COVID-19 Operational Plan

Sugarloaf Senior High School (9-12)

Population: 380 (Students/Staff)

Academic Year 2020-2021
Version 005

Anglophone North
School District

Covid-19 Operating Plan – Checklist

Section	To Do List:	Status (Done, In Progress, Not Started, N/A)
1) **Communications**	• Initial Communication to parents to go out via Voice Mail, Facebook and Website.	Done
2) **Building Access**	• Signs are posted. • Must include office phone number. • Clear communication with parents/visitors.	IP
3) **Risk Assessment**	• Section 3 completed.	Done
4) **Physical Distancing**	• Direction arrows to be installed on floor/stairs. • "Stay to the right" signage. • 6ft distance signage. • Determine zones for Break Time. • Identifying waiting areas where necessary (breakfast program, bus lines, transition areas, Vocational & PE).	Done Done Done Done Done
5) **Transition Times**	• Clear communication with staff on arrival and dismissal protocols. This will be done in initial days upon their return.	Done
6) **Screening**	• Follow directives of ASD-N and NB Public Health. • Prepare an isolation area (Nurses Room located off the Cafeteria has been identified as our Isolation Room).	Done Done
7) **Cleaning & Disinfection Procedures**	• Follow directives from ASD-N. • Administration to ensure policy is followed by custodians regular cleaning of high touch surfaces (washrooms, door knobs, hand rail).	IP IP
8) **Personal Hygiene Etiquette**	• Signage throughout building. • Video/PPT to help new and returning students. • To be reinforced by homeroom teachers.	Done IP Upon return
9) **Protective Measures**	• Signage. • Professional Visitor log.	Done Done

	• Have disposable masks available front station and office for visitors.	IP
10) **OHS Regulation Requirements**	• Follow directives from ASD-N.	IP
11) **Outbreak Management Plan**	• Follow directives from ASD-N and NB Public Health.	IP
12) **Mental Health Support**	• Guidance Staff to monitor. • Ensure brochures are available in staff room and office area.	Upon Return
13) **Additional Considerations**		

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.

<table>
<tr><td colspan="2" align="center">This plan belongs to:</td></tr>
<tr><td align="right">School Name:</td><td>Sugarloaf Senior High School</td></tr>
<tr><td align="right">Principal (Signature):</td><td></td></tr>
<tr><td align="right">District Official (Signature):</td><td></td></tr>
<tr><td align="right">Implementation Date:</td><td>September 2020</td></tr>
</table>

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**
Michael O'Toole/James Ryan	1	August 5th, 2020			
Michael O'Toole/James Ryan	2	August 18th, 2020			
Michael O'Toole/James Ryan	3	August 26th 2020			
Michael O'Toole/James Ryan	4	August 30th, 2020			
Michael O'Toole/James Ryan	5	September 2nd, 2020			

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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.
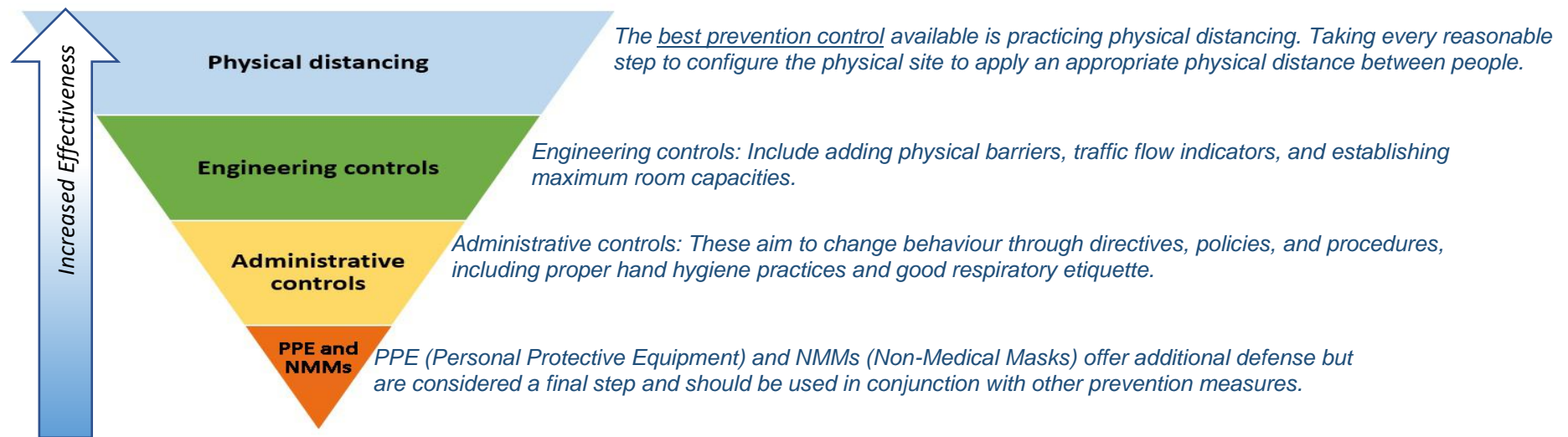
RATIONALE

