



# ***MAH-SOS SCHOOL***

  

# ***RE-OPENING***

*Operational Plan 2020-21 Endorsed by TFN Chief & Council on  
August 16th 2020 approved by Director of Education and  
reviewed and endorsed by Health Canada*

*A Living Document*

*Catherine Riddell*  
*Principal*

# OPERATIONAL PLAN

2020 – 2021

August 25, 2020



## **Effective Risk Mitigation – Infection and Prevention Controls**

The best prevention controls in a workplace are achieved by first focusing on recommended physical distancing and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and respiratory etiquette.

Once all reasonable options in this category have been exhausted, move to engineering controls (e.g., barriers) and conduct the same exercise, then administrative controls (directives), and so on until personal protective equipment (PPE) as a final step, if required.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective on-site communication regarding the prevention and control of COVID-19.

***The New Brunswick Return to School: September 2020 plan*** is the comprehensive and first reference point for this Mah-Sos School document.

## **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 Chief and Council and Education Director approval of the plan. Staff will be asked to read the plan upon entering the building on their first day of work. On the first day of work, a 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 by homeroom teachers. In order to ensure that students are fully aware of the plan, students will return to school on September 14<sup>th</sup> 2020.*

### **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. (This includes substitute teachers who are coming into the building.)*

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

Once the plan is approved, a summary of the plan (vetted through the Chief and Council and Director of Education) will be sent to each family. The entire plan will be posted to our Facebook page. Parents/caregivers will be asked to send questions to the school through voice messages or through e-mail (using our school/staff e-mail). These questions will be answered through a phone calls/email and can be posted on the school Facebook page. Parents/caregivers who have additional concerns will be asked to call the school and speak to an administrator.

**BUILDING ACCESS:**

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

The entry times will be that all students from all grades will come to school on the same day beginning on September 14<sup>th</sup> 2020. Parents may not enter the building. K4 to Grade 2 will enter through the front door. Grades three to five will enter through the side door. Mah-Sos School will host parents and students on September 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> in a staggered approach by grade to meet the teacher, view the classroom and go over the COVID19 measures that our school is now implementing.

The number of people entering the building will be monitored to ensure that appropriate physical distancing can occur. As such, homeroom teachers will contact parents to set up appointments the week of September 8<sup>th</sup> to meet individually with parents.

Parents/caregivers will be notified in the summary that contact with school personnel will be through phone and/or virtual means. In person meetings with parents/caregivers will be by appointment only and will take place in the office area. Parents/caregivers must wear a mask while in the building. Parents/caregivers may enter the building if they are picking up a sick child 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 273-5407 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to wait outside in the parking lot of the school and staff will monitor their arrival. The administrative assistant or administrator will ask who the parent/caregiver is picking up. The student will be sent up from the appropriate classroom. The administrative assistant or administrator 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:***

*While at school, students will be assigned to bubbles based on their homeroom classes. Students will not be permitted to move between bubbles and must maintain a distance of at least 2 meters from other bubbles. Students will not be required to wear masks while in their classroom. When students enter common areas such as hallways, elementary students will be encouraged to wear masks.*

***K – 2 students*** will enter the school through the main doors in their wing. Students will be encouraged to wear their mask while entering the school. Students in K4, K and 1 will go directly to their rooms to unpack book bags, etc. Students in 2 and 3 will hang their belongings on their hooks and proceed directly to their classroom. The homeroom teachers will monitor this. Once students in 2 and 3 are done at their hooks, students in 4 and 5 will go to their hooks to hang up and store belongings. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or in lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated at the end of the day. Once students have their belongings they will proceed outside. Belongings will be placed in the designated marked area until bus loading time. On inclement weather days, once students have their belongings, they will return to their homeroom classes. K – 2 students will exit through the doors in their wing. Students will exit one classroom at a time leaving a time space of at least 30 seconds between the exit of each classroom. Students will be encouraged to wear their masks when loading buses.

