

CoViD-19 Operational Plan

Jacquet River School

Acedemic Year 2020-2021

Version 001


# 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]](#footnote-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.

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| This plan belongs to: |
| School Name: | Jacquet River School  |  |
| Principal (Signature): | Trevor Glazier |  |
| District Official (Signature): |  |  |
| Implementation Date: | **September 2020** |  |
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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.**

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| Plan Review Schedule |
| Name | ***New Ver. No.*** | **Date** | **Name** | ***New Ver. No*.** | **Date** |
| Trevor Glazier | 1 | Sept 4th, 2020 |  |  |  |
| Trevor Glazier | 2 | Sept 24th, 2020 |  |  |  |
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## 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).

*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: Include adding physical barriers, traffic flow indicators, and establishing maximum room capacities.*

*Increased* *Effectiveness*

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

*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.

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

* 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.

**Everyone must 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

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| **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.**
 |   | Information will be posted the JRS school Facebook page for families.Teachers will be informed of plan via email and again at staff meeting.Kindergarten students will have a staggered entry to ensure ease of transition and orientation.Morning announcements will be used to communicate information with students.Homeroom teachers will communicate and practice school routines and procedures with their class. | Admin Admin Assistant | IP |
| 1. **Communicate operational strategies, provide orientation to visiting professionals**
 |  | Operational plan will be shared with District officeInformation will be posted via signage and binder at main office as well as front entrance.Verbal Communication upon entry by the Admin Assistant. | Admin Admin Assistant | IP |
| 1. **Communicate operational strategies to parent/caregiver and school community.**
 |  | Information will be posted via our Facebook page.Talk mail will be utilized to inform/update families. | AdminStaff | IP |
| **Communication - Strategies** |

2. Building Access

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| **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 Exterior doors will be locked.All exterior doors will have signage.Parents/visitors will be able to contact the school to make an appointment.Parents/visitors coming unannounced will be asked the purpose of their visit via intercom, then directed to enter or to make an appointment based on their response.A visitor’s log will be kept indicating name, time in/out, all classes or students visited, and room/location used. | AdminAdmin AssistantCustodians | IP |
| 1. **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
 | Students entering from the bus entrance will go directly to their locker and proceed directly after that to their homeroom class. Walkers and students being dropped of at front entrance will go directly to their locker and proceed directly after that to their homeroom class.Breakfast program will be delivered to homeroom classes via the cafeteria. One/two students (or classroom EA) from each class bubble will come to the cafeteria to pick up breakfast tray.Students being picked up will remain with homeroom teacher until busses are dismissed. Teacher will then direct them to the front entrance where parents will be waiting in their vehicle. Walkers will do the same.All student will wear a mask when entering and leaving the property. | AdminAdmin AssistantClassroom teachers  | IP |
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3. Risk Assessment

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| **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*](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html)– Public Health Canada
* *“Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic* [*Risk Mitigation Tool*](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html)*”* – Public Health Canada
* Your HSC: Barbara McFarlane, 625-0285
 | Complete | Admin | Done |
| 1. **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 gloved and remain in the administrator’s office until they are able to leave.Parents are expected to make every attempt to pick up their sick child within 1 hour and will be advised to call 811. | AdminAdmin Assistant | IP |
|  |  | *Return to School* document. |

**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 prolonged, close contact. 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

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).

* **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]](#footnote-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:

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

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| **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?**

