**KINGSCLEAR CONSOLIDATED SCHOOL OPERATIONAL PLAN**

**2020 – 2021**

**COMMUNICATIONS:**

**Communicate operational strategies, provide orientation to school personnel and students:**

School personnel: The operational plan will be sent to school personnel via e-mail upon district approval of the plan. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a virtual meeting will be held with staff to go over the plan. The plan will be gone over with staff who do not return to work on August 31 in small groups or individually on their first day of reporting to work.

Students: The operational plan will be communicated to students and their families by the school administration via email and by placing it on the school website.

**Communicate operational strategies, provide orientation to visiting professionals:**

Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. In addition, they will be given a summary that is explicit for visiting professionals. This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. As well, our operational plan will be on the Absence Management site for those taking a supply position at KCS.

**Communicate operational strategies to parent/caregiver and school community:**

Once the plan is approved, it will be sent by email to each family. The entire plan will be posted to our website. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school e-mail). These questions will be answered directly. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator. The administrator will be posting several information videos on our school website and sharing a link directly with parents answering frequently asked questions.

**BUILDING ACCESS:**

**Prevention of Public from Freely Accessing the Operation School:**

Following the first days of school for students (K students - 1/2 of the class returning on September 8; the other 1/2 of the class returning on September 9 and full classes returning on September 10; Grades 1 – 5 students will return on September 8, parents/caregivers will be asked not to enter the building without an appointment. On the first day of school for their Kindergarten child, the parent/caregiver will be permitted to enter the building with their child through door “B” (parking lot – right-hand side door). The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. Parents/caregivers of K students will be asked to exit through the lower left-hand door (door “A”) that leads to the parking lot.

Parents/caregivers will be notified via School Messenger that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only.

Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 453-5414 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school. The administrative assistant will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant will walk the student to the main entrance and record who picked up the child and the time that the child left.

Students who arrive at school following the opening of school will be permitted into the building by the administrative assistant. The administrative assistant will record when the child arrived as well as the reason the child was late.

**Procedures to Reduce Congestion and Follow Physical Distancing Requirements During the School Start and Dismissal Times:**

At start up, K students will enter the school through door “B” in the parking lot. Students will go directly to their room to hang book bags, jackets and outdoor shoes. Once done they will proceed directly into their room. The homeroom teachers will monitor this. Homeroom teachers will also be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated in reverse at the end of the day. Students will be dismissed one class at a time with a 30 second interval to ensure physical distancing is retained. All students will exit the building through the main doors at the end of the day.

At start up, Grade 1 students will enter the school through the main entrance left-hand door (door “C”). Students will go directly to their room to hang book bags, jackets and outdoor shoes. Once done they will proceed directly into their room. The homeroom teachers will monitor this. Homeroom teachers will also be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. At dismissal, students will be dismissed one class at a time with a 30 second interval to ensure physical distancing is retained. All students will exit the building through the main doors at the end of the day.

At start up, Grade 2 students will enter the school through the right-hand doors in the parking lot (door “B”). Students will go directly to their room to hang book bags, jackets and outdoor shoes. Once done they will proceed directly into their room. The homeroom teachers will monitor this. Homeroom teachers will also be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated in reverse at the end of the day. Students will be dismissed one class at a time with a 30 second interval to ensure physical distancing is retained. All students will exit the building through the main doors at the end of the day.

At start up, Grade 3/4 students will enter the school through the main entrance right-hand doors (door “D”). Students will go directly to their room to hang book bags, jackets and outdoor shoes. Once done they will proceed directly into their room. The homeroom teachers will monitor this. Homeroom teachers will also be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. At dismissal, students will be dismissed one class at a time with a 30 second interval to ensure physical distancing is retained. All students will exit the building through the main doors at the end of the day.

