

COVID-19 Operational Plan

Campbellton Middle School

Academic Year 2020-21

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 document and reflect Public Health standards and the *Occupational Health and Safety Act* and its regulations.

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

This plan belongs to:	
School Name:	Campbellton Middle School
Principal (Signature):	
District Official (Signature):	
Implementation Date:	September 2020

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

Plan Review Schedule

Name	New Ver. No.	Date	Name	New Ver. No.	Date
Michael Graham Brenda Parker	1	September 3, 2020			

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

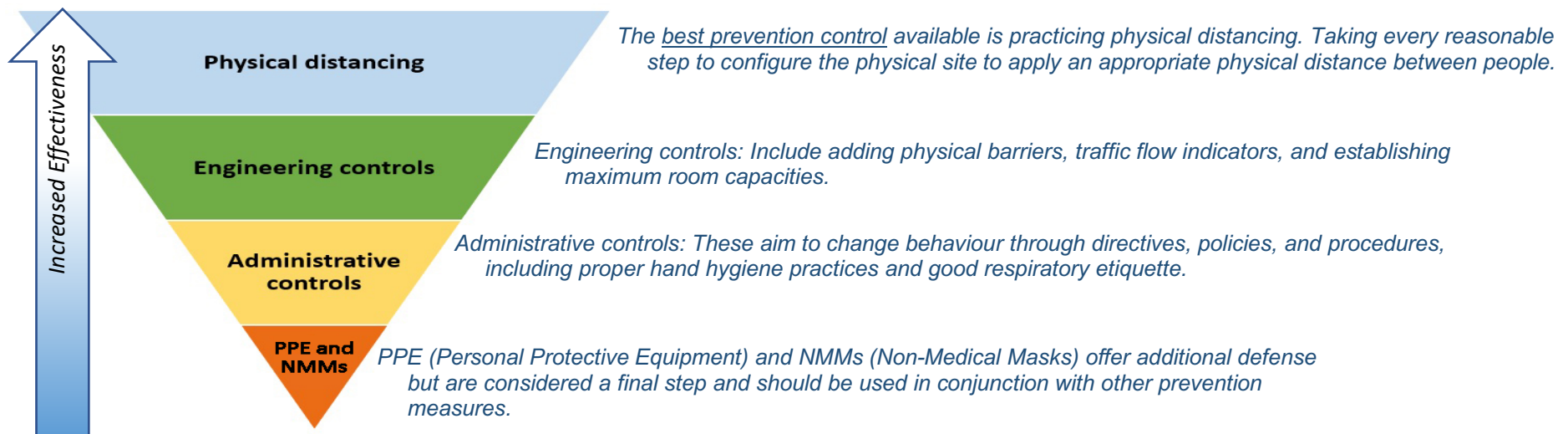
RATIONALE

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

As you complete your plan, continue to reference the K-12 [Return to School September 2020](#) document, this is the comprehensive and first reference point for this document.

Prevention

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



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

Clear Communication

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

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

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



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

Everyone 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

Communications	Resources (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate operational strategies, provide orientation to school personnel and students.	District/Provincial Communication	Teachers: Teacher Meeting EA's and Support Staff: Meeting Students: Meet, model, practice and show district videos	Admin Team	In Progress
2) Communicate operational strategies, provide orientation to visiting professionals	District/Provincial Communications and Regulations	Signage explaining visitor protocols Communication with visitors upon entry Encourage virtual meetings when possible	Admin Team	In Progress
3) Communicate operational strategies to parent/caregiver and school community.	District/Provincial Communications and Regulations	Facebook page post School website post School Messenger Message	Admin Team	In Progress

2. Building Access

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) Controls are in place to prevent the public from freely accessing the operational school.	<ul style="list-style-type: none"> → 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) 	<p>Doors at CMS are locked. Access to the school for the public is through the main door which has a doorbell monitored by admin assistant.</p> <p>Parent/guardians will have access by appointment only.</p> <p>In the event of an emergency, visitors will ring the doorbell or call in to announce their purpose and follow direction of administration.</p> <p>Logbook kept indicating name, time in/out, all classes or students visited, and room/location used.</p>	<p>Custodian/ Admin Team/ Admin Assist.</p> <p>Admin. Team/ Admin. Assist.</p> <p>Admin. Team/ Admin. Assist.</p>	In Progress
2) Procedures are in place to control congestion during the school start and dismissal times	<ul style="list-style-type: none"> → 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 	<p><u>Morning Arrival:</u></p> <p>Upon arrival in the morning, students will congregate in their class-designated area(s) behind the school (up against the building)</p> <p>Students coming in by bus: Busses will enter and drive to the left of the bus unloading area (nearest to the field) . This will ensure the safety of the students who will be lined up in their designated areas closer to the school. Students will be dropped off and will go to their designated areas. In the event of inclement weather, the students will report to the gymnasium as a bubble via the courtyard. Students in grade 6-8 must wear their masks in common areas. Students in grade 5 will be encouraged to wear their masks. Students will proceed to their class-designated area.</p> <p>8:25am: Students will proceed (as a bubble) to lockers in their designated areas near their homeroom class. Students in grade 6-8 must wear their masks when in common areas. Students in grade 5 will be encouraged to wear their masks. When they arrive in their homeroom, students may remove their masks.</p> <p><u>Dismissal at end of day:</u></p> <p>Students will be dismissed by announcements over the intercom:</p> <p>Students who are walking home will be dismissed first: They will be reminded to keep a 2m distance from others outside of their classroom bubble and must proceed directly to the exit doors and then go home. Students in grade 6-8 must wear their masks in hallways. Students in grade 5 will be encouraged to wear their masks.</p> <p>Students who are being picked up will be dismissed next: They will be reminded to keep a 2m distance from others outside of their classroom bubble and proceed directly to the exit doors and to their vehicle.</p>	<p>Admin Team/ Supervising teachers</p> <p>Homeroom Teachers</p>	In Progress

