

CoViD-19 Operational Plan

Miramichi Valley High School

Academic Year 2020-2021
Version 001

Covid-19 Operating Plan – Summary Checklist

Section	To Do List:	Status (Done, In Progress, Not Started, N/A)
1) Physical Distancing	1. Main Entrance, in and out doors need to be marked, no permanent alterations permitted 2. cafeteria Tables and chairs moved to mezzanine 3. Tape on floor dividing hallways 4. Signage - for number of people per room 5. Physical distancing signage throughout building	1. Discussion with Tim Dunn 2. Not started 3. Not started 4. Not started 5. Not started
2) Transition Times	5 min between classes No locker visits between classes	
3) Screening	1. Screening signs at main doors and all points of entry 2. Thermometers for EAs 3. Thermometers at office to check students who are not feeling well	1. Not started 2. Not started 3. Not started
4) Cleaning & Disinfection Procedures	Waiting for more information	
5) Personal Hygiene Etiquette	1. Signage throughout building and in washrooms Constant reinforcement and modelling from staff	1. need to contact District 2. will be ongoing
6) Protective Measures	1. PPE and PPE in service for staff	1. will see who does it
7) OHS Regulation Requirements	1. all staff will need to familiarize themselves with the OHS Requirements	
8) Outbreak Management Plan	Will meet with SPRs to go over the plan. Communicate plan with parents and students. Prepare quarantine room	Not started Quarantine room has been identified and process has been discussed
9) Mental Health Support	Will speak with Connie and Jennifer McFarlane to develop some in-service for our staff Will meet with staff to come up with some suggestions and what we feel we will want to do with our students this year	Not started

10) Additional Considerations	Will hold meetings with staff and possibly PSSC to discuss concerns and points to consider	Not scheduled
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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:	Miramichi Valley High School
Principal (Signature):	Shawn Wood
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 running record.**

Plan Review Schedule					
Name	New Ver. No.	Date	Name	New Ver. No.	Date

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.

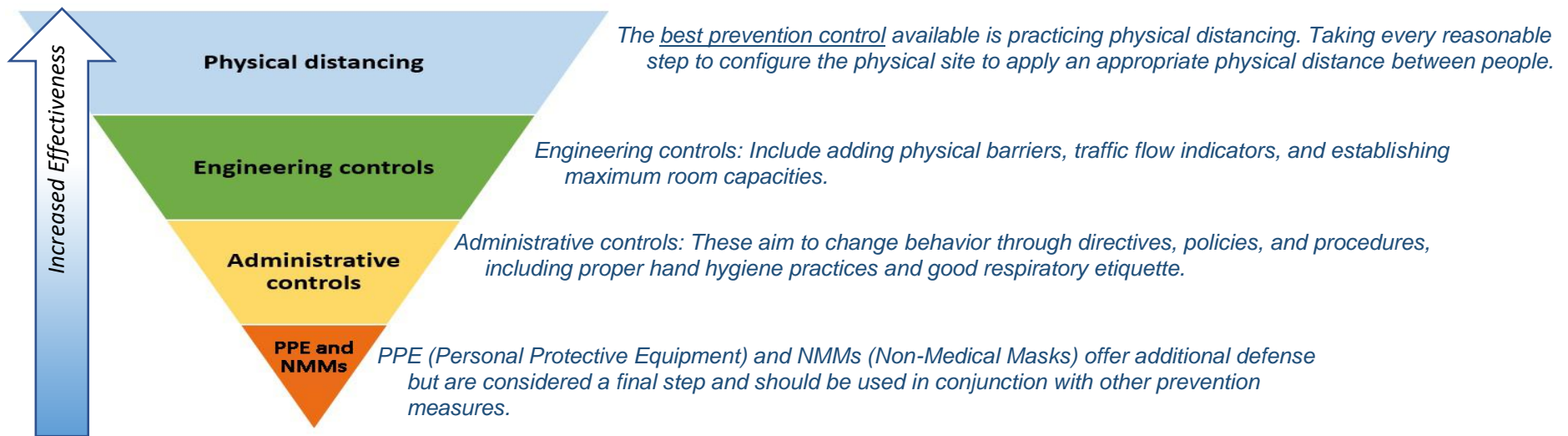
RATIONALE

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 all each category all the way down to PPE and NMMs. Applying as many control measures as possible (and practical) will achieve a layered approach producing superior effectiveness (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, using hand sanitizer in-between washes.
- Avoiding touching face, nose, or eyes
- Practice good respiratory etiquette by coughing or sneezing into tissue or elbow, and always directed away from others
- Staying home when feeling ill
- Maintaining physical distancing as much as possible (and being respectful of the personal space of others)
- Cleaning and disinfecting of surfaces
- Wearing required PPE/NMMs when directed
- Respecting posted traffic flow patterns and maximum room occupancy
- Avoid in person meetings whenever possible



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.

Communications

Communications	Resources (Examples, Templates, Guidance Documents)	School Specific Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate operational strategies, provide orientation to school personnel and students.		<ul style="list-style-type: none"> - Staff orientation meetings in August - Homeroom presentations for each student - Signage in building 	<ul style="list-style-type: none"> - MVHS Administration - Homeroom teachers - Will contact District Office re: signage 	Done
2) Communicate operational strategies, provide orientation to visiting professionals		<ul style="list-style-type: none"> - Directions at main door to screen before entering and report to office - One page bulletin of expectations upon entering building - 	<ul style="list-style-type: none"> - Admin Assistants 	Done
3) Communicate operational strategies to parent/caregiver and school community.	District Communications	<ul style="list-style-type: none"> - Voicemails, emails, posts on Social Media 	<ul style="list-style-type: none"> - MVHS Admin and Social Media Administrators 	Done

Communication – Strategies



Describe how school operational strategies are to be communicated.