At start up, Grade 4/5 students will enter the school through the main entrance right-hand doors (door “D”). Students will go directly to their room to hang book bags, jackets and outdoor shoes. Once done they will proceed directly into their room. The homeroom teachers will monitor this. Homeroom teachers will also be asked to ensure that students have all belongings on hooks/shelves with nothing left on the floor to allow easy cleaning/disinfecting of the area. At dismissal, students will be dismissed one class at a time with a 30 second interval to ensure physical distancing is retained. All students will exit the building through the main doors at the end of the day.

Parents/caregivers will be asked to ensure that students arrive between 7:45 – 7:55. Students who are dropped off at by parents/caregivers or walk to school will enter the building upon arrival through the door indicated previously and proceed directly to their class. Students who walk home or who are being picked up will exit through the main entrance. Classes will be dismissed one at a time. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.

**Provide COVID controls for the classroom:**

Hand sanitizing stations will be provided in all classrooms. Staff are encouraged to maintain a 1 m distance between themselves and students.

Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.

Staff are encouraged to keep windows in the classroom open as much as possible. When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)

**Library** – The library will be open to students. Students will follow directional arrows to move to the library at their designated time. Students may check out books. The librarian will sanitize books upon their return.

**Makerspace** – The Makerspace will be used as a staffroom with a maximum occupancy of 8 people.

**Snoezelen Room** – Teachers/EA’s are free to use the Snoezelen Room for their students. Maximum occupancy is one child with one adult supervisor (unless more than one supervisor is required). Supervisors will wear face masks while in the Snoezelen Room. Teachers/EA’s will either notify the Admin. Assistant when they are finished with the room so that the Admin. Assistant can notify the custodian that the Snoezelen Room is ready to be sanitized, or they will sanitize the room themselves once they are finished with it.

**Provide COVID controls for staff working outside of the classroom:**

Hand sanitizing stations will be provided in all work areas.

**Programming Room**  – Staff working in this area will require masks.

All other people working outside of classrooms will be provided with sanitizing spray and paper towels to sanitize items/areas as necessary. This includes all programming rooms.

**Resource Area** - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables and any areas touched by the student(s) must be cleaned/sanitized. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.

SLP – the SLP will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned/sanitized. This will be done by the custodian.

APSEA WORKER – APSEA workers will be required to wear a clear shield when working with a student. Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student. Between students, chairs, tables and any areas touched by the student must be cleaned/sanitized. This will be done by the custodian.

District Personnel meeting with KCS Staff – When a distance of 2 m cannot be maintained masks will be required. If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at KCS.

**RISK ASSESSMENT:**

**Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure:**

The risk assessment within the school is as follows:

* Students will have interactions with 1 – 5 people while at school.
* Students will have interactions with others at a distance of less than 2 m.
* Students will have prolonged interactions with others (longer than 15 minutes).
* The setting in classes has a high density of people.
* The classroom setting is primarily indoors.
* Students have frequent contact with high-touch surfaces.
* Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.

Mitigating factors to address the risks are as follows:

* Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
* High touch surfaces will be sanitized as per district guidelines.
* Students and school personnel will have access to hand sanitizing stations.
* Supplies are available to school personnel for sanitizing items.
* Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).

**Determine the physical isolation elements for people showing signs of illness in the operational plan for your school:**

People showing signs of illness will go to the end of the hallway next to the library. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff interacting with the student will be required to wear masks until the person has been picked up and the room has been sanitized. The furniture in the area will contain a desk, chair and a garbage can. The isolation area will be behind a heavy shower curtain which will separate it from the rest of the school when needed. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the area. The heavy curtain will be replaced after the area has been used by a student who is ill.

**PHYSICAL DISTANCING:**

**Consider staff, students, visiting professionals, parents/guardians, and community members**

**Arrange furniture to promote the physical distancing requirements (include a reception area)**

**Provide visual cues on floor, indicate directional movement were appropriate, “no-stopping” areas in narrow hallways, etc.**

**Hallways**:

Arrows have been added to indicate the direction of traffic flow for the hallways and stairwells. Large floor dots and signage will be added for areas which require people to stop.