		<p>Students in grade 6-8 must wear their masks in hallways. Students in grade 5 will be encouraged to wear their masks.</p> <p>Students who are taking a bus will be dismissed last. They will be reminded to keep a 2m distance from others outside of their classroom bubble and proceed directly to the bus loading area when their bus is called (buses will be called one at a time). Students will remain in their classroom until their bus is called. Students in grade 6-8 must wear their masks in the hallways. Students in grade 5 will be encouraged to wear their masks.</p>		
3. Provide COVID controls for staff working outside of the classroom.	<p>→ Return to School Document</p> <p>→ How are you controlling ASD-N staff that travel from school to school?</p>	<ul style="list-style-type: none"> • All visitors must wear a community mask at all times. • Physical distancing in staff rooms/meeting rooms. • Professional visitors to use a designated room when meeting with students/staff. • Logbook kept indicating name, time in/out, all classes or students visited, and room/location used. • Virtual/phone meetings to occur whenever possible. 	Admin	In Progress

3. Risk Assessment

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<ul style="list-style-type: none"> ❖ See Risk Assessment Tool (pg. 6-9) 📎 “Risk Mitigation Tool for Workplaces/Businesses Operating During the COVID-19 Pandemic” Risk Assessment Guideline Health Canada – Public Health Canada 📎 “Risk Mitigation Tool for Child and Youth Settings Operating During Pandemic Risk Mitigation Tool” – Public Health Canada 	Completed risk assessment to triage high risk areas and troubleshoot solutions	Admin. Team	Done
2) Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.	<ul style="list-style-type: none"> 📎 Outbreak Management Plan - Template 📎 “Return to School” document (EECD) 	<p>If staff or students are showing signs of illness they will be masked and will be asked to move to room 124A. They will remain in this room until they are able to leave premises.</p> <p>Parents will be told to pick up students within the hour.</p>	Admin. Team	Done

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.

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

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

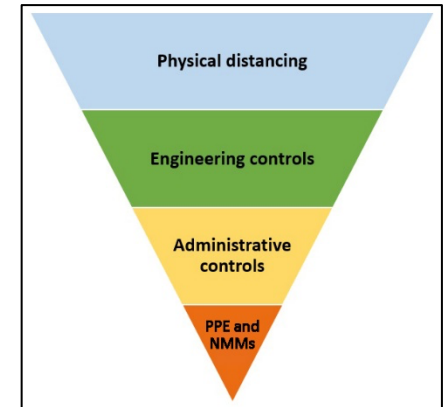


Figure 1: Modified Hierarchy of Controls for COVID-19¹

- **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 categories²: **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:

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

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

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

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

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

Who, What, Where to Consider

Space	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Points of entry	Office door – Brief/Medium Back door – Brief/Medium West door – Brief/Medium East Door – Brief Medium	Medium	Students will enter the back door as a class bubble in the morning and after recess. Late arrivals or students going home for lunch will enter through main door and wear a mask to get to class bubble. Parents will be only able to enter the school if they have an appointment or are picking up a sick child. Parents will need to wear a mask, maintain physical distancing and follow any other health and safety protocols.
Main office	Brief/Medium	High	Teaching and support staff should no longer enter freely into office. Admin will enter when necessary. Students will use personal phone or school phone outside of Plexiglas. Admin Assistant will clean school phone between use. Admin assistant will speak to parents/guests through Plexiglas.
Hallways	Brief/Medium	Medium	Grade 6-8 will be expected to wear masks in hallways during transitions. Grade 5 students will be encouraged to wear a mask. Students will be asked to walk to the right of the hallway Obey waiting areas to enter class.
Stairwells	Brief/Medium	Medium	Grade 6-8 will be expected to wear masks in hallways during transitions. Grade 5 students will be encouraged to wear a mask. Students will be asked to walk to the right of the hallway
Staff lounge	Prolonged/Medium	High	Two staff lounges will be available with two metre physical distancing <ul style="list-style-type: none"> • Third Floor cooking lab: We will use the cooking lab on third floor (adjacent to the existing staff room) for extra space. Setting up desk/tables around the room 2m apart. • First Floor staff room (post maximum occupancy and separate eating areas so they are 2m away from one another.
Staff washroom	Medium/High	Medium	Staff will wash/sanitize hands use. Washrooms will be cleaned 3 times daily.
Student washroom	Brief/Medium – use team designated washroom only.	Medium	Grade 6-8 students must wear a mask while in a common area such as washroom. Grade 5 students will be strongly encouraged to wear their masks. Students will be asked to use the respective area/team washrooms. Use stalls and sinks designated for their respective bubbles. (there will be signage) Maximum 2 at a time. Place signage for proper hand washing. Wedge the main door to remain open.