***Grades 2 – 5 students*** will enter the school through the side door facing the playground. Students will be encouraged to wear their mask while entering the building. Students in grades 4 and 5 will go directly to their lockers/hooks and shelves to store their belongings. Homeroom teachers will monitor this. Once students in 4 and 5 are in their classrooms, students in 2 and 3 will go to their lockers. Homeroom teachers will be asked to ensure that students have all belongings on hooks/shelves and/or lockers with nothing left on the floor to allow easy cleaning/disinfecting of the area. This process will be repeated at the end of the day. Once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building. Students in Grades 2 – 5 will exit on the door on the side facing the playground. Students will be encouraged to wear their masks while exiting the building and loading buses. The teacher(s) on bus supervision will indicate to teachers of Grades 3 – 5 when their class can exit their room to proceed to the bus.

*At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building. Students will be required to wear their masks while at their lockers and exiting the building and loading buses. S*  
*Parents/caregivers will be asked to ensure that students arrive between 7:50 – 8:05.*  
*Parents/caregivers are asked to enter the driveway in front of the school. As students cannot come in to contact with student from other classes/families, parents/caregivers are asked to ensure that their child does not arrive before 7:50. There will be two staff members supervising*

*in this area. One supervisor will monitor the flow of vehicular traffic and ensure the safety of students exiting vehicles. The other supervisor will ensure that students maintain appropriate physical distancing (2 m) while entering and moving towards their classes. Students who are dropped off at by parents/caregivers or walk to school will enter the building at 7:50 through the main entrance of the building and proceed directly to their class. Elementary students will be encouraged to wear masks while entering the building and going to their lockers/hooks/classrooms.*

*When picking students up at the end of the day, parent/caregivers are asked to enter through the driveway in front of the school. Parents/caregivers may begin picking students up at ????. Students whose parents/caregivers are picking them up daily at the end of the day (rather than the student going home on a bus) will go to the hallway by the gym as soon as they have gotten their belongings from their lockers/hooks. (They will not return to their homeroom classes.) Students will follow 2 m physical distancing. Elementary students will be encouraged to wear masks while waiting to be dismissed. The supervisor outside (monitoring traffic flow) will notify the supervisor inside which students' parents/caregivers are approaching for pick up. The inside supervisor will dismiss these students. This process will be repeated until all students are dismissed. At the end of the school day students who walk to school will wait in their classrooms until buses have left. All other students who walk home will exit through their appropriate entrance/exit. Non-related walking students will be expected to maintain the appropriate physical distance while on school property.*

**\*\* Times will be entered once bus schedule is established \*\***

**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.)*

*Students will remain in homeroom classes and teachers will move from class to class. (Carts will be provided for teachers as needed.)*

**Library** – *The library will be closed to students. The librarian will select books to take to classrooms for students to borrow. The librarian will sanitize books upon their return.*

**Makerspace** – *The Makerspace may be used. The use of the Makerspace is limited to one class per day. The teacher who has used the Makerspace is required to ensure that all items used by students have been properly sanitized prior to leaving for the day.*

**Music Room** – *Classes will be scheduled in an attempt to ensure that only one class per day will use the music room. While we acknowledge that music class is recommended but not singing or wind instruments, we will ensure the 1 meter distance between students and only sing in*

outdoor or the gymnasium. If more than one class is using the music room, the music teacher will be required to sanitize any equipment used by the class prior to putting the equipment away. Students in Grades 3 – 5 will ensure that tables, chairs and high touch surfaces are properly sanitized. **\*\*This section may have to be modified to have more classes in one day\*\***

**Changing Rooms** – The changing rooms are not to be used during the 2020 – 2021 school (year unless otherwise directed). These rooms will remain locked throughout the school year. Students who are in Phys. Ed. classes must go to their designated washroom. Allowing students washroom breaks during Phys. Ed. is discouraged.

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

Hand sanitizing stations will be provided in all work areas.

**Student Work Room** – Staff working in this area will require masks, shields, protective clothing (lab coat, etc. that can be easily removed and washed) and hand sanitizer.

All other people working outside of classrooms will be provided with sanitizing spray and cloths 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. If staff members cannot maintain a minimum of 1 m of physical distance, barriers and/or masks will be required to be worn by staff members. Between working with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. (This can be done by students if age appropriate.) 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.

**Guidance Area** – Small group work will be limited to students who are in the same class. . If staff members cannot maintain a minimum of 1 m of physical distance, barriers and/or masks will be required to be worn by staff members. Between each meeting with students' chairs, tables and any areas touched by the student(s) must be cleaned with bleach solution. (This can be done by students if age appropriate.) Tissue boxes are to be covered with a hard cover that can be cleaned with bleach solution. Chairs/furniture in guidance area is to be kept to a minimum.

