partitions, is feasible.	→ Contact Facilities staff for assistance if barriers are needed.	Barrier installed at main office/reception. Barrier to be installed at librarians' desk	Principal Librarian	IP
⌐ **Establish protocols to ensure people don't congregate in groups** a) (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).	⌐ *"Return to School"* document (EECD) → Consider what protocols you might put in place for certain times of day (i.e. wearing NMMs in common areas? PD indicators on floor? Will students eat in classrooms/bubbles? PD in line for cafeteria) → Always consider enforcement, if you cannot make sure it is being done right you need to think of a better way	Buses to be loaded one at a time. Lunch time, students will be seated with bubble classroom. Lunchroom tables will be appropriately distanced. Staff meetings will be held in larger rooms with space to distance. Seating in the staff room will be limited. Classes will be dismissed to the busses by classroom bubbles at end of day. School staff will hold doors open at these times (or doors wedged open). NMM will be encouraged when transitioning to and from busses.	All school staff	IP
⌐ **Evaluate options to reduce those required onsite.**	→ Consider all who work/come to work onsite, can any work remotely? Can professionals work from their office (Skype)?	If a meeting is needed, a tabletop will be used and members will be required to wear a NMM if	Principal VP	IP

		distance of 2 M cannot be maintained.	Teachers
		Phone interviews with parents will be encouraged. More information on this will be coming from EECD and DO.	
🖱 **Evaluate the risk of individuals/class bubbles coming closer than one metre (1m), or two metres (2m) in common areas at the high school level.** a) (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)	❖ Revisit **Risk Assessment Tool (pg. 6-9)** ❖ Revisit bullet above re: visual cues for traffic flow ❖ Review floor plan → Consider scheduling – who will be in hallways at same time? Can time between classes be extended to account for increased time for kids using one-way flow? → Visualization: 'bubbles' of classes could be thought of like a school of fish – many individuals moving in unison.	K to 5 classes do not need to Physical distance in their own classroom bubble. Physical distancing (2m) will be used during transition times (in the hallway, library and other common areas) NMM are required when anyone is not in their classroom bubble. There will be assigned zones to play in during outdoor recesses. Floor markers have been placed to indicate walking directions. Physical distancing signs have been posted throughout the school.	Classroom teacher	IP

Physical Distancing – Strategies:

💡 **Describe how physical distancing is being implemented and communicated.**

5. Transition Times

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) **School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.** a) School layout guide maps to inform students, staff, visitors, and public are encouraged.	→ Facilities staff for school scheduling/busing → Your HSC: Barbara McFarlane, 625-0285 ❖ Refer to PD Masks Descriptive Table attached at the end of this document. ❖ Refer again to school schedule and consider what modifications can be made ❖ Refer again to your floor plan to map out areas	k-5 classes will not be required to wear NMM within bubble but will be recommended to wear them during transition times, and to go to the washrooms unless they have a washroom in their classroom. All class sizes will be grouped as small as possible as directed by EECD and DO. Recess will have bubble zones to allow classes to maintain their classroom bubble. Cafeteria tables will be appropriately spaces, and students will sit with their bubble class.	All staff	IP
2) **Provide time for food preparation and mealtimes.**	→ Will students be eating snacks and lunches in their classroom? → Consider breakfast program → Consider cafeteria – if students eat in classroom, how will they get food from cafeteria? Will you be encouraging homemade lunches? → Can mealtimes be staggered and accommodate all? If so, by how long?	During the morning, students will have recess in their classroom. If we have an indoor recess due to weather conditions, all K-5 classes will have recess in their classrooms. Morning recesses will be staggered and zoned off. Lunch: We will have three lunches between 11:30-1:00 to allow for proper physical distancing and to maintain their classroom bubbles. Students will be eating in the cafeteria with their class. The breakfast program will operate as outlined in a previous section.		