Classrooms	Prolonged/High	Low	Maintain classroom bubbles. Students will be reminded to sanitize before entering the classroom and before transitioning to other classes or cafeteria.
Gym	Prolonged/High	Medium	Grade 6-8 students will transition with their class bubble to the gym face masks. Grade 5 students will be encouraged to wear their masks. All gym equipment used will be sanitized by staff and students before leaving. Change rooms will be used by students, if needed, and will be cleaned and disinfected 3 times a day. Students must use their designated change room Students must wash hands or use hand sanitizer after using the change rooms.
Library	Prolonged/Low	Low	Students will be brought to the library with their class bubbles Schedule time for class bubbles to go to the library Look at whether a plexiglass barrier in library in front of Library assistant's circulation desk is necessary or if physical distancing possible.
Cafeteria	Prolonged/High	High/Medium	Three lunchrooms will be used, with 2 metre distancing between bubbles <ul style="list-style-type: none"> Room 220: Grade 5 and 6 immersion classes. Room 222: Grade 7 and 8 immersion classes. Main cafeteria Grade 5-8 English Prime classes. One class bubble will be called at a time to order food at counter
Outdoor field/ Paved area	Prolonged/High	High	<ul style="list-style-type: none"> Divided up in to 8 zones (one per class bubble) Students are to remain in their area (2 metre distance from other class bubbles) Teachers will monitor to ensure that students are not crossing over to another bubble.
Locker areas	Brief/Low	Low	Organized by class bubbles with at least two metres apart
Music Room	Prolonged/High	Low	Music teacher will go to class bubbles and maintain 1m minimum distance. If students are to go to music room, all shared equipment used and desk/chairs will be sanitized by staff and students before leaving.
Maker Space	NA		

People	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Teachers	Medium/Medium	High	Staff meetings: use of masks or distancing in larger area. Staff room: 2m distancing between eating areas. Use of Skype or MS Teams.
EAs/SIW's	Brief/Low	High	Breaks – Social distance, wear masks when in common areas Try to limit the number of bubbles that they will cross in a day. Use of a physical barrier when working within 1m will remove the requirement of wearing a mask

Custodians	Brief/Low	High	Daytime custodian must wear community mask in common areas if PD cannot be guaranteed. Staff room: 2m distancing between eating areas. Nighttime Custodians - They have their own areas to clean.
Students	Prolonged/High	Low	Students will remain with their classroom bubble throughout the day When Grade 6-8 students are in common areas of the school, they must wear their masks. Grade 5 students will be encouraged to wear their masks. Students will be encouraged to keep 2m distance from any student or staff not in their "bubble"
Resource Students	Prolonged/Medium	Low	They must keep a 2m PD when working with EA or Resource teacher. Use of a physical barrier when working within 1m will remove the requirement of wearing a mask to the EA or resource teacher. No requirement to physical distance if the EA is always in their bubble.
Parents/Guardians	Brief/Low	High	No entry to the school without appointment. Parents/Guardians must wear a mask if entering is a necessity.
Visiting Professionals	Prolonged/High	High	Complete visitor log. Must wear a mask at all times in common areas Use of Skype or MS Teams, when possible.

Items	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Cafeteria Microwaves	Medium	Low	Students will use the microwave in bubbles. The microwave will need to be cleaned/sanitized between bubbles. Encourage no heat lunches as much as possible.
Staff room appliances	Medium	Low	Wipe down handles/buttons after use
Water fountains	High	High	Water Fountains will be shut off. Students and staff will bring own filled water bottles to school. There will be water available for refills.
Shared books/handouts	Low	Medium	"At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students." RTS Document, August 25, 2020
Shared computers	Medium	High	Used within class bubbles Shared devices will be sanitized by staff and students before leaving.
Shared tools	Medium	High	Used within class bubbles Shared devices will be sanitized by staff and students before leaving