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| Space  | Contact Intensity | Modification Potential | Mitigation Measures/Resources |
| Points of entry | Medium | NMM/Admin controls | staff and students will be wearing masks at this point of entry/entry. Handles will be sanitized following bus entry and dismissal. Minimal touching of doors will be encouraged.Front door handle and intercom will be sanitized regularly.  |
| Main office | Medium | Engineering Controls/Admin controls | Main office door will be closed, and office will be limited in use by all staff other than admin assistant.Barrier has been installed at front office window.Phone calls needed to be made home will be done by admin assistant or accompanying adult. |
| Hallways | Medium | Eng Controls/Admin Controls/ NMM | Everyone in building will be wearing masks when in transition.Directional arrows, lines, and signage will be placed. |
| Staff lounge | High | Admin Controls | Social distancing regulations will be put in place.Every second chair will be removed to promote 2m Rule.Sanitizing will be required.No sharing of dishware unless sanitized/washed. |
| Staff washroom | low | Admin Controls | Individual washrooms only.Sanitizer readily available. |
| Student washroom | Medium | Admin Controls | Students only permitted to use their area washrooms. Wear mask while not in classroom. Maximum of 2 students in a washroom.There will be signage for proper hand washing signs for students to follow. |
| Classrooms | Low | Admin Controls | Teachers will maintain classroom bubbles.Sanitizing measures will be practiced.Practices and procedures will be rehearsed. |
| Gym | Medium | Admin Controls | Students and teachers will clean equipment after each use.Cleaning practices will be practiced with studentsGymnasium benches will be sanitized when used. Students will sit in designated spots on the gym floor. Locker room use will be kept to a minimum. (Not used by elem grades except for bathroom purposes). |
| Library | Medium | Admin ControlsNMMEngineering controls | All classes will have assigned library time on Mondays.Students will wear NMM when not seated (browsing books).Librarian will be provided with a barrier. |
| Cafeteria | Medium | Admin ControlsNMM | Extra tables will be placed in cafeteria so that all homerooms can sit with their class bubble.Tables will be adequately spaced.Orders for lunch will be taken daily to the main office where Money will be collected, and orders placed by the admin/admin assistant.Students will be encouraged to bring meals from home that do not need to be microwaved.All microwaves will have a supply of sanitizing wipes available to use.Handwashing will be encouraged before and after lunch. |
| Playground | Medium | Admin Controls | Playground will be zoned off. Each homeroom will have a defined are to play in. Zones will be rotated daily for grades K-5 in order to allow classes access to various playground equipment.Grades 6-8 will remain in their designated zones. |
| Outdoor sports field | Low | Admin Controls | Will be utilized in fall and spring only for bicycle program.Will be utilized for after school sports programs. |
| Bicycle Program | Medium | Admin ControlsNMM | Student/staff will wear mask when in the bike shed.Bicycles will be used at recess and lunch break on a daily rotation (1 homeroom per day).Bike handlebars and seat will be wiped after use.Helmets will be sprayed with sterilizer spray or not used for 72hrs.Students will be encouraged to bring their own helmet. |
| Onsite Daycare | Low | Admin Controls | Pre school will be held on Tuesdays until Noon.Pre school will adhere to school operation plan and procedures.Pre school students will use staff washrooms.Pre school staff and students will be limited in access to the building. |
| Locker areas | High | Admin ControlsNMM | Students will be required to wear mask when at their locker. |
| Computer labs | High | Admin Controls | Computer labs will be used by one homeroom class at a time.Keyboards will be wiped by students and staff after use. Chairs will be wiped by student/staff using the chair.Logbook of computer lab use will be kept. |
| Maker Space | High | Admin Controls | Maker space will be used by one class at a time.Students/Staff will sanitize objects used in the makerspace after use.Logbook of maker space use will be kept. |
| Tablets/i-pads | High | Admin Controls | Tablets/I-pads will be checked out of main office.Logbook of daily use will be kept.Students/Staff responsible for sanitizing and returning to office after use. |
| Breakfast Program | Medium | Admin Controls | Breakfast program will be delivered to homeroom classes via the cafeteria. One/two students (or classroom EA) from each class bubble will come to cafeteria to pick up breakfast tray.Mask will be worn when picking up breakfast. |

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| People | Contact Intensity | Modification Potential | Mitigation Measures/Resources |
| Teachers | Medium | Admin ControlsNMM | Staff meeting will take place in large room to ensure proper social distancing.Masks will always be worn in common areas and when 6ft social distancing cannot be maintained in staff rooms.PPE will be provided when necessary or requested. |
| EAs/SIWs | Medium | Admin ControlsNMMPPE | Social distance when required.Encouraged to wear mask when distancing is not possible.PPE will be provided when necessary or requested. |
| Custodians | Medium | Admin ControlsNMM | Social distancing will be practiced. If unable to maintain 2-meter distance, masks will be worn.Custodians have allocated/separate areas to clean.Custodians will practice distancing in custodian room and will not share cutlery/dishware/food. |
| Students | Medium | Admin ControlsNMM | Masks will be worn when in transition from homeroom to another space.Limit of 2 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 | Admin ControlsNMM | 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. |
| Parents/Guardians | Low | Admin Controls NMM | There will be no parent entry into the school unless deemed necessary.Parents will phone ahead for 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 their vehicle in the front parking lot. |
| Visiting Professionals | Medium | Admin ControlsNMM | Must sign-in upon entering the building.Must wear a mask when 2m cannot be maintained.Will be encouraged to wear mask. |