**Determine if installation of physical barriers, such as partitions, is feasible**

**Establish protocols to ensure people don’t congregate in groups (staggered arrival, start, break/recess, lunch and release time and locations, virtual meetings, limit access to common areas, etc.)**

**Staffroom**: Tables to be set up so that physical distancing is respected. No more than 8 people at a time in the staffroom. Other staff members may walk into their area to access their food.

**Kitchen**: Tables to be set up so that physical distancing is respected. No more than 2 people at a time in the Kitchen. Other staff members may walk into their area to access their food.

Use of Keurig will be permitted but **only single serve** coffee will be available.

Use of the school dishes, glasses and cutlery will be permitted. If used, dishes will be cleaned and sanitized as per district recommendations

Dishes brought from home are to be taken home to be washed.

Please bring your own water bottle.

Microwaves and fridges will be available for use.

**Office**: When entering the office area please remain behind the chain. Permission **must** be given by the Administrative Assistant to enter the office area. There is to only be **1** additional staff person in the office besides office personnel at a given time. No one goes behind administrative assistant’s desk.

Staggered start, break/recess, lunch and release times have been created. Please see table in **Transition** section.

Staff Meetings will be virtual except for small group/team meetings.

**Evaluate options to reduce those required onsite**

Not applicable.

**Evaluate the risk of individuals/class bubbles coming closer than one metre (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g. one stairwell for walking up, a different one for walking down.**

Hallways and stairwells have red lines indicating the direction for traffic flow for each. Students will be taught to walk closely to the wall.

Large floor dots and signage will be added for areas which require people to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots.

All students will access the gym by following the directional arrows. using the stairs that connect from their floor directly to the main floor.

K students will access the playground by using the right-hand side parking lot doors (door “B”).

Grade 1 students will access the playground using the left-hand side main entrance doors(door “C).

Grade 2 students will access the playground using the right-hand side main entrance doors (door “D”).

Grade 3/4 students will access the playground using the left-hand side parking lot doors (door “A”).

Grade 4/5 students will access the playground using the back library door (door “D”).

**TRANSITION:**

**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.**

|  |  |  |
| --- | --- | --- |
| TIME | CLASSES | WHAT? |
| 7:45 | K, 1,2 | Access classroom/coat racks |
| 7:52 | 3/4, 4/5 | Access classroom/coat racks |
| 8:00 | All classes | Start of school day |
| 9:50 | K, 1, 2 | Outside Recess |
| 9:50 | 3/4, 4/5 | Snack |
| 10:05 | K, 1, 2 | Snack |
| 10:05 | 3/4, 4/5 | Outside recess |
| 10:20 | All grades | Return to class |
| 11:45 | K, 1, 2 | Start Lunch  Eat lunch in homeroom |
| 11:45 | 3/4, 4/5 | Start Noon Recess  (Access lockers/coat racks) |
| 12:15 | K, 1, 2 | Start Noon Recess  (Access lockers/coat racks) |
| 12:15 | 3/4, 4/5 | Start Lunch  Eat Lunch in Homeroom |
| 12:20 | 3/4, 4/5 | Return to class |
| 12:45 | K, 1, 2 | Return to class |
| 1:30 | K, 1, 2 | Dismissal |
| 2:20 | 3/4, 4/5 | Dismissal |

**Supervision**:

Students will be supervised at a ratio of 1 teacher/3 classes when outside and staff will ensure that students do not move between their classroom bubble. Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.

Each class will have a designated area in which to line up prior to re-entering the building following recesses. Homeroom teachers will meet their class at their designated doors and walk them back to class to ensure classroom bubbles are maintained.

Each class has been provided with a set of equipment that can be used by members of that class while on the playground. This equipment will be sanitized when returned. The homeroom teacher will be responsible to ensure that equipment is properly sanitized and returned at the end of each recess.