4. Physical Distancing

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<ul style="list-style-type: none"> Implement physical distance protocol. 	<ul style="list-style-type: none"> <u>"Return to School"</u> document (EECD) <ul style="list-style-type: none"> → K-8 = no PD within bubble and 2m minimum between bubbles → 2m is ideal, 1m is minimum, situations where individuals will be within 1m need to be assessed on a case by case basis. 	<p>Physical distancing (2m) will be used during transition and waiting times (when students are not in their classroom bubbles).</p> <p>When not in their classroom bubbles, students in grades 6-8 must wear their masks. Students in grade 5 will be encouraged to wear their masks.</p> <p>Zoned areas during outdoor recesses and indoor recesses in the gymnasium.</p> <p>Students and staff must always walk to the right of school hallways and stairwells.</p>	Admin	In Progress
a) Consider staff, students, visiting professionals, parents/guardians, and community members.	<ul style="list-style-type: none"> <u>"Return to School"</u> document (EECD) <ul style="list-style-type: none"> → 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. 	<ul style="list-style-type: none"> Students and staff must always walk to the right of school hallways and stairwells. No parent admittance without appointment. All visitors with an appointment must wear a community mask at all times. Follow appointment/pick-up/drop-off protocol: Parents will call the main office from their vehicle or use intercom at front door to relay message to Admin Assistant that they have arrived. Physical distancing in staff rooms/ meeting rooms. Professional visitors to use a designated room when meeting with students/staff. Logbook kept indicating name, time in/out, all classes or students visited, and room/location used. Virtual/phone meetings to occur whenever possible. 	Admin	In Progress
b) Arrange furniture to promote the physical distancing requirements. (Include a reception area).	<ul style="list-style-type: none">  <u>"Return to School"</u> document (EECD) 	<ul style="list-style-type: none"> Cafeteria tables spaced accordingly (2m classroom between bubbles). Rearrange chairs at main office and in Principal's office area to ensure a 2m physical distance. 	Admin Admin	Done In Progress
c) Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.	<ul style="list-style-type: none"> → 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 	<ul style="list-style-type: none"> Signs to stay to the right in hallways. Signs for areas for class bubbles to line-up and waiting areas (cafeteria, washrooms, gymnasium) Appropriate signage throughout the school (physical distancing, hand-washing, hand-sanitizing, wearing of masks, etc). 	Admin Admin	In Progress In progress

	<p>→ Post 'traffic' patterns on floor plan throughout building.</p> <p>🔑 Contact Facilities staff for a blank floor plan</p>			
d) Determine if installation of physical barriers, such as partitions, is feasible.	<ul style="list-style-type: none"> • Contact Facilities staff for assistance if barriers are needed. 	<ul style="list-style-type: none"> • Installed plexiglass barrier at main office • Look into whether plexiglass barrier in cafeteria at lunch counter is necessary. • Look into whether a plexiglass barrier in library in front of Library assistant's circulation desk is necessary. 	<p>Maintenance</p> <p>Maintenance</p> <p>Maintenance</p>	<p>Done</p> <p>In Progress</p> <p>TBD</p>
<p>Establish protocols to ensure people don't congregate in groups</p> <p>A (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).</p>	<p>🔑 <u>"Return to School"</u> document (EECD)</p> <p>→ 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)</p> <p>→ Always consider enforcement, if you cannot make sure it is being done right you need to think of a better way</p>	<p><u>Morning Arrival:</u></p> <p>See section 2: Building Access – 2. Procedures are in place to control congestion during arrival times.</p> <p><u>Dismissal at end of day:</u></p> <p>See section 2: Building Access – 2. Procedures are in place to control congestion during the dismissal times</p>	<p>Admin</p> <p>Admin</p>	<p>In Progress</p> <p>In Progress</p>
🔑 Evaluate options to reduce those required onsite.	<ul style="list-style-type: none"> • Consider all who work/come to work onsite, can any work remotely? Can professionals work from their office (Skype)? 	<p>If possible, have virtual meetings with outside agencies.</p> <p>Phone or virtual (online) for meetings with parents, if possible.</p>	Admin	In Progress
<p>Evaluate the risk of individuals/class bubbles coming closer than one metre (2m), or two metres (2m) in common areas at the high school level.</p> <p>(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)</p>	<ul style="list-style-type: none"> ❖ Revisit Risk Assessment Tool (pg. 6-9) ❖ Revisit bullet above re: visual cues for traffic flow ❖ Review floor plan <p>→ Consider scheduling – who will be in hallways at same time? Can time between classes be extended to account for increased time for kids using one-way flow?</p> <p>→ Visualization: 'bubbles' of classes could be thought of like a school of fish – many individuals moving in unison.</p>	<p>For most of the day students will remain in their homeroom classes and subject teachers will move between classes to teach them.</p> <p>When classes are transitioning to other classrooms in the building (gym, art room, computer lab, library etc.) they will be directed by a supervising teacher.</p> <p>While in common areas students in grade 6-8 must wear their masks. Students in grade 5 will be encouraged to wear their masks. They must stay to the right of hallways and stairwells.</p>	Admin	In progress

5. Transition Times

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed. a) School layout guide maps to inform students, staff, visitors, and public are encouraged.	<ul style="list-style-type: none"> → Facilities staff for school scheduling/busing ❖ Refer to PD Masks Descriptive Table ❖ Refer again to school schedule and consider what modifications can be made ❖ Refer again to your floor plan to map out areas 	For most of the day (during class time) students will remain in their homeroom classes and subject teachers will move between classes to teach them.	Admin	Done
		Physical distancing of 2m with marked bubble waiting areas	Admin	In progress
		Bubble zones will be used during indoor (in gym) and outdoor recess.	Teachers	In progress
		Physical distancing will be used between bubbles in the three cafeteria rooms. Assigned class seating areas with a minimum of 2m between class bubbles.	Admin	In Progress
		When classes are transitioning to other classrooms in the building (gym, art room, computer lab, library etc.) they will be directed by a supervising teacher. They are to maintain 2m distance between bubbles in hallways.	Teachers	Not Started
		While in common areas students in grade 6-8 must wear their masks. Students in grade 5 will be encouraged to wear their masks.	Admin	Admin
2) Provide time for food preparation and mealtimes.	<ul style="list-style-type: none"> • 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? 	Breakfast and snack programs will be done via baskets in classrooms. Volunteer staff members will replenish these baskets as needed in the morning. Extra supplies will always be available at the main office.	Admin/ Volunteers	In progress
		Students will eat their breakfast/snack in their classroom.	Teachers	
		At lunch time, students will be allowed to use the cafeterias. Lunch will be at the same time for all classes.	Staff	
		Class bubbles will be walked to their respective lunchroom by the teacher that they have period 4. The teacher will ensure that 2m distance between bubbles is maintained.	Teachers	
		Three lunchrooms will be used at lunch time:	Admin	
		<ul style="list-style-type: none"> • Room 220: Grade 5 and 6 French Immersion. • Room 222: Grade 7 and 8 French Immersion. 		