**SLP – the SLP** will be required to use a tabletop barrier 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 with bleach solution. The bleach solution will be provided by the school and mixed new each time the SLP is in the school.

**Occupational Therapy** – the Occupational Therapy Worker will be required to use a tabletop barrier 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 with bleach solution. The bleach solution will be provided by the school and mixed new each time the APSEA Worker is in the school.

*Tobique First Nation Personnel meeting with Mah-sos 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 Tobique First Nation staff have been in another school prior to arriving at Mah-sos School.*

### **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. High touch areas should be cleaned and sanitized at least 2 times per day and as needed.*
- *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 room next to the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside. The furniture in the room will contain a chair and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.*

## **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 where appropriate, “no-stopping” areas in narrow hallways, etc.**

### **Hallways:**

The hallways have yellow lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway. Red dots and signage will be added to indicate areas at which movement is 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:** The staff room is to be used for eating purposes only. Staff members should refrain from socializing in the staffroom. The couch is not to be used. Tables are to be set up so that physical distancing is respected. No more than 4 people may eat in the staffroom at a time. Other staff members may walk into their area to access their food and/or to go to the washroom. Additional eating space for staff will be in the cafeteria. Staff members will need to wash and then disinfect the area in which they ate upon finishing eating and prior to leaving the area. Use of the school dishes, glasses and cutlery is discouraged if possible, **please bring what you need from home.**

Dishes brought from home are to be taken home to be washed. **Dishes are NOT to be left in the sinks;** sinks will be reserved for handwashing. Please bring your own waterbottle. Microwaves and fridges will be available for use.

**Office:** When entering the office please report to the main door. 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 the administrative assistant’s desk.

Staff are asked to complete photocopying and printing during preparation periods as access to the office area is limited. Staff are reminded that there is often a great deal of movement in the office between 7:50 am and 8:05 am, thus photocopying or printing during this time will be difficult. After ???, staff are welcome to page the office to determine if someone is photocopying to ensure that photocopying can be done as expeditiously as possible. Cloths and appropriate sanitizer will be available for staff to sanitize the photocopier after using it.

Any printing that is done to the colour printer will be removed from the printer by the

administrative assistant. When possible, staff are asked to message the administrative assistant through cells to let her know that they are printing to either printer. This will allow the administrative assistant to place the printed material in the staff member's mailbox or at an easily accessible spot on the counter to make accessing the printed materials easier.

**\*\*Times to be determined when bus schedule is complete\*\***

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

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

**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** have yellow lines indicating the center of the hallway. Arrows will be added to indicate the direction for the side of the hallway. Students will be taught to walk closely to the wall.

Red dots and signage will be added to indicate areas at which movement is to stop. (By office – stop zone for parents/caregivers; markings to indicate appropriate standing spots.

K-1 students will access the gym by using the main hallway. These students will access the playground by using the main door.

2-5 students will access the gym by using the stairs at the main entrance. These students will access the playground by exiting through the side entrance facing the playground.

**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?



*Where a common dining area is used, meal times should be alternated between groups of students to meet physical distancing requirements. A cafeteria line where the individual working in the cafeteria portions it from behind a counter is acceptable.*

*Students must have water bottles as access to water bottle filling stations is available but 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. Homeroom teachers will return to class to pick up students at the end of their eating time/noon recess and escort them to their lockers/hooks to store material and then take them to their next assigned area.*

*Water bottles should be brought home daily and cleaned. Keep a supply of disposable cups or extra water bottles in case a student does not have one.*

*Breakfast baskets will be provided to classrooms by kitchen staff each morning.*

#### **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 or not 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 and to wear a mask while in the building. **\*\* This is applicable only if school staff will not be doing screening \*\****

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

*Passive screening will be required by school 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 when coming to 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.***

**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 make contact with 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 room next to the Principal's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). The furniture in the room will contain a chair and a garbage can. Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.*

#### **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 pick up spray bottles with a designated cleaning solution daily and cloths from the custodians' room. All staff will return cloths and spray bottles to the custodian room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse. The Custodian or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.*

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

Mike Solomon, 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, toilet paper, and garbage containers where needed.**