6. Screening

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)

1) Ensure that the staff understands and implements its screening process.
 	
a) Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.
	→ Staff are expected to actively screen before coming to work and expected to stay home if they feel ill.
	  o Need policy outlining expectations for screening
	  o Need school policy for casual workers
	
	→ Post screening questionnaire throughout building
		All students will receive the screening questions on the first day of school. These questions will also be placed on our school Facebook page. Parents will be asked to actively screen their children at home each morning.
		
		Staff will receive the screening questions on their first day back and be asked to actively screen every morning at home before coming to work. They are also encouraged to take their temperature at home.
		
		Screening questions will be placed on all entry doors, at the main entrance and throughout the school to remind staff to self-screen every day.		

2) 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. *Regional Public Health will notify the school about what is to be done. Students and staff must self-monitor throughout the day. **3) Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.**	⍾ Determine isolation space ⍾ EECD **Outbreak Management Plan** ⍾ *"Return to School"* document (EECD) ⍾ Inform employees of the contents of the Outbreak Management Plan ⍾ Provide teachers with simplified decision tree for what to do if they suspect a case	Students who are exhibiting signs of COVID-19 will be directed to the sick room. This room has a separate bathroom if needed. Staff will alert the office if they suspect a case. The administration staff will then communicate with the family and Public Health as directed by EECD and DO. Students/and or staff who show signs of COVID-19 will be brought to room 181 and wait for someone to bring them home. As directed, they will need to wear a NMM. Parents or involved staff member will be directed to call 811 and follow given directions.		

7. Cleaning & Disinfection Procedures

| Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) **Proper hand hygiene practiced before and after handling objects or touching surfaces.**	◦ *Return to School document and appendices for* guidelines *Return to School document and appendices for* guidelines ◦ Handwashing Poster ◦ Hand Sanitizing Poster	Hand-washing signage have been installed in all classrooms where there is a sink and in each bathroom. Teachers will teach proper hand washing to their students. Each classroom will have proper sanitizer and will also have adequate soap for handwashing. Common area items will be washes/wiped down between use by staff/students. Students may be asked to clean their workspace after each use when not in their classroom bubble.	Principal Classroom Teachers Custodians All staff	Done In Progress
2) **Ensure availability of all necessary supplies for <u>cleaning and disinfecting.</u> Consider "Sanitization Stations" for accessing, borrowing and returning products by staff.** a) Designate personnel responsible for monitoring supply levels and communicating with administrators.	◦ District facilities management ◦ School custodial staff → Designate locations for 'stations' → Designate person responsible for stations → Determine what/if sign out procedures will be required → Who will be responsible for ensuring supply levels of onsite product are sufficient? ○ Custodian?	Classroom supplies will be checked daily by custodial staff and monitored by the classroom teacher. Sanitize stations will be available at all entrances/exits. Spray bottles and paper towels will be available in all classrooms.	Principal VP Classroom Teachers Custodians	IP
3) **Washrooms:** a) Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.	◦ School custodial staff ◦ District facilities management	Washrooms will be cleaned and disinfected at least three times a day as per the cleaning guidelines.	Custodians	IP

b)	Foot-operated door openers may be practical in some locations.				
c)	Hand-washing posters must be posted.	⌁ Handwashing Poster	Handwashing posters have been posted in all handwashing areas.	Principal Custodian	Done
d)	For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.	→ Post maximum occupancy (outside and reminder inside) → Floor markings inside, in case of wait time for sink → Floor markings outside for line ups → 'Remove' every second sink from use (tape) → Communicate washroom use expectations and etiquette to students (how? who?) → Consider how this will be enforced	Floor markings have been installed in each washroom where more than one student can enter. Teachers will practice washroom procedures with their classroom on the first day.	Principal Custodian Classroom Teacher EA's	IP
4)	**Since physical barriers are not always possible:** a) Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.	⌁ Cleaning and Disinfection Guide for Schools → Add hand sanitization stations throughout o Consider before entering office area, library, gym, cafeteria entrance, at entrances, outside washrooms, others? ⌁ **School Disinfection & Cleaning Standards**	Handwashing/sanitizing stations will be placed throughout the school. Handwashing/sanitizing stations will be maintained by staff members.	All staff	IP

	b) Encourage proper hand hygiene before and after handling objects or touching surfaces.	→ Signage wherever common objects/surfaces are located:
		   o Staff rooms, copier rooms
		   o Consider again library, gym, cafeteria
		   o Industrial classrooms: Shared tools
		   o Art class: shared supplies
		   o Music equipment
			Handwashing signage have been posted in all washrooms.
			