		<ul style="list-style-type: none"> Cafeteria Grade 5-8 English Prime 		
		Physical distancing will be used between bubbles in cafeteria. Assigned seating areas with a minimum of 2m between bubbles.	Admin	
		One class bubble will be called at a time to order food at counter.	Admin	
		In order to speed things up in the cafeteria line, students will be encouraged to order their meals in the morning before classes begin. We are looking at establishing a basket system. A staff member will bring the orders to the cafeteria.	Teachers/EAs	
		Class bubbles may be called down early to lunch. To ensure that all students can make it through the lunch line in a timely fashion. A schedule will be made.	Admin	
		Students from one class bubble who wish to use the microwave will do so. After the students from each bubble have used the microwave, the touch surfaces will then be cleaned and disinfected before being used by another class bubble.	Supervisors	
		Students will be encouraged to bring a lunch from home which will not need to be warmed up in a microwave.	Teachers	

6. Screening

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Ensure that the staff understands and implements its screening process. a) Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.	→ Staff are expected to actively screen before coming to work and expected to stay home if they feel ill. <ul style="list-style-type: none"> ○ Need policy outlining expectations for screening ○ Need school policy for casual workers → Post screening questionnaire throughout building	Communicate the policy to staff Screening questionnaires will be posted at entrances to the school Casual employees will be asked if they have done their screening upon arrival	Admin Admin Admin	Done Done In progress
2) Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. *Regional Public Health will notify the school about what is to be done. Students and staff must self-monitor throughout the day.	<ul style="list-style-type: none"> ☞ Determine isolation space ☞ EECD Outbreak Management Plan ☞ <u>"Return to School"</u> 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 	Share the contents of the Outbreak Management Plan with staff. Follow Outbreak Management Plan as outlined by EECD/District An Isolation Room will be set up in room 124A 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 or are able to leave. The person showing signs of COVID-19 is to call 811 and comply with the instructions given. In the case the person showing signs of COVID-19 is a student, the parent or guardian is to call 811 and comply with the instructions given.	Admin Admin Admin	Done In Progress In Progress


7. Cleaning & Disinfection Procedures







Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Proper hand hygiene practiced before and after handling objects or touching surfaces.	<ul style="list-style-type: none"> Return to School document and appendices for guidelines Return to School document and appendices for guidelines Handwashing Poster Hand Sanitizing Poster 	<p>Students will be reminded by staff about proper hand hygiene and reminded to wash and/or sanitize frequently.</p> <p>Signage will be posted inside/outside washrooms to remind students to wash hands.</p> <p>Signage will be posted at cafeteria entrances and classrooms to remind students to use hand sanitizers.</p> <p>Hand Sanitizing stations will be set up in classrooms and cafeterias.</p> <p>If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to help sanitize desks/chairs and shared materials before leaving</p>	<p>Staff</p> <p>Admin</p> <p>Admin</p> <p>Custodians</p> <p>Students/ Teachers</p>	<p>Not Started</p> <p>Done</p> <p>In Progress</p> <p>In Progress</p> <p>Not Started</p>
2) Ensure availability of all necessary supplies for cleaning and disinfecting. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff. a) Designate personnel responsible for monitoring supply levels and communicating with administrators.	<ul style="list-style-type: none"> 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? 	<p>Classroom sanitization stations checked/refilled daily (in the evening) by custodial staff. Teachers will contact office if they need more supplies.</p> <p>There will be hand sanitizer available at all entrance/exits.</p> <p>Cleaning/Sanitization stations will be set up in computer labs, labs, gym, Art and Music room for cleaning frequent touch surfaces. Spray bottles and paper towels will be used in classrooms and labs for cleaning surfaces (ie: computer keyboards, chairs, etc.)</p> <p>Custodian II will ensure that supplies in the building are sufficient and let admin know if more needs to be ordered.</p>	<p>Custodians/ Teachers</p> <p>Custodians</p> <p>Custodians</p> <p>Custodians</p>	<p>Not Started</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>
3) Washrooms: a) Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.	<ul style="list-style-type: none"> School custodial staff District facilities management 	<p>Maintain disinfection/sanitization stations, soap dispensers and paper towel dispensers, toilet paper and garbage cans in good working order and fully stocked.</p>	<p>Custodians</p>	<p>In Progress</p>
b) Foot-operated door openers may be practical in some locations.		<p>Main washroom doors to remain open at all times</p>	<p>Admin/ Custodians</p>	<p>Done</p>