**Washrooms:** 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:

- K4 Room Washroom – K4 students
- Kindergarten Washroom – K students
- Main Washroom Downstairs – Grade 1 Students
- 2 – 5 Boys’ Washroom Upstairs – Grade 2 – 5 students
- Each class will be assigned a stall, a sink and a paper towel dispenser. A sign 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 in the K4 to 1 wing will use downstairs staff washroom
- Staff in Grade 2 to 5 wing use upstairs washroom
- All washrooms will have liquid soap dispensers and paper towel dispensers. The use of air dryers will not be available.
- Soap, toilet paper, and paper towel will be checked three times daily. Washrooms will be cleaned three times per day. As per the Custodian II’s request, each washroom will have a checklist that will be initialed by custodial staff when the washroom has been cleaned and checked for soap, toilet paper and paper towel.

**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. Sinks that are not to be used will be marked for easy recognition.

**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 washroom.

Staff members on supervision (outside or inside) will need to ensure that they only permit one student from each class to go to the washroom at a time. Laminated “cards” will be provided for each class to assist in ensuring that only one student per class has access to the washroom.

*Supervising staff will remove the card (from a central storage place) for any class who has a student accessing the washroom.*

***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 cloths from the “health” room.*

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

*All staff will return cloth and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.*

*The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.*

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

*If a staff members notices that the ventilation system is not working, he/she is to notify the administration immediately. The Facilities Repair line will be contacted by the Custodian II immediately. This will be considered an “emergency” issue.*

*The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the appropriate level.*

### ***PERSONAL HYGIENE ETIQUETTE***

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

*Teachers will work with students to help them learn the appropriate way to put a mask on and to take a mask off. While students are not required to wear a mask while in class, students need to have a mask with them. This mask needs to be cleaned daily. When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. 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.*

Community masks should be changed after they become wet or soiled. This could present operational challenges with respect to supply and safe handling of soiled or damp masks. Children with cognitive and developmental delays generally will not tolerate wearing a mask.

A community mask could become an unintended hazard (e.g. physical injury if it caught on playground equipment, or psychological injury associated with stigmatization or bullying if not all children are/are not wearing a mask)

The following table describes the requirements for the use of community masks and physical distancing for students. Please note, if a student refuses to follow these requirements, disciplinary action will be taken.

The following table describes the requirements for the use of community masks and physical distancing for school personnel.

<i>Use of Community Masks and Physical Distancing for School Personnel</i>					
<i>Grades K4 to 5</i>	<i>Location</i>	<i>Measure</i>	<i>Homeroom Teacher</i>	<i>Specialty Teachers (Phys. Ed., etc.)</i>	<i>Itinerant Teachers, Substitute Teachers, Visiting Professionals</i>
	<i>In class grouping</i>	<i>Community Mask</i>	<i>Not required</i>	<i>If unable to physically distance 1 metre, community mask is required</i>	<i>If unable to physically distance 2 metres, community mask is required</i>
		<i>Physical Distancing</i>	<i>Not required</i>	<i>1 metre</i>	<i>2 metres</i>
	<i>In common areas</i>	<i>Community Mask</i>	<i>Required</i>	<i>Required</i>	<i>Required</i>
		<i>Physical Distancing</i>	<i>2 metres</i>	<i>2 metres</i>	<i>2 metres</i>

**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.**

*Custodians 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 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 that contains a minimum of 60% alcohol. 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 prior to being given to students and upon their return. Sanitizing solution and cloths 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 in place at the office window opening and for the SLP and OT Worker working with students and other areas of close proximity.*

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

- *Hand protection (nitrile, rubber gloves \*Avoid latex gloves. Allergen for some.)*
- *Eye protection (safety glasses, goggles or face shield)*
- *Other PPE as determined necessary through the risk assessment*

*Please see section on working outside of classroom settings. This type of PPE is only required in one area.*

***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. Itinerate teachers and substitute teachers and district personnel will be asked to keep a log of what rooms they were in and the times they are in each room. This log is to be submitted to the administrative assistant prior to leaving the building. 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. School administrators understand the usual absenteeism patterns of their school/childcare centre. notification to the Regional Public Health is required when outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected, or severe illness is observed; this will be in addition to the usual reporting when at least 10% of the students are absent likely due to respiratory symptoms*

#### **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**

*The cafeteria will be closed for the 2020 – 2021 school year.*

**\*\*This will be applicable if identified as a need from health.**

## **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.**

**\*\*This came from district and if not appliciable to Mah-sos staff will be removed\*\***

*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 about health and safety matters.*
- 2. The right to participate in decisions that could affect their health and safety.*
- 3. The right to 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.