			Proper hand hygiene will be taught and encouraged by classroom teachers and EA's
				Admin
				
				Teachers
				
				EA's
					IP

	c) Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	⌁ **School Disinfection & Cleaning Standards** → Identify high touch areas in your building → A cleaning and disinfecting schedule is attached at the end of this document. ⌁ Educate/Train custodial staff on new cleaning measures (Facilities team and	Regular cleaning and disinfection are essential. This includes the following… Daily cleaning: student desks and chairs Custodians will receive training and review these procedures.	Custodians Students All Staff	IP

	HSC) however, consider the importance of this duty and perhaps think of ways to show appreciation – include students?	Twice per day: high touch areas (doorknobs, light switches, fridge handles, etc.)		
		Three times per day: bathrooms & change rooms		
		After each use: computer lab equipment, physical activity equipment, microwaves, photocopiers, etc.		
		After use: isolation room		
d) For ventilation, consult the *Return to School* document.	→ Facilities staff – will maintain filter systems as required → No additional ventilation systems will be installed → Classrooms that have windows that open are encouraged to do so when possible	Maintenance of school's ventilation system will be conducted by facilities.	Facilities	IP

Cleaning & Disinfection – Strategies:

💡 **Describe the cleaning and disinfection procedures and how they are being managed.**

8. Personal Hygiene Etiquette

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Use masks according to the *Return to School* document protocols.	�ola *"Return to School"* document (EECD)	Students and staff are required to carry an NMM with them every day. NMM will be worn by parents/visitors according to regulations. NMM will be used by staff and encouraged for students outside the classroom bubbles. NMM will be used or encouraged in the hallways, bathrooms, library and when physical distancing is not possible. NMM are recommended for all emergency drills but not if interferes with the response to the drill. Students will not have to wear a NMM in their classroom bubble.	All Staff Students Volunteers Parents Visitors	Not Started
2. Promote appropriate hand and respiratory hygiene. a) Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.	⟠ [Handwashing Poster](#) → Post signage through school about the importance of proper handwashing → Communicate through announcements? → School videos?	Handwashing signs have been placed in all handwashing areas. Proper hand hygiene will be taught and encouraged by classroom teachers and EA's. Daily reminders during morning announcements and throughout the day will be encouraged.	Principal VP Teachers EA's	IP
b) Provide minimum 60% alcohol-based hand sanitizer.	⟠ [Hand Sanitizer Poster](#)	Sanitizer will be purchased and provided by school and facilities	Admin Facilities Custodians	IP
c) Communicate frequently about good respiratory hygiene/cough etiquette.	⟠ [Coronavirus disease (COVID-19): Prevention and risks](#)		Admin	IP

	⫟ Post signage through school about the importance of proper handwashing ⫟ Communicate through announcements?	Classroom teachers will be communicating proper etiquette and practicing with class. Signage has been posted throughout the building. Daily reminders during morning announcements and throughout the day will be encouraged.	Classroom teacher EA's	
d) Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.	⫟ **School Disinfection & Cleaning Standards** ❖ Revisit Cleaning & Disinfection section for list of shared objects and common areas. Where they cannot be removed, ensure signage is visible and sanitization/disinfection supplies are present	The operational plan will be reviewed on an ongoing basis during every Joint Health and Safety meetings. All staff will have input in the plan. Classrooms will be checked daily by custodial staff to ensure that there is adequate supplies.	All Staff	IP

Personal Hygiene – Strategies:

ϙ **Describe how personal hygiene measures will be communicated, trained, and enforced.**