c) Hand-washing posters must be posted.	📎 Handwashing Poster	Handwashing signs will be posted in washrooms	Admin	Done
d) For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.	→ Post maximum occupancy (outside and reminder inside) → Floor markings inside, in case of wait time for sink → Floor markings outside for line ups → 'Remove' every second sink from use (tape) → Communicate washroom use expectations and etiquette to students (how? who?) → Consider how this will be enforced	Maximum 2-3 in washrooms (will be posted) Designated waiting area in hallway for other students. When in their bubble classroom, students must use their designated area washroom only: <ul style="list-style-type: none"> Grade 6-8 Immersion classes are to use first-floor washrooms Grade 5 Immersion and English Prime classes are to use the second-floor washrooms Grade 6-8 English Prime classes are to use the third-floor washrooms During lunch, Phys. Ed. and when students have moved to other classes (computer labs, science lab, music or art rooms, etc) with their teacher they will use the nearest washrooms. Students will be reminded of washroom use etiquette by classroom teachers.	Admin Admin/ Cust. Teachers Teachers Teachers	Done Done In Progress Not Started Not Started
4) Since physical barriers are not always possible: a) Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.	📎 Cleaning and Disinfection Guide for Schools → Add hand sanitization stations throughout <ul style="list-style-type: none"> Consider before entering office area, library, gym, cafeteria entrance, at entrances, outside washrooms, others? 📎 School Disinfection & Cleaning Standards	Maintain disinfecting/sanitization stations Students will be reminded by staff about proper hand hygiene and to wash and/or sanitize frequently. Signage will be posted inside washrooms to remind students to wash hands. Signage will be posted at cafeteria entrances to remind students to use hand sanitizers. Hand Sanitizing stations will be set up in classrooms and cafeteria If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to help sanitize desks/chairs and shared materials before leaving	Custodians Staff Admin Admin Custodians Teachers/ Students	Not Started Not Started Done In Progress In progress Not Started
b) Encourage proper hand hygiene before and after handling objects or touching surfaces.	→ Signage wherever common objects/surfaces are located: <ul style="list-style-type: none"> Staff rooms, copier rooms Consider again library, gym, cafeteria Industrial classrooms: Shared tools Art class: shared supplies 	Maintain disinfecting/sanitization stations Students will be reminded by staff about proper hand hygiene and to wash and/or sanitize frequently. Signage will be posted inside washrooms to remind students to wash hands. Signage will be posted at cafeteria entrances to remind students to use hand sanitizers. Hand Sanitizing stations will be set up in classrooms.	Custodians Teachers Admin Admin Custodians	Not Started Not Started Not Started In Progress In Progress

	<ul style="list-style-type: none"> ○ Music equipment 	If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to help sanitize desks/chairs and shared materials before leaving	Teachers/ Students	Not Started
c) Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.	<ul style="list-style-type: none"> ✓ School Disinfection & Cleaning Standards 	Custodians will follow guidelines outlined in the provincial Return to School document.	Custodians	In Progress
	→ Identify high touch areas in your building	High touch areas in building such as doorknobs/handles, sinks, toilets, change rooms, stairway railings will be cleaned multiple times a day following guidelines outlined in the provincial Return to School document.	Custodians	Not Started
	✓ Cleaning and Disinfecting Schedule (Excel)	ASD-N Cleaning and Disinfecting Schedule (Excel document) will be shared with custodians. They will be trained on and will follow this schedule.	Custodians	In Progress
	✓ 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?	If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to help sanitize desks/chairs and shared materials before leaving	Teachers/ Students	Not Started
d) For ventilation, consult the <i>Return to School</i> document.	→ Facilities staff – will maintain filter systems as required	District maintenance to ensure that ventilation is working properly and providing adequate airflow. They will maintain the ventilation system and change filters if necessary	Maintenance	In Progress
	→ No additional ventilation systems will be installed → Classrooms that have windows that open are encouraged to do so when possible	Encourage staff to open windows when possible (and to make sure to close them at the end of the day.)	Staff	Done

8. Personal Hygiene Etiquette

Action Items	Resources/ Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Use masks according to the <i>Return to School</i> document protocols.	 <i>"Return to School"</i> document (EECD)	<p>All students and school personnel are expected to bring a clean community mask to school with them every day.</p> <p>Students will not have to wear a community mask inside their bubble grouping.</p> <p>Students in grade 5 will be strongly encouraged to wear a mask in common areas outside class groupings inside the school building. For example, going to the washroom, visiting a resource teacher, etc.</p> <p>Students in Grades 6–8 must use masks in common areas outside their class.</p> <p>Staff who teach multiple bubbles will wear their community masks when in common areas of the school and if unable to physically distance one metre in class groupings (bubble).</p> <p>Itinerant teachers, supply teachers, visiting professionals must wear a community mask if unable to physically distance two metres.</p> <p>Community mask requirements will not apply to students or school personnel who have been advised by a medical professional to not wear one due to an underlying medical condition, such as asthma, etc. Appropriate documentation will be required and submitted to the principal.</p> <p>In some instances, face shields may also be worn as an additional measure. Please note, face shields are not the same as a community mask and do not offer the same protection. As such, if a shield is worn, a community mask must also be worn. School personnel will be provided with face shields, and it is a personal choice to wear one.</p> <p>Students or school personnel who become symptomatic throughout the school day will be required to wear a community mask until they leave the school building. Measures are in place to guide schools regarding individuals who become ill during the school day.</p> <p>The use of a community mask does not replace the requirement for physical distancing. It is a measure used in conjunction with other practices to mitigate the risk of COVID-19 spread.</p>	Students/ School Personnel	Not Started