**Playground Equipment:**

|  |  |  |
| --- | --- | --- |
| Week/Day | Area | Class |
| Monday | 1 Equipment to right of school of school | K, 3/4 |
| 2 Soccer field and first set of swings | 1, 3/4 |
| 3 Second set of swings, climbing equipment and basketball games | 2, 4/5 |
| Tuesday | 1 Equipment to right of school | 1, 3/4 |
| 2 Soccer field and first set of swings | 2, 3/4 |
| 3 Second set of swings, climbing equipment and basketball games | K, 4/5 |
| Wednesday | 1 Equipment to right of school | 2, 4/5 |
| 2 Soccer field and first set of swings | K, 4/5 |
| 3 Second set of swings, climbing equipment and basketball games | 1, 3/4 |
| Thursday | 1 Equipment to right of school | K, 4/5 |
| 2 Soccer field and first set of swings | 1, 4/5 |
| 3 Second set of swings, climbing equipment and basketball games | 2, 3/4 |
| Friday | 1 Equipment to right of school | 1, 3/4 |
| 2 Soccer field and first set of swings | 2, 3/4 |
| 3 Second set of swings, climbing equipment and basketball games | K, 4/5 |

**Provide time for food preparation and mealtimes.**

Students will eat in their classrooms. Homeroom teachers will supervise classes while they are eating. Classes will eat according to the schedule below.

|  |  |  |
| --- | --- | --- |
| TIME | CLASSES | WHAT? |
| 11:45 | K, 1, 2 | Start Lunch  (Access lockers/coat racks)  Eat lunch in homeroom |
| 11:45 | 3/4, 4/5 | Start Noon Recess  (Access lockers/coat racks) |
| 12:15 | K, 1, 2 | Start Noon Recess  (Access lockers/coat racks) |
| 12:15 | 3/4, 4/5 | Start Lunch  (Access lockers/coat racks)  Eat lunch in homeroom |
| 12:20 | 3/4, 4/5 | Prepare to Return to Class |
| 12:45 | K, 1, 2 | Prepare to Return to Class |

There will be no hot lunch program for KCS this year. Milk will be available to students. Milk will be placed on trays and delivered to individual classes by staff. Staff will wear gloves and masks to load the trays and while the milk is being distributed. The trays will be cleaned/sanitized after each use. Students must have water bottles as access to water bottle filling stations. Access to water fountains is not available. It is strongly suggested that students have their names on their water bottles. Microwaves will not be available to students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.

Breakfast baskets will be provided to classrooms daily. These baskets will be filled by volunteers who have been screened for COVID 19 or by Admin. Those individuals preparing the breakfast baskets will wear gloves and a mask.

**School layout guide maps to inform students, staff, visitors, and public are encouraged.**

School layout guides will be developed as needed.

**Recess:**

See table above.

**SCREENING:**

**Outline how passive screening requirements are being met and communicated.**

Parents/caregivers will be given the attached document on symptoms of COVID 19. Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school.

Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home.

As per provincial protocol, parents/caregivers will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing. Parents/caregivers will be asked to contact 811 if they are unsure as to whether testing is required.

Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

**Ensure that the staff understands and implements its screening process.**

Passive screening will be required by school and district personnel. Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff will be required to take their temperature before leaving for work each morning.

**Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.**

See above.

**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.**

If a member of the school’s personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration. A member of the administrative team will contact the individual to verify the information. School personnel and parents/caregivers are to report to administration if they or their child is suspected of having COVID 19. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

**Students and staff must self-monitor throughout the day.**

Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

**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.**

People showing signs of illness will go to the isolation area next to the library. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff interacting with the student will be required to wear masks until the person has been picked up and the area has been sanitized. The student will be monitored while in the isolation area. The furniture in the area will contain a desk, chair and a garbage can. The area will be cordoned off with a heavy shower curtain which will separate it from the rest of the school. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the area. The heavy curtain will be replaced after the area has been used by a student who is ill.