9. Protective Measures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. *To ensure that members of vulnerable populations and students with complex needs are accommodated.	⌐ *"Return to School"* document (EECD) ⌐ District Student Support Services ⌐ Guidelines for itinerant (visiting) professionals	NMM will be used by staff and recommended for students when distancing is not possible between classes, or when students/staff are in common areas. Resource teacher will consult with outside agencies to accommodate students with complex needs.	All staff	IP
2. Provide personal protective equipment – only for those situations that require it: a) Hand protection (nitrile, rubber, or latex gloves) b) Eye protection (safety glasses, goggles, or face shield) c) Other PPE as determined necessary through the risk assessment	⌐ OHS Guide-PPE ⌐ PPE Poster ⌐ District Student Support Services ⌐ Complex Case – Risk Assessment	PPE will be provided to staff that require/request specific needs. Disposable masks and gloves will be available at the main office should anyone need/forget PPE. All students and staff are asked to have a clean NMM with them at school.	All Staff	IP

3.	In areas where following the school physical distancing standards as set out in the *Return to School* document is not possible, maintain an accurate visitor log, and staff and student attendance log. a) This is in addition to regular school attendance logs. b) 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.	⏚ *"Return to School"* document (EECD) → Consider resource classrooms where support workers will be working within PD guidelines. All entering these rooms will need to be logged. → Logs must be kept onsite and readily available to Public Health	Main office will maintain a Visitors log that will indicating visitor times in and out. Visiting professionals will have to list the students (people/classes) seen.	Admin assistant Visiting professionals	IP
→	**Additional Protection**				
	c) Use non-medical, "community", face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols. d) Considerations for schools licensed under Food Premises Regulations	⏚ Health Canada information on non-medical masks and face coverings ⏚ *"Return to School"* document (EECD)	Anyone exhibiting symptoms of illness will be required to wear a NMM and isolate in room 181 until they are able to be picked up or until they are able to leave the building. Cafeteria staff members will be wearing gloves and masks while preparing/delivering food to tables. Students will be required to order their meal each day to avoid line-ups. Cafeteria staff will receive a copy of the OP.	All	IP

Protective Measures – Strategies:

10. Occupational Health and Safety Act & Reg. Requirements

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) **Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.**	⏷ OHS Guide-Three Rights ⏷ Responsibilities of Employer, Supervisor, Employees	* All staff to review the PowerPoint on OHS Act & Regulations (on Teams) *Supporting documents on Teams: -Handouts on Duties of Employer, Supervisor, Employee -Copy of OSH Act -Copy of General Regulation 91-191	Principal	IP
2) **Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.**	⏷ OHS Guide-New Employee Orientation	*All staff to review PowerPoint on COVID-19 (on Teams) * All staff & students to watch informational videos produced by ASDN	Principal	IP
3) **Provide staff the employee training on the COVID-related work refusal process.**	⏷ Right to Refuse Process ⏷ School District HR	* All staff to review PowerPoint on the Right to Refuse Process (on Teams) *All staff to review Vulnerable Employee Affirmation Form *All staff to review Right to Refuse Form(s) – ***Not yet added to Teams***	Principal	IP
4) **Keep records/log of visitor and employee presence, as well as orientation, training and inspections.**	⏷ Refer to logs previously referenced → Keep record of who attended training → How often/by who will inspect signage, sanitization stations	*Visitor logs will be maintained by school admin. *Records of staff orientation, training, instruction will be maintained by school admin staff.	Principal VP Custodians Teachers	IP
5) **Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.**	⏷ Supervisors = Principals and Vice Principals - this will be done by HSC & PH	*Principals and Vice Principals to review protocols for working with Public Health as on the Outbreak Management Plan	Principal	IP