2.Promote appropriate hand and respiratory hygiene. a) Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.	 Handwashing Poster → Post signage through school about the importance of proper handwashing → Communicate through announcements? → School videos?	Students will be reminded by staff about personal hygiene etiquette such as: <ul style="list-style-type: none"> proper hand hygiene and reminded to wash and/or sanitize frequently. Avoid touching the face, eyes, nose and mouth Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash or sanitize hands. Ensure signage on personal hygiene etiquette such as handwashing, sneezing and coughing etiquette is posted throughout the building. This includes common areas, food preparation area and washrooms. Signage will be posted inside washrooms to remind students to wash hands.	Admin	Not Started
		Hand Sanitizing stations will be set up in classrooms.	Admin	In Progress
			Custodians	In Progress
b) Provide minimum 60% alcohol-based hand sanitizer.	 Hand Sanitizer Poster	Hand Sanitizing stations will be set up in classrooms. Signage will be posted at classroom and cafeteria entrances to remind students to use hand sanitizers.	Custodians	In Progress
c) Communicate frequently about good respiratory hygiene/cough etiquette.	 Coronavirus disease (COVID-19): Prevention and risks  Post signage through school about the importance of proper handwashing	Students will be reminded by staff about personal hygiene etiquette such as: <ul style="list-style-type: none"> proper hand hygiene and reminded to wash and/or sanitize frequently. Avoid touching the face, eyes, nose and mouth Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands. 	Staff	Not started
	 Communicate through announcements?	Ensure signage on personal hygiene etiquette such as handwashing, sneezing and coughing etiquette is posted throughout the building. This includes common areas, food preparation area and washrooms.	Admin	In Progress
d) Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.	 School Disinfection & Cleaning Standards ❖ Revisit Cleaning & Disinfection section for list of shared objects and common areas. Where they cannot be removed, ensure signage is visible and sanitization/disinfection supplies are present	Evaluate Operational Plan as needed. Custodians will follow guidelines outlined in the provincial Return to School document. Classroom stations checked daily by custodial staff. High touch areas in building such as doorknobs/handles, sinks, toilets, change rooms, stairway railings will be cleaned multiple times a day following guidelines outlined in the provincial Return to School document. If it is necessary for a room to be shared by more than one class (computer lab, lab, library, etc.). Students will be expected to help sanitize desks/chairs and shared materials before leaving	Admin Admin Custodian Custodians Teachers/ Students	In Progress In Progress Not Started Not started Not started







9. Protective Measures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. *To ensure that members of vulnerable populations and students with complex needs are accommodated.	✓ “Return to School” document (EECD)	Installed plexiglass barrier at main office	Maintenance	Done
	✓ District Student Support Services	Look into whether plexiglass barrier in cafeteria at lunch counter is necessary.	Maintenance	In Progress
	✓ Guidelines for itinerant (visiting) professionals	Look into whether a plexiglass barrier in library in front of Library assistant’s circulation desk is necessary.	Maintenance	Not started
		Desktop plexiglass divider were ordered by the district for classrooms and offices.	Facilities	In Progress
2. Provide personal protective equipment – only for those situations that require it: a) Hand protection (nitrile, rubber, or latex gloves)	✓ OHS Guide-PPE	N/A		
b) Eye protection (safety glasses, goggles, or face shield)	✓ PPE Poster			
	✓ District Student Support Services			
c) Other PPE as determined necessary through the risk assessment	✓ Complex Case – Risk Assessment	Each staff member will be provided a face shield. Its use is voluntary.	Admin	In progress
		N/A		
3. In areas where following the school physical distancing standards as set out in the <i>Return to School</i> document is not possible, maintain an accurate visitor log, and staff and student attendance log. a) This is in addition to regular school attendance logs. b) Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.	✓ “Return to School” document (EECD) → Consider resource classrooms where support workers will be working within PD guidelines. All entering these rooms will need to be logged. → Logs must be kept onsite and readily available to Public Health	Visitors will have a tracking sheet indicating time in and out, and list of students (people/classes) seen.	Admin	In progress
→ Additional Protection				

<p>c) Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.</p> <p>d) Considerations for schools licensed under Food Premises Regulations</p>	<p>✓ Health Canada information on non-medical masks and face coverings</p> <p>✓ “Return to School” document (EECD)</p>	<p>If staff or students are showing two or more symptoms of COVID 19, they will be masked and asked to move to the isolation room (124A). They will remain in this room until they are able to leave premises.</p> <p>Parents will be asked to pick up students within the hour.</p>	Admin	In progress
--	--	--	-------	-------------