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 : Guide for Parents and the Public](). This document provides details of what parents and students need to know before returning to school in September 2020. This plan will continue to grow and evolve as new information becomes available from public health experts.

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.**	District/Provincial Communication	• Teachers - Staff Meeting – EAs – meeting • Students – VideoPPT message	Admin. Team	IP
2) **Communicate operational strategies, provide orientation to visiting professionals**	District/Provincial Communications and Regulations	• Posted Memo & Signage • Verbal Communication upon entry	Admin. team	IP
3) **Communicate operational strategies to parent/caregiver and school community.**	District/Provincial Communications and Regulations	• Facebook Page – Video/PPT message • Website – Video/PPT Message • Written Memo • Voice Mail	Admin. Team	IP

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)	• 3 Main Doors are always locked after student entry in the morning/after break/after lunch. No entry unless previous appointment made through office. Post phone number on door. • In the event of an emergency visitors will ring the doorbell or call in to announce their purpose and follow direction of administration. • Clear logs kept indicating - name, time in/out, all classes or students visited, and room/location used.	Custodial (C2) Admin. Team Admin. Team/ Admin. Assist. Admin. Team/ Admin. Assist.	IP

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	• **SCHOOL START** • All students will go directly to their assigned classroom using the Assigned Main Entry Door upon arrival no earlier than 7:45. • **Bus –** Teacher on Duty will ensure one bus unloads at a time and enters through their Assigned Main Entry Door. Early arrivals will go directly to their 1st Period classroom. Staff will be on duty to ensure capacity is not exceeded and encourage students to proceed to classes. Students and staff must wear non-medical masks outside of the classroom. • **Parent drop off/Walkers/Student Drivers –** Parents/Walkers/Student Drivers will be encouraged to arrive at the 3 Main Entry Door Area between 8:00 AM – 8:20 AM. Early arrivals will go directly to their 1st Period Classroom using their assigned Main Entry Door. Staff will be on duty to ensure capacity is not exceeded and encourage students to proceed to classes. Students and staff must wear non-medical masks outside of the classroom. • **SCHOOL END** • **Bus -** Class ends at 3:20 PM. Students will remain in their classroom until their bus arrives. Students will be notified through the Intercom that their bus has arrived and that they can be dismissed. Students will exit through the main doors and go	J. Ryan/M. O'Toole – Door/Duty teachers in team area Admin. Team/ Homeroom teachers Admin. Team/ Homeroom teachers J. Ryan/M. O'Toole – Door/Duty teachers in team area	IP

		directly to the buses, wearing non-medical masks, and be physically distant as they leave the school. • **Parent pick-up/Walkers/Student Drivers-** Class ends at 3:20 pm. Students will exit through their Assigned Exit Door, wearing non-medical masks, and be physically distant as they exit the building.		
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?	• Any member of the community, including parents, volunteers, repair workers, public health nurses, social workers, etc., who enter the school during operational hours will be required to keep a physical distance of two metres and wear a community mask for their pre-approved appointment or time, in addition to all other health and safety measures. These practices should be explained prior to the visit and signage should be posted as well.		

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"* <u>Risk Assessment Guideline Health Canada</u> – Public Health Canada 🖑 *"Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic* <u>Risk Mitigation Tool"</u> – Public Health Canada 🖑 Your HSC: Barbara McFarlane, 625-0285	• Completed risk assessment to triage high risk areas and troubleshoot solutions.	Michael O'Toole James Ryan John Downs	**DONE**
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 persons show signs of illness they will be masked and gloved and remain in Nurses Office until they are able to leave premises.	Admin. Team	IP

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.