**CLEANING AND DISINFECTING PROCEDURES**

**Proper hand hygiene practiced before and after handling objects or touching surfaces.**

Proper hand hygiene practice will be reviewed with staff. Homeroom teachers will have copies of this procedure in their classrooms. Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

**Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.**

Homeroom teachers and all staff who work with students in areas outside of classrooms will be provided with a designated cleaning solution and paper towels. All staff will return the designated cleaning solution and paper towels to the kitchen before leaving daily. The Custodian or designate will ensure that the sanitizing bottles will be refilled and available each morning with the appropriate sanitizing solution.

**Designate personnel responsible for monitoring supply levels and communicating with administrators.**

Our Custodian, Linda Fraser, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

**Washrooms**

**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.**

**Wahrooms**: All washrooms will be gender neutral. Only one student may be in a washroom at a time. Washrooms will be assigned to classrooms in the following manner:

Upstairs girls’ washroom – Grade 2 students

Upstairs boys’ washroom Grade 4/5 students

Downstairs girls’ washroom – Grade 1 students

Downstairs boys’ washroom – Grades K and 3/4. A chain will be placed outside the bathroom to indicate when it is in use as only one student is to be in the washroom at a time.

Designated Staff Washrooms – Staff

Washroom in Principal’s office – Admin. Assistant and the Principal.

All washrooms will have liquid soap dispensers and paper towel dispensers.

Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day. Washrooms will be cleaned three times per day.

**Foot-operated door openers may be practical in some locations.**

N/A

**Hand-washing posters must be posted.**

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink.

**For multiple stalls and sinks in washrooms, limit access through a maximum numbers allowed in the space at one time based on distancing requirements.**

All washrooms will be limited to one person at a time. Washrooms will be marked to indicate which classroom is to access the bathroom. Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time. Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the bathroom.

Students requiring the use of the washrooms while outside during recess are required to buzz the office to be allowed entry into the building. The Admin. Assistant will keep track which student and from which class have entered the building. Once the student has finished using the bathroom, they will inform the office. Only one student per class may use the bathroom at any given time.

**Since physical barriers are not always possible:**

**Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.**

Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and paper towel from the kitchen.

This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.

All staff will return paper towels and spray bottles to the kitchen before leaving daily.

Custodian or designate will ensure that the sanitizing bottles will be refilled and available each morning with the appropriate sanitizing solution.

Each class/programing area and entrance will be equipped with a hand sanitizing station.

**Encourage proper hand hygiene before and after handling objects or touching surfaces.**

Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.

**For ventilation, consult the *Return to School* document.**

Staff will be encouraged to open their windows when possible.

**PERSONAL HYGIENE ETIQUETTE**

**Use masks according to the *Return to School* document protocols.**

While students are not required to wear a mask in their classroom, it is required that students have a face mask with them. When physical distancing of 2 m is not possible, it is required that a community mask be worn (unless student is unable to do so). Students moving through the hallway to go to the washroom, water bottle filling station, resource, the office by themselves, or moving to an alternate learning environment must wear a face mask. Mask wearing should be suited to the task and must be worn and disposed of or washed properly. It should be noted that community masks are not intended to be worn for extend periods of time.

**Promote appropriate hand and respiratory hygiene.**

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.

**Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.**

Custodian will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, administration is to be notified immediately and the administrative assistant/custodian will place a call to the Facilities Repair line. Any issues with water will be considered an “emergency” issue.

**Provide minimum 60% alcohol-based hand sanitizer.**

All classrooms and work areas will be provided with hand sanitizer. Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.

**Communicate frequently about good respiratory hygiene/cough etiquette.**

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.

**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.**

Shared objects within a classroom are to be sanitized daily. Sanitizing solution and paper towel will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document.

All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

**PROTECTIVE MEASURES**

**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.**

Movable physical barriers will be provided to all classrooms and in place at the office window opening and for the SLP and APSEA Worker working with students.

**Provide personal protective equipment – only for those situations that require it:**

**Hand protection (nitrile, rubber or latex gloves)**

**Eye protection (safety glasses, goggles or face shield)**

**Other PPE as determined necessary through the risk assessment**

Gloves, face masks and shields will be made available to staff.