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| Items | Contact Intensity | Modification Potential | Mitigation Measures/Resources |
| Cafeteria Microwaves | Medium | Admin ControlsNMM | Students will Stay at their bubble table and raise their hand to have food microwaved.  There will be an adult assigned to microwave duty to help with food. Only one meal will be heated at a time. Students will be asked to wear a mask when they use the microwave. Adult helping with microwave will sanitize after use. |
| Staff room appliances |  |  | 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 | Admin ControlsEngineered ControlsNMM | Water fountains will be closed for drinking by mouth. Fountains have been retro fitted with bottle filling nozzles.Students will be asked to bring in a refillable water bottle. |
| Shared books/handouts | Medium | Admin ControlsNMM | 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 | Admin Controls | Students will have assigned computer times in bubble classes.Computers will be self-sanitized after use.Computer lab will be cleaned daily by custodians. |
| Photocopier | Medium | Admin Controls | Maximum of two persons allowed in photocopy room at one time. Copier will be sanitized after each use.Photocopier will be wiped down by user after use. |

4. Physical Distancing

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| **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
* 9-12 = 1m between students in class and 2m outside of class
* 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 8 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)Masks are required when not in classrooms (except outside).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 | IP |
| * 1. **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 mask. Social Distancing in break rooms. All visitors will fill out the visitor’s log. Virtual/phone meetings to occur whenever possible. | AdminAdmin Assistant | IP |
| * 1. **Arrange furniture to promote the physical distancing requirements. (Include a reception area).**
 | * *“Return to School”* document (EECD)
 | All seating areas will be spaced appropriately. | Admin | Done |
| * 1. **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 ordered through Facilities department.Visual cues will be placed on floors/walls. | AdminFacilities | Done |
| * 1. **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 | AdminFacilities | Done |
| * **Establish protocols to ensure people don’t congregate in groups**

1. (staggered arrival, start, break/recess, lunch and release times and 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).Masks will be required when transitioning to and from busses. | AdminTeachers | 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/phone meetings with outside agencies. e-mail whenever possible/reasonable.Phone interviews with parents. | AdminTeachers | IP |
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5. Transition Times

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| **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.**
	1. 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
* K-8 = no PD within bubble and 1m minimum between bubbles
* 9-12 = 1m between students in class and 2m outside of class
* Refer again to school schedule and consider what modifications can be made
* Refer again to your floor plan to map out areas
 | k-8 classes will not wear masks within bubble but will be required to wear masks during transition times, and to go to the washrooms. All class sizes will be grouped as small as possible.Recess hour will have bubble zones to allow classes to maintain bubble.Cafeteria tables will be appropriately spaces, and students will sit with their bubble class. | AdminTeachersEA’s | Done |
| 1. **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?
 | Recess snack will be eaten in bubble classroom.Breakfast program will be delivered to classrooms by program volunteers or picked up by classroom EA’s or 1-2 individuals from bubble classes.Home made lunches will be encouraged. Ordered lunches will be handed out to bubble tables directly by adult on duty/admin. Microwaves will be operated and sanitized by adult on duty. | TeachersProgram volunteersstudents | IP |
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6. Screening

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| **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.**
	1. 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.
	+ Need policy outlining expectations for screening
	+ Need school policy for casual workers
* Post screening questionnaire throughout building
 | Staff is to practice self-monitoring and check their temperature prior to leaving for school each morning.Signage will be posted at each door as a reminder. Information will be communicated at our staff meeting.If supply teachers or other casual employees are needed at the school, they will be asked the screening questions upon arrival. | AdminAdmin Assistant | IP |
| 1. **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
 | If a student feels ill, they should remain at home. If they have 2 or more of the symptoms, they are to call 811 and follow the medical professional’s advice.If a student becomes ill at school, they will be masked and taken to the isolate in the admin office. Their parents will be called to pick them up and advised to call 811.Other students and staff will self-monitor throughout the day. | AdminAdmin AssistantTeachesAll Staff | IP |
| 1. **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.**
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7. Cleaning & Disinfection Procedures