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. It is important to acknowledge that no mitigation measure alone or in combination can reduce the risk of COVID-19 to zero. 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, layering (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).

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

- **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.
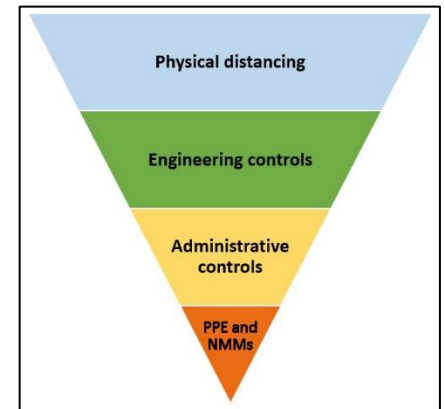
School Risk Assessment Tool

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

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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*

	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.

Who, What, Where to Consider

Space	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Points of entry	3 Main Entrance Doors – Brief/Medium	Medium	• Masked staffers hold door open during bulk entry in morning and afternoon. • One-way traffic only. • Sanitize after use. • Wear masks until they enter their own classroom.
Main office	Prolonged/Medium	High	• Staff will use keypad for entry…only to get their mail, photocopier and use staff washroom; no congregation. • No students/no phone – Naomi will contact for them if necessary.
Hallways	PE – Brief/Medium High School class transitions – Brief/High	High	• Wear masks in hallways during transitions/obey taped waiting areas to enter class.
Stairwells	Brief/Low	High	• One-way traffic. Wear masks - Down back stairs & up main stairs.
Staff lounge	High/Medium	High	• Wear Masks if Social distancing is not possible. Self-Sanitize after use.
Staff washroom	Low/High	High	• Only 3 in building. Waiting place – tape on floor. • Self-Sanitize after use.
Student lounge	N/A		
Student washroom	Brief/Medium – use Floor washroom designated per floor only.	Medium	• Students only permitted to use their area washrooms. • Wear mask while not in classroom. Maximum 2 at a time. • Maximum of 2 students waiting to use washrooms and remain in wait area indicated before entering the washroom. • Place signage for proper hand - washing.
Classrooms	Prolonged/High	Low	• Students will spray and wipe desks and chairs after entering each classroom at the beginning of class. • "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

Gym	Prolonged/High	Medium	• Students must use gym bag – no loose items. • Sanitize bench, equipment and touch surfaces before new class enters.
Library	Prolonged/Low	Low	• Classroom Bubbles. • Strict adherence to scheduled times. • Used during lunch hour.
Cafeteria	Prolonged/High	High	• Seating for up to 45 students (Individual Desks) for students purchasing lunch. • 6 feet spacing between Desks. • Individual requests/packaging for dips/ketchup etc. • Students that bring their own lunch will be required to eat in the Library respecting Social Distancing Guidelines • One - way traffic only. • Washing of tables and seats after use (Custodians/staffers)
Playground	NA	NA	• No Playground
Outdoor sports field	Brief/Medium	Medium	• Used as instructed by PE Teacher
Fitness Rooms	Brief/Medium	High	• Used as instructed by PE Teacher
Onsite Daycare	NA	NA	• NA
Locker areas	Brief/Low	Low	• Will be used upon student request. Locker use will not be permitted during class time
Music Room	Prolonged/High	Low	• Organized by Class Teacher
Maker Space	Prolonged/High	Low	• Class Schedule. Self-sanitize after use.

People	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Teachers	Medium/Medium	Low	• Team Meetings: Masks or distancing (Classroom/Virtual as opposed to conference room to allow for spacing). • Staff meetings: Masks or distancing (use Cafetorium or Virtual).
EAs/SIWs	Brief/Low	Low	• Breaks – Social distance.
Custodians	Brief/Low	Low	• Breaks – social distance. They have their own areas to clean.
Students	Prolonged/High	Low	• Transitions – Masks must always be worn outside of the classroom at all times – one-way traffic only.
Resource Students	Prolonged/Medium	Low	• Students attending everyday on a PLP will be identified by the EST-R and the student/family will be notified.
Parents/Guardians	Brief/Low	High	• Wait in vehicle in Front at Designated Pick Up Zone Area. • No entry without appointment. Must wear a mask if entering is a necessity.
Visiting Professionals	Prolonged/High	High	• Appointment only. • Complete visitor log. • Must wear a mask.