**Safety Drills**

Safety drills such as fire drills, evacuations to alternate sites and lock down drills will continue to be practiced. During the evacuation of the building, physical distancing will not be required. The use of masks will be encouraged but will not be required if it slows down the evacuation of the building. Once outside the building, physical distance will be required and the use of masks for K – 5 students will be encouraged and students in Grades 6 – 8 will be required to use mask.

**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/>

**\*\*This came from district and if not applicable to Mah-sos Staff will be removed\*\***

**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.

**\*Tobique First Nation Human Resources confirm process for addressing employee violations of policies and procedures.**

*Staff not following policies and procedures will be referred to the Tobique First Nation Human Resources.*

***Consult on any new policies and processes established in relation to COVID-19. Engage health and safety representative, if any, and staff/employees.***

*When new policies and processes are established in relation to COVID 19 members of the Health Department will be provided with this information.*

*Staff are advised to read information on the following website:*

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

***\*\*From district and if not applicable will be removed\*\****

***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 the policies, procedures and processes established.*

*Disciplinary action will be taken if students who do not follow the procedures outlined in this document.*

*Members of the public who do not follow the procedures outline in this document will not be provided access to the building.*

***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 Tobique First Nation Health, Chief and Council and Director of Education from the beginning. This plan has been evaluated and approved by Chief and Council and Director of Education. The plan will be reviewed monthly at the school level. This review will be submitted to the director 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 school is advised of a positive case, they must then report it to WorkSafeNB.***

***\*\*From Disrtict and if not applicable will be removed\*\****

## **OUTBREAK MANAGEMENT PLAN – COVID RESPONSE**

*In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Director as well as Tobique Health. Tobique Wellness Centre will assist with contacting Public Health.*

*If the school has one confirmed case of COVID-19 the Regional Medical Officer of Health will advise the school principal. If the principal has a strong suspicion that a student or staff member may have been in contact with COVID-19 or suspect COVID-19 they are advised to contact the Regional Public Health Nurse or the after-hour emergency number (for after hours).*

*Public Health will inform the individual or parent when a student is involved when isolation is lifted and when they may return to school.*

*If a positive case of COVID-19 is confirmed in a school, the school will work with Tobique Wellness Centre and Public Health to support contact tracing. Public Health will make informed decisions and communicate directly with the Tobique Health, school and parents on next steps. Public Health will, through contact tracing and risk management, make decisions on who self-isolates. This may require an individual or several individuals, a classroom or multiple classrooms or even a school population to self-isolate.*

*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. The school principal will communicate with parents and the school community as directed by Public Health and the Director.*

*In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health and Tobique First Nation, students will not be permitted inside the school building. The school will only be closed to school personnel if Tobique First Nation closes the building. Unless the school building is closed by Tobique First Nation, 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.*

*At this time, Mah-sos School does not have the ability to support students bringing their own electronic devices such as laptops or tablets to school.*

*In the event that distance education is required during an outbreak, the following types of learning may be expected:*

***\*\*Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and school personnel cooperation is critical. The school must have an area that can be designated to isolate school personnel or student that becomes symptomatic during the day while waiting to be picked-up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation***

***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.***

*The Resource Teacher will read and review this document on September 1, 2020.*

*This document will be updated each time that updates are provided by the Department of Education and Early Childhood Development and/or Public Health. This document will be reviewed a minimum of once per month. The newest version of this document will be communicated to staff and parents.*

*Anyone having questions or concerns regarding this document should contact the school's administration.*

***\*\*Vulnerable populations, such as students and staff who have underlying illness, or are immunosuppressed may be more at risk of acquiring COVID-19, and careful consideration around control measures for this population must be considered. Students and staff within a vulnerable population are encouraged to consult with their health care provider to determine if any additional precautions are required.***

## 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:

- 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 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.

**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](http://www.gnb.ca/coronavirus)**