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| **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 in washrooms and cafeteria.Teachers will teach proper hand washing to their students.Sanitizing stations in classrooms. Wipe down desks/chairs and shared materials in common areas (i.e. computer room).Students may be asked to clean their workspace after use (desk, chair). Students may be asked to clean their gym equipment after use. | Admin Classroom TeachersCustodiansAll staff | IP |
| 1. **Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.**
	1. 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 stations checked daily by custodial staff. Sanitize station at all entrances/exits. Spray bottles and paper towels in classrooms.Sanitary wipes in each classroom. | AdminClassroom TeachersCustodiansFacilities | IP |
| 1. **Washrooms:**
	1. 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.
	2. Foot-operated door openers may be practical in some locations.
 | * School custodial staff
* District facilities management
 | Maintaining of washrooms and sanitizing stations. | Custodians | IP |
| * 1. Hand-washing posters must be posted.
 | * Handwashing Poster
 | Handwashing posters posted in Washrooms and cafeteria. | Admin | Done |
| * 1. 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
 | Maximum occupancy of washrooms will be two at a time.There will be floor markings outside washrooms for line-ups.Teachers will practice washroom procedures with bubble class. | AdminClassroom TeacherEA’s | IP |
| 1. **Since physical barriers are not always possible:**
	1. 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**
 | Handwashing stations will be appropriately placed through out the building.Handwashing stations will be maintained. | AdminCustodiansFacilities | IP |
| * 1. Encourage proper hand hygiene before and after handling objects or touching surfaces.
 | * + Signage wherever common objects/surfaces are located:
	+ Staff rooms, copier rooms
	+ Consider again library, gym, cafeteria
	+ Industrial classrooms: Shared tools
	+ Art class: shared supplies
	+ Music equipment
 | Handwashing signage will be posted in bathrooms and cafeteria.Proper hand hygiene will be taught and encouraged by classroom teachers and EA’s.Signing will be permitted when students can maintain proper social distance. | AdminTeachersEA’s | IP |
| * 1. Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.
 | * **School Disinfection & Cleaning Standards**
* Identify high touch areas in your building
* 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?
 | Regular cleaning and disinfection are essential. This includes the following…Daily cleaning: student desks and chairs.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: Health room (isolation room). | CustodiansStaff | IP |
| * 1. 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.Classroom windows will be open when deemed appropriate by classroom teacher. | FacilitiesClassroom teacher | IP |

8. Personal Hygiene Etiquette

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| **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)
 | Clean masks are required each day for staff and students. Masks will be worn by parents/visitors according to regulations.Masks will be used by staff, students outside the classroom bubbles.Masks will be used in the hallways, bathrooms, library and when physical distancing is not possible.Masks are recommended for all emergency drills but not if interferes with the response to the drill.Students will not have to wear a mask in their classroom bubble. | All StaffStudentsVolunteersParents/Visitors | IP |
| 1. **Promote appropriate hand and respiratory hygiene.**
 | * [Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf)
 |  |  |  |
| * 1. 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?
 | Handwashing signage will be posted in bathrooms and cafeteria.Proper hand hygiene will be taught and encouraged by classroom teachers and EA’s.Daily reminders during announcements. | AdminTeachersEA’s  | IP |
| * 1. Provide minimum 60% alcohol-based hand sanitizer.
 | * [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)
 | Sanitizer will be purchased and provided by school and facilities. | AdminFacilitiesCustodians | IP |
| * 1. Communicate frequently about good respiratory hygiene/cough etiquette.
 | * [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html)
* 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 will be posted throughout the building.Daily reminders during announcements. | Admin Classroom teacherEA’s | IP |
| * 1. 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. Have input from school staff.Classroom stations checked daily by custodial staff. | Admin Admin AssistantClassroom Teachers | IP |
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9. Protective Measures

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| **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
 | Masks will be worn when distancing is not possible between classes, non-bubble students.Gym will be divided when two groups are using the space.Resource teacher will consult with outside agencies to accommodate students with complex needs. | AdminTeachersResource | IP |
| 1. **Provide personal protective equipment – only for those situations that require it:**
 | * [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)
* [PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal%2BProtective%2BEquipment%2BPoster.pdf?MOD=AJPERES&CVID=mu8SU02)
* District Student Support Services
 | 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 mask with them at school. | AdminAll Staff | IP |
| 1. Hand protection (nitrile, rubber, or latex gloves)
 | * Complex Case – Risk Assessment
 |  |  |  |
| 1. Eye protection (safety glasses, goggles, or face shield)
 |  |  |  |  |
| 1. Other PPE as determined necessary through the risk assessment
 |  |  |  |  |
| 1. 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.
	1. This is in addition to regular school attendance logs.
	2. 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 and sign in and out. | Admin assistantVisiting professionals | IP |
| * **Additional Protection**
 |
| * 1. 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.
	2. Considerations for schools licensed under Food Premises Regulations
 | * [Health Canada information onnon-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)
* *“Return to School”* document (EECD)
 | Anyone exhibiting symptoms of illness will be required to wear a mask and isolate in the principal’s office until being picked up or leave the building.Food vendor will wear a mask when delivering food to the school. Vendor must follow school operational procedures upon entry.One staff member will collect food from the vendor. Food will be distributed to students individually at their bubble table by adult on duty/admin. Cafeteria provider has an established covid-19 plan. A copy has been requested. A copy of our operational plan will be shared with cafeteria provider. | AdminAll StaffVisitorsVisiting Professionals | IP |
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10. Occupational Health and Safety Act & Reg. Requirements