Items	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Cafeteria Microwaves	Medium	Low	• One student at a time. • Zone is clearly marked. • Encourage no heat lunch as much as possible. • Wipe down handles/buttons after use.
Staff room appliances	Medium	Low	• Wipe down handles/buttons after use.
Water fountains	High	High	• Bring own bottles to school for refills. • Water Bottle Stations will be installed as we await for the permanent Station.

Shared books/handouts	Low	Medium	"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	Medium	High	• Classes. • Disinfect after use.
Shared tools	Medium	High	• Classes. • Disinfect 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.	• Physical distancing (2m) will be used during transition and waiting times (when students are not in their classroom). Masks are required when not in classroom. • Divided hallways for two-way traffic (KEEP TO THE RIGHT).	All persons in the building Admin. Team to communicate	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.	• Two-way traffic only/divided hallways (KEEP TO THE RIGHT). • No parent admittance. Follow appointment/pick-up/drop-off protocol. Visitors must wear a mask at all times. • Social Distance in break rooms. • Professional visitors to use conference room when meeting with students. Log to be completed. • Virtual/phone meetings to occur whenever possible.	All persons in the building Admin. Team to communicate	

b) **Arrange furniture to promote the physical distancing requirements. (Include a reception area).**	🖰 *"Return to School"* document (EECD)	• Remove chairs and benches in lobby areas. • Cafeteria desks spaced accordingly (2m).	Admin. Team Custodians	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.	• Arrows to direct traffic. Stay to the right. • Taped bubble areas for line-ups and waiting areas (cafeteria, washrooms). • Appropriate signage throughout (Physical Distancing, hand-washing, sanitize, Masks).	Admin. Team Facilities	IP
d) **Determine if installation of physical barriers, such as partitions, is feasible.**	→ Contact Facilities staff for assistance if barriers are needed.	• NA		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	• Move immediately to locker and classroom upon arrival in the morning. • Busses dismissed by Bus Number upon Arrival. • Staffers hold doors open at these times. • Masks are required to be worn to and from bus area.	Students Teachers/staff Admin. Team to communicate	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)?	• Virtual meetings with outside agencies. • Phone interviews with parents.	Teachers EST-R	IP

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 ❖ Refer again to school schedule and consider what modifications can be made ❖ Refer again to your floor plan to map out areas	• Physical distancing of 2m with taped bubble waiting areas (required to wear masks). • Physical distancing will be used in cafeteria. • Two-way traffic in building (taped directions) ((KEEP TO THE RIGHT). **8:25 – Warning Bell** **8:30 – 9:35– Period 1** **9:35 – 9:40 – Transition** **9:40 – 10:45 – Period 2** **10:45 – 10:55 – Break (Warning Bell)** **11:00 – 12:05 – Period 3** **12:05 – 1:00 – Lunch (Warning Bell)** **1:05 – 2:10 – Period 4** **2:10 – 2:15 – Transition** **2:15 – 3:20 – Period 5**	Admin. Team Duty teachers to monitor All persons in building.	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?	• Students will be able to access Breakfast Program via delivery system. • Students will be able to purchase a meal waiting spaces - 2m apart. • Students who bring their own lunch will be directed to the Library with physical distancing protocols.	Volunteers Duty teachers	IP

		Other area's to be determined as Year progresses.		

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
		• Communicate policy.
		• Post Policy
		• Casual employee questioned
			Admin. Team	IP

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.	⌦ 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	• Isolation space is Nurse Room. • Create checklist protocol (decision tree).	Admin. Team	IP
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.** **The person showing signs of COVID-19 is to call 811 and comply with the instructions given. In the case the person showing signs of COVID-19 is a student, the parent**				

Action Items		
or guardian is to call 811 and comply with the instructions given.		