**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. This is in addition to regular school attendance logs. 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.**

A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.

Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.

**Additional Protection**

**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.**

See isolation procedures above.

**Considerations for school licensed under Food Premises Regulations**

Milk will be available to students. Milk will be placed on trays and delivered to individual classes by staff. Staff will wear gloves to load the trays. The trays will be cleaned/sanitized after each use.

**OCCUPATIONAL HEALTH AND SAFETY**

**Occupational Health and Safety Act and Regulation Requirements**

**Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.**

Staff will be given the following information as well as the website to do further reading about this information.

The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:

1. [The right to know](https://ohsguide.worksafenb.ca/topic/rights.html#know) about health and safety matters.
2. [The right to participate](https://ohsguide.worksafenb.ca/topic/rights.html#participate) in decisions that could affect their health and safety.
3. [The right to refuse](https://ohsguide.worksafenb.ca/topic/rights.html#refuse) work that could affect their health and safety and that of others.

Website: <https://ohsguide.worksafenb.ca/topic/rights.html>

**Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.**

Staff will have access to this document.

Staff will provide students with the information in this document at an age/grade appropriate level.

New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.

**Provide staff the employee training on the COVID-related work refusal process.**

Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.

<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>

**Keep records/log of visitor and employee presence, as well as orientation, training and inspections.**

Records of orientation, training and inspections will be kept by the principal.

**Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.**

All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.

**Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.**

All employees will have access to this document as well as other documents regarding the use of personal protective equipment. This information will also be shared with staff on their first day returning to work for the 2020 – 2021 school year.

**Make available appropriate personal protective equipment for the school setting.**

Masks, gloves, shields and any other PPE will be provided as required for staff.

**\*School District Human Resources confirm process for addressing employee violations of policies and procedures.**

Staff not following policies and procedures will be referred to the School District Human Resources.

**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.**

When new policies and processes are established in relation to COVID 19 staff members will be provided with this information.

Staff are advised to read information on the following website:

<https://ohsguide.worksafenb.ca/topic/fixed.html>

**Provide competent and sufficient supervision to ensure staff, students and visitors are complying with policies, procedures and processes established.**

Supervisory staff will work to ensure that all members of the school community are complying with policies, procedures and processes established.

**Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.**

**Schools must engage the district from the beginning.**

This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.

**Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.**

**Once the district is advised of a positive case, they must then report it to WorkSafeNB.**

**OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

Should the school become aware of a confirmed case of COVID 19, the Principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.

If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.

Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.

If exclusion/isolation is required, the principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school’s designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.

Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.

The symptomatic individuals must wear a mask/ face covering.

Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.

If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.

Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

**ADDITIONAL CONSIDERATIONS e.g. Mental Health Support**

**Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.**

Staff will be made aware of contact information for EAP and Teacher Counselling. The Principal will contact teachers, custodian, administrative assistant, library assistant and any other staff on a weekly basis; the EST-R will make contact with Educational Assistants on a weekly basis.

As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical health. In addition, as required students will be provided individual and/or group support by ISD. Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child’s social, emotional or physical health.

**Other, site-specific considerations: FYI: Guideline 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)**.**

The ESST will read and review this document on September 1, 2020.

**APPENDIX ONE**

**SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF**

**Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:**

**Do you have any of following symptoms:**

**If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop..**

**If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.**

* A fever of above 38°C
* A new cough or a worsening chronic cough
* Sore throat
* Runny nose
* Headache
* A new onset of fatigue
* A new onset of muscle pain
* Diarrhea
* Loss of sense of taste or sense of smell
* In children, purple markings on fingers or toes

**If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.**

**If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.**

* Have you had close contact within the last 14 days with a confirmed case of COVID-19?
* Have you had close contact within the last 14 days with a person being tested for COVID-19?
* You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
* Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
* You have been told by public health that you may have been exposed to COVID-19.

**Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.**

**If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.**

For the latest information visit: **www.gnb.ca/coronavirus**