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| **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](https://ohsguide.worksafenb.ca/topic/rights.html)
* Responsibilities of Employer, Supervisor, Employees
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | Admin | IP |
| 1. **Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.**
 | * [OHS Guide-New Employee Orientation](https://ohsguide.worksafenb.ca/topic/orientation.html)
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | Admin | IP |
| 1. **Provide staff the employee training on the COVID-related work refusal process.**
 | * [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/) Process
* School District HR
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | Admin | IP |
| 1. **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 log will be kept at office.Visiting professional will log which student they see.Signage inspections will be done by admin.Sanitation station inspections will be done by admin, custodians, classroom teachers. | AdminCustodiansTeachers | IP |
| 1. **Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.**
 | * Supervisors = Principals and Vice Principals - this will be done by HSC & PH
 | Documents forwarded to admin will be addressed when received via email. Protocols will be discussed at our staff meeting.  | AdminAdmin Assistant | IP |
| 1. **Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.**
 | * Facilities, DSSS, and HSC will provide support for this
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | AdminAdmin Assitant | IP |
| 1. **Make available appropriate personal protective equipment for the school setting.**
 | * District Student Support Services
 | Appropriate PPE will be distributed where need is determined.PPE will be stored in copy room and in individual user’s room. | AdminAdmin AssistantTeacher | Done |
| 1. **School district Human Resources confirm process for addressing employee violations of policies and procedures.**
 | * HR Department to provide guidance
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | AdminAdmin Assistant | IP |
| 1. **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](https://ohsguide.worksafenb.ca/topic/fixed.html)
* Involve your JHSC as much as possible!
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our JHSC meeting.  | AdminAdmin Assistant | IP |
| 1. **Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.**
 | * [OHS Guide Topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html)
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | AdminAdmin Assistant | IP |
| 1. **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.**
2. **Schools must engage the district from the beginning.**
3. **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.**
4. **Once the district is advised of a positive case, they must then report it to WorkSafeNB.**
 | * **EECD Outbreak Management Plan**
	+ 11, 12, 13, 14 are all addressed in the OMP
* *Return to School* document
 | Documents will be forwarded to staff when received via email. Protocols will be discussed at our staff meeting.  | AdminAdmin Assistant | IP |
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11. Outbreak Management Plan

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| --- | --- | --- | --- | --- |
| **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 be masked and sent to isolate in the main office 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.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. | Admin TeamAdmin AssistantClassroom Teachers | IP |
| **Outbreak Management Plan – Strategies:** |  |  |  |

12. Mental Health Support

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| --- | --- | --- | --- | --- |
| **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](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/mental-health-and-coping-during-covid-19.html)
* School District support staff
	+ John Fletcher
* School District Human Resources Staff
 | Guidance counsellor to support students. Resource teacher to support students.Kids Help phone.Reach out to Joan MacMillan if needed.Social/emotional learning initiatives built into School Improvement plan.Direct staff to Employee support programs. | AdminTeachersDistrict officeLocal Unions | IP |
| 1. 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](https://nactatr.com/news/files/01GuideRe-Entry.pdf)  | * School District Support Services
 | Consult with senior Admin team.Consider activating crisis response team (district led). | AdminDistrict Office  | IP |

13. Additional Considerations: School specific

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| --- | --- | --- | --- | --- |
| **Action Items** | **Resources/Considerations** (Examples, Templates, Guidance Documents) | **School Response**  | **Person(s) Responsible** | **Status** (Done, In Progress, Not Started, N/A) |
| **Emergency Plans – Considerations under COVID****Address how students will be picked up from school (Drs appts etc.)** **How will you handle learners that have/need to be sent to the office for discipline?** | * In the event of an emergency, response/evacuation will remain the same. How will fire drills be conducted? **OFM is preparing guidelines.**
* Is there a designated waiting area? Is it supervised? Does it need to be?
 | Fire and Evacuation plan remains the same. Masks will be worn but not to the detriment of the evacuation plan. Parents will call to inform school of plans to pick up child. Plans will then be made by main office to get 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. Classroom EA can also walk with student to the office for disciplinary 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). | AdminTeachersEA’sParents | IP |
|  |  |  |  |

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. [↑](#footnote-ref-1)
2. Categories and spirit of this table were adapted from: [“Public Health Principles for a Phased Reopening During Covid-19: Guidance for Governors”](https://www.centerforhealthsecurity.org/our-work/pubs_archive/pubs-pdfs/2020/200417-reopening-guidance-governors.pdf) by the *Johns Hopkins Bloomberg School of Public Health* [↑](#footnote-ref-2)