10. Occupational Health and Safety Act & Reg. Requirements

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate to staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<ul style="list-style-type: none"> OHS Guide-Three Rights Responsibilities of Employer, Supervisor, Employees 	<ul style="list-style-type: none"> * All staff to review the PowerPoint on OHS Act & Regulations * Following the meeting, PowerPoint Presentations were shared with staff by e-mail 	Admin	Done
2) Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<ul style="list-style-type: none"> OHS Guide-New Employee Orientation 	<ul style="list-style-type: none"> *All staff to review PowerPoint on COVID-19 * All staff to watch informational videos produced by ASDN Students: Meet, model, practice and show videos produced by ASDN 	Admin Teachers	Done Not Started
3) Provide staff the employee training on the COVID-related work refusal process.	<ul style="list-style-type: none"> Right to Refuse Process School District HR 	<ul style="list-style-type: none"> * All staff to review PowerPoint on the Right to Refuse Process (on Teams) *All staff to review Vulnerable Employee Affirmation Form *All staff to review Right to Refuse Form(s) 	Admi Admin Admin	Done Done Not Started
4) Keep records/log of visitor and employee presence, as well as orientation, training and inspections.	<ul style="list-style-type: none"> Refer to logs previously referenced → Keep record of who attended training → How often/by who will inspect signage, sanitization stations 	<ul style="list-style-type: none"> Maintain visitor/staff log in office. Keep a record of staff members who were present for training, orientation and instruction. Evening custodial staff will inspect signage/sanitation stations once per day. 	Admin Admin Custodians	In Progress Done In progress
5) Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.	<ul style="list-style-type: none"> Supervisors = Principals and Vice Principals - this will be done by HSC & PH 	*Principals and Vice Principals to review protocols for working with Public Health as on the Outbreak Management Plan	Admin	Done
6) Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.	<ul style="list-style-type: none"> Facilities, DSSS, and HSC will provide support for this 	When/if PPE is required, proper instruction will be provided	Admin	In Progress

7) Make available appropriate <u>personal protective equipment</u> for the school setting.	 District Student Support Services	* PPE (masks, face shields, gloves) will be made available to staff that require them.	Admin	In Progress
8) School district Human Resources confirm process for addressing employee violations of policies and procedures.	 HR Department to provide guidance	*School Administration in concert with district HR will address violations to all policies and procedures (including COVID related) efficiently and appropriately and on a case by case basis.	Admin/HR	In Progress
9) Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.	 OHS Guide-JHSC → Involve your JHSC as much as possible!	At initial full staff meeting choose a new JHSC. *This plan will be reviewed with the JHSC and they will be part of its regular review.	Admin Team/JHSC	In Progress
10) Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	 OHS Guide Topic-Supervision	*School administration will ensure compliance to new COVID-19 related policies, procedures, and processes as they do all established policies, procedures, and processes.	Admin	In Progress
11) Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school. Schools must engage the district from the beginning. Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing. Once the district is advised of a positive case, they must then report it to WorkSafeNB.	 EECD Outbreak Management Plan <ul style="list-style-type: none"> ○ 11, 12, 13, 14 are all addressed in the OMP  Return to School document	*Review Outbreak Management Plan with all staff. *Ensure staff understand how to manage a symptomatic individual *Reinforce and promote the role of Public Health in guiding and supporting school in the event of a confirmed case(s).	Admin	Done

11. Outbreak Management Plan

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
12) Using the Return to School document, outline how the requirements for COVID response are being met.	<ul style="list-style-type: none"> EECD Outbreak Management Plan 	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	Done
	<ul style="list-style-type: none"> Train staff on OMP, their roles and responsibilities 	Train the staff on the Outbreak Management Plan (OMP)	Admin	Done
	<ul style="list-style-type: none"> Designate isolation area, preferably if there is an area where an ill student could be supervised from 2m or more. 	Isolation area will be set up in Room 124A.	Done	In Progress

12. Mental Health Support

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	<ul style="list-style-type: none"> GNB Mental Health Resource School District support staff School District Human Resources Staff 	<p>Information shared via e-mail.</p> <p>Guidance Counselor for students.</p> <p>Referral to ESST team to meet with District Guidance or ISD Social Worker.</p> <p>Class and student check ins</p> <p>NBTA teacher counselling services</p> <p>Employee and Family Assistance Program.</p>	Admin	In Progress
2. Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	<ul style="list-style-type: none"> School District Support Services 	Work with school ESST to identify and monitor students who may be struggling with school re-entry.	Guidance/ESST	In Progress

13. Additional Considerations: School specific

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Emergency Plans – Considerations under COVID	→ In the event of an emergency, response/evacuation will remain the same.	Fire and Evacuation plan remains the same. Masks will be worn, but not to the detriment of the evacuation plan.	Admin	In Progress
2. Address how students will be picked up from school (Drs appts etc.)	→ Fire drills will occur as in pre-COVID times, mask wearing, and physical distancing will not be enforced during these drills.	Parents will call to inform school of plans to pick up child. The office will then make plans to get the student to their parents. When the parent arrives, they are to call office and wait in vehicle or in vestibule between outer doors. Student can wait for parent pick up outside the main office or in the front entrance.	Admin	Not Started
3. How will you handle learners that have/need to be sent to the office for discipline?	→ Is there a designated waiting area? Is it supervised? Does it need to be?	Teachers will be directed to call the office to have administration come to classroom to help deal with students issues. EAs or SIW can also walk student to the office. Students will stay in Principal's office area a minimum of 2m away from other students, if not in the same bubble.	Admin	Not Started
			Admin	In Progress