6)	Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.	☝ Facilities, DSSS, and HSC will provide support for this	* When/if PPE is required proper instruction will be provided	Principal	IP
7)	Make available appropriate <u>personal protective equipment</u> for the school setting.	☝ District Student Support Services	* PPE (masks, face shields, gloves) will be made available to staff that require them.	All staff	Done
8)	School district Human Resources confirm process for addressing employee violations of policies and procedures.	☝ HR Department to provide guidance	*School Administration in concert with district HR will address violations to all policies and procedures (including COVID related) efficiently and appropriately and on a case by case basis.	Principal	IP
9)	Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.	☝ OHS Guide-JHSC → Involve your JHSC as much as possible!	*This plan will be reviewed with the JHSC and they will be part of its regular review.	Principal JHSC	IP
10)	Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	☝ OHS Guide Topic-Supervision	*School administration will ensure compliance to new COVID-19 related policies, procedures, and processes as they do all established policies, procedures, and processes.	Office	IP
11) 12) 13) 14)	Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school. Schools must engage the district from the beginning. 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. Once the district is advised of a positive case, they must then report it to WorkSafeNB.	☝ **EECD Outbreak Management Plan** o 11, 12, 13, 14 are all addressed in the OMP ☝ *Return to School* document	*Review Outbreak Management Plan with all staff. *Ensure staff understand how to manage a symptomatic individual *Reinforce and promote the role of Public Health in guiding and supporting school in the event of a confirmed case(s).	Principal	IP

Occupational Health and Safety – Strategies:

> 💡 **Outline how the requirements for OHS within a COVID-19 response are being met.**

11. Outbreak Management Plan

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) **Using the Return to School document, outline how the requirements for COVID response are being met.**	☝ **EECD Outbreak Management Plan** ☝ Train staff on OMP, their roles and responsibilities ☝ Designate isolation area, preferably if there is an area where an ill student could be supervised from 2m or more.	Staff will be informed on the protocols set by public health/ ASDN in the case of an outbreak. Students who are sick will required to wear a NMM and to room 181 until their parents are able to pick them up. Information will be shared with parents and the school community via our and Facebook page and talk mail when necessary and as directed by DO and Public Health. School personnel will cooperate and follow the Outbreak Management Plan as provided by ASDN in accordance with the guidelines set out in the EECD Return to School document As previously outlined, our isolation room will be in room 181 behind our office. This room is equipped with a private bathroom if necessary.	Admin Team AA EA's Custodians Classroom Teachers	IP

Outbreak Management Plan – Strategies:

12. Mental Health Support

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	☝ **GNB Mental Health Resource** ☝ School District support staff ☝ School District Human Resources Staff	A guidance counsellor will be available 2.5 days a week to support students. Our resource teacher and our intervention teacher will be available to support students. Our staff will have access to all DO and EECD programs as well as the EAP. Social/emotional learning initiatives will be discussed with staff and developed in our SIP. Wellness initiatives will be discussed with staff in conjunction with John Fletcher.	Admin Team Teachers District office Local Unions	IP
2. Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	☝ School District Support Services	Consult with senior Admin team Consider activating crisis response team (district led).	Principal ESST District Office	IP

Mental Health Support – Strategies:

💡 **Describe how any mental health considerations are being met.**

13. Additional Considerations: School specific

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. **Emergency Plans – Considerations under COVID**	→ In the event of an emergency, response/evacuation will remain the same. How will fire drills be conducted? **OFM is preparing guidelines.**	As per the return to school plan, fire drills will be scheduled during the first few weeks of school. The first few practices will be performed by individual class bubbles to ensure adequate practices.		IP
2. **Address how students will be picked up from school (Drs appts etc.)**	→ Is there a designated waiting area? Is it supervised? Does it need to be?	Whole school practices will be conducted as per every other year while promoting the use of a community face mask. During these drills, we will not be following physical distancing rules when students exit our buildings. Outside, students will be distanced in their class bubbles.		
3. **How will you handle learners that have/need to be sent to the office for discipline?**		Upon their return in the school, regular physical distancing rules will be back in effect.		
		Students who need to be picked up will be brought to the office. When doing so, they will be recommended to wear a mask. As previously stated, when they present with COVID symptoms, they will be required to wear a mask and be brought to our isolation room.		
		Parents will be required to pick up their children by entering the building through the main door. They will be required to make their way to the office. A staff member will then bring their child to the office and they will be required to sign-out and exit through the main door. Signs have been installed to clearly mark which door will be used to enter and exit the school.		