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	• Students will be reminded by staff about proper hand hygiene and reminded to wash and/or sanitize frequently. • Signage will be posted inside/outside washrooms to remind students to wash hands. • Signage will be posted at cafeteria entrances and classrooms to remind students to use hand sanitizers. • Hand Sanitizing stations will be set up in classrooms and cafeterias. • If it is necessary for a room to be shared by more than one class (computer lab, lab, library, classroom,etc.). Students will be expected to sanitize desks/chairs and shared materials before leaving.	Admin. Team Custodians Students	IP

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? o Custodian?	• Classroom sanitization stations checked/refilled daily (in the evening) by custodial staff. Teachers will contact office if they need more supplies. • There will be hand sanitizer available at all entrance/exits. • Cleaning/Sanitization stations will be set up in computer labs, labs, gym, Art and Music room for cleaning frequent touch surfaces. Spray bottles and paper towels will be used in classrooms and labs for cleaning surfaces (ie: computer keyboards, desks, chairs, etc.) • Custodian II will ensure that supplies in the building are sufficient and let admin know if more needs to the ordered.	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	• Maintain disinfection/sanitization stations, soap dispensers and paper towel dispensers, toilet paper and garbage cans in good working order and fully stocked..	Custodians	IP
b) Hand-washing posters must be posted.	⏏ Handwashing Poster	• Handwashing signs in bathrooms	Admin. Team	IP
c) 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	• Maximum 2 in washrooms (will be posted) • Designated waiting area in hallway for other students. • When in their classroom, students must use their designated area washroom	Admin/ Cust. Teachers Teachers	IP

	→ Communicate washroom use expectations and etiquette to students (how? who?)	only on the floor where their class is located.	Teachers	
		• During lunch, Phys. Ed. and when students have moved to other classes (computer labs, science lab, music or art rooms, etc) with their teacher they will use the nearest washrooms.		
		• Students will use their designated sink and stall. This will be reinforced by classroom teachers.	Teachers	
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 ○ Consider before entering office area, library, gym, cafeteria entrance, at entrances, outside washrooms, others? ✆ **School Disinfection & Cleaning Standards**	• Maintain disinfecting/sanitization station.	Custodians	IP
		• Students will be reminded by staff about proper hand hygiene and to wash and/or sanitize frequently.	Staff	
		• Signage will be posted inside/outside washrooms to remind students to wash hands.	Admin Custodians	
		• Signage will be posted at cafeteria entrances to remind students to use hand sanitizers.	Admin Custodians	
		• Hand Sanitizing stations will be set up in classrooms and cafeteria.	Admin Custodians	
		• If it is necessary for a room to be shared by more than one class (computer lab, lab, library, classroom, etc.). Students will be expected to sanitize desks/chairs and shared materials before leaving.	Teachers/ Students	

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
			• Maintain disinfecting/sanitization stations.
			• Students will be reminded by staff about proper hand hygiene and to wash and/or sanitize frequently.
			• Signage will be posted inside/outside washrooms to remind students to wash hands.
			• Signage will be posted at cafeteria entrances to remind students to use hand sanitizers.
			• Hand Sanitizing stations will be set up in classrooms.
			• If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to sanitize desks/chairs and shared materials before leaving
				Custodians
				
				Teachers
				
				Admin. Team
				
				Admin.
				
				Custodians
				Teacher/ Students
					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 ⍟ Cleaning & Disinfecting Schedule (Excel) ⍟ Educate/Train custodial staff on new cleaning measures (Facilities team and HSC) however, consider the importance of this duty and perhaps think of ways to show appreciation – include students?	• Custodians will follow guidelines outlined in the provincial Return to School document. • High touch areas in building such as doorknobs/handles, sinks, toilets, change rooms, stairway railings will be cleaned multiple times a day following guidelines outlined in the provincial Return to School document. • If it is necessary for a room to be shared by more than one class (computer lab, lab, library classroom, etc.). Students will be expected to sanitize desks/chairs and	Custodians Custodians Teachers/ Students	IP

		shared materials before leavingMaintain disinfecting stations		
		• Refer to Cleaning Schedule Spreadsheet.	Custodians	
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	• All ventilation systems will be maintained in accordance with manufacturers specifications by district maintenance staff. • Encourage staff to open windows when possible (and to make sure to close them at the end of the day.) • No fans are permitted within the classroom.	District Maintenance Staff	IP

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.	⌐ *"Return to School"* document (EECD)	• Students/Staff must use masks in all areas outside of their class. • Masks are recommended for all emergency drills but not to the detriment of the response to the drill.	Everyone	IP
2. Promote appropriate hand and respiratory hygiene.	⌐ Handwashing Poster	• Communicate wash and sanitize hands regularly signage/announcements.	Admin. Team Homeroom teachers	IP

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status
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.	→ Post signage through school about the importance of proper handwashing → Communicate through announcements? → School videos?			
b) Provide minimum 60% alcohol-based hand sanitizer.	⌐ Hand Sanitizer Poster	• Maintain disinfecting stations	Custodian (C2)	IP
c) Communicate frequently about good respiratory hygiene/cough etiquette.	⌐ Coronavirus disease (COVID-19): Prevention and risks ⌐ Post signage through school about the importance of proper handwashing ⌐ Communicate through announcements?	• Communicate wash and sanitize hands regularly. Memos, Facebook, Website, Voice Mail	Admin.	IP
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	• Evaluate Operational Plan regularly. • Classroom stations checked daily by custodial staff.	Admin. Team Custodians	IP

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	• Students/Staff must use masks in all areas outside of their classroom • Masks are recommended for all emergency drills but not to the detriment of the response to the drill.	Everyone Admin. Team Teachers	IP
2. **Provide personal protective equipment – only for those situations that require it:**	⌐ OHS Guide-PPE ⌐ PPE Poster ⌐ District Student Support Services	• Disposable masks located in main entrance and office for scheduled visitors.	Admin. Team	IP

	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	✍ Complex Case – Risk Assessment			
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	• Visitors will have a tracking sheet indicating time in and out, and list of students (people/classes) seen.	Admin. Team	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)	• All parents/students are required to wear a mask for times when physical distancing be maintained.	Parents & students	IP

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	Admin. Team	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	Admin. Team	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*	Admin. Team	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.	Admin. Team	IP
5) **Ensure supervisors are knowledgeable of guidelines and**	⌕ 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	Admin. Team	IP

processes established by Public Health.		on the Outbreak Management Plan		
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	Admin. Team	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.	Admin. Team	IP
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.	Admin. Team	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.	Admin. Team	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.	Admin. Team	IP
11) **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.** 12) **Schools must engage the district from the beginning.**	⌐ **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	Admin. Team	IP

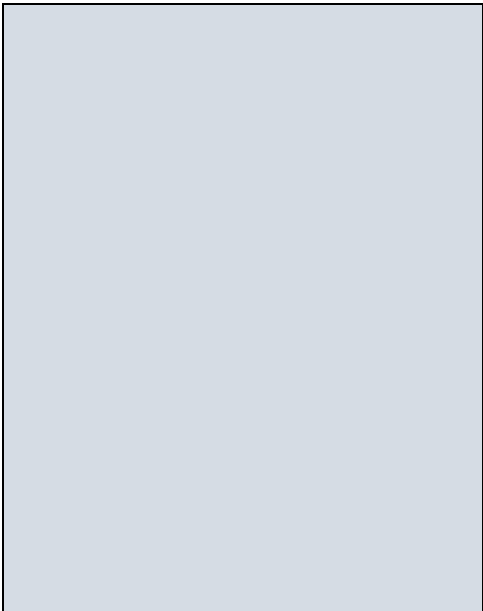| Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
13) **Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.** 14) **Once the district is advised of a positive case, they must then report it to WorkSafeNB.**		guiding and supporting school in the event of a confirmed case(s).		

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.	• 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. • Define location of isolation room (Nurses Office).	Admin. Team	IP

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	• Brochures posted, shared and made available.	Guidance Admin. Team	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			IP

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** 2. **Address how students will be picked up from school (Dr. appointments etc.)**	→ In the event of an emergency, response/evacuation will remain the same. → Fire drills will occur as in pre-COVID times, mask wearing, and physical distancing will not be enforced during these drills. → Is there a designated waiting area? Is it supervised? Does it need to be?	• Students/Staff must use masks in all areas outside of their classroom • Fire, evacuation, and lock down drills will remain the same. Masks will be worn but not to the detriment of executing the emergency drill. Physical distancing will not be expected during emergency drills • Parents will call to inform school of plans to pick up child. Plans will then be made by main office to get	Admin. Team Teachers Admin. Team	IP

		- the student to their parents safely. - Teachers will be directed to page the main office to have administration come to classroom when needed to deal with student issues. - Students who are being picked up from school will be escorted by their teacher to the office area. The parent will remain in the car until their child is delivered to them. - Student can wait for parent pick up outside the main office or in the front entrance (max 2 ppl in main entrance).		

3 - 3rd Floor Entrance/Access & Main Entrance
2 - 2nd Floor Entrance/Access
1 - 1st Floor Entrance/Access