MVHS administration will meet with all custodians, EAs, Admin assistants and teachers before the students return in September. All pertinent information will be discussed at this time and revisions to the plan will be made if necessary.

Students will be given all pertinent information in their homeroom period on their first day of school and all hygiene, social distancing and building usage protocols will be reinforced daily in all classes.

Voice mails will be sent to the homes of all students before they return explaining traffic flow, screening and hygiene expectations and any other pertinent information for their arrival on their first day.

Building Access

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1) Controls are in place to prevent the public from freely accessing the operational school.</p>	<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) 	<ul style="list-style-type: none"> - Doors will remain locked after 8: 30 AM for the remainder of the school day other than lunch hour. - Visitors will make appointments through the main office or MVHS Admin - All visitors will sign in at the main office upon arrival and all pertinent information will be recorded - Whenever possible parents will be asked to make an appointment before meeting with an administrator 		

2) Procedures are in place to control congestion during the school start and dismissal times	→ Staggered start/end times? → What time will teachers begin to supervise?	<ul style="list-style-type: none"> - Students will be reminded to social distance in all gathering areas - Students will not be permitted to gather in locker areas at any time of the day - Supervision will begin at 7:30 AM each morning 	MVHS Staff	Not started
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Building Access – Strategies:

Students arriving on buses will enter through doors at the bus loading area at the back of the school. All other students and staff will enter through the main entrance at all times. Sanitizing stations will be located at each of these entrances.

All doors will be locked at 8:30 AM and anyone entering the building after this time will be required to ring the door bell and be buzzed in to the building. Students will report to the main office to sign in and all visitors will be required to fill in the information required in the MVHS Contact Tracing Log Book located at the main counter.

Signs will be posted outside encouraging people to call the numbers listed to speak to someone or make an appointment if necessary.

At the beginning of the school year information will be sent home to parents explaining that we will be limiting access to our building this year and we ask the families to cooperate by either communicating with the school through email or phone. If an in-person meeting is necessary they are asked to call ahead and make an appointment whenever possible.

Risk Assessment

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
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<p>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.</p>	<ul style="list-style-type: none"> 🔗 See Risk Assessment Tool 🔗 “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 → Your HSC: Barbara McFarlane, 625-0285 	<p>Individual staff will be asked to contribute to the plan with scenarios specific to their area.</p>	<p>MVHS Admin will complete</p>	<p>Done</p>
<p>2) Determine the physical isolation elements for people showing signs of illness in the operational plan for your school.</p>	<ul style="list-style-type: none"> 🔗 Outbreak Management Plan - Template 🔗 “Return to School” document (EECD) 	<p>Students will be given a mask and taken to Room 6139. Home will be contacted and asked to come pick up the student.</p> <p>A staff member will monitor the student from outside the door. The guardian will be directed to pick the student up at the MVHS Gym Entrance.</p>	<p>MVHS Staff</p>	<p>Room Identified.</p> <p>Done</p>

Risk Assessment – Strategies:

💡 MVHS plans to mitigate risks by educating students on all proper hygiene, social distancing and hand washing protocols. Students will also be expected to clean tools, work spaces and shared equipment when required. Emphasis will not only be placed on high risk areas like the gym and shops but also commonly touched areas such as doors, door knobs, desks and chairs.

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 to 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).

- **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.

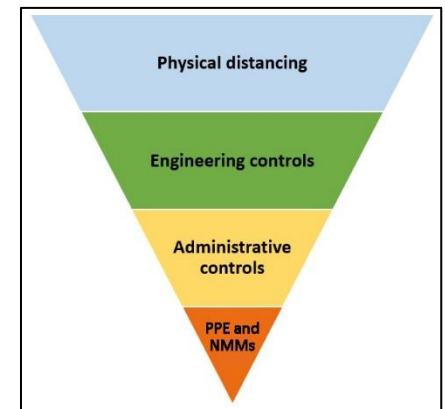


Figure 1: Modified Hierarchy of Controls for COVID-19¹

School Risk Assessment Tool

Schools are a collection of many different spaces and potential types of interaction. 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:

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

Remember, every space is different and every school is different. The following table is meant as a guide, some “Spaces” may require multiple entries. Consider each space individually and apply the hierarchy of control from Physical Distancing down to PPE for each space, noting all that can be applied.

Who, What, Where to Consider

Space	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Points of entry	Brief	Medium	In and out doors, students keeping to the right

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

Main office	High	Medium	Plexi-glass at main counter, no more than one visitor in VP office at a time, two permitted in Principal Office, only one student permitted in waiting area outside Administrators' Offices
Hallways	Medium	Medium	Hallways will be divided with directional arrows and students will be directed to remain to the right at all times. Students will not be permitted to stop in hallways to socialize
Stairwells	Medium	Medium	Stairwells will be divided with directional arrows and students will be directed to remain to the right at all times. Students will not be permitted to stop in stairwells to socialize
Staff lounge	High	Medium	Staff lounge will be limited to 18 persons. Furniture will be moved further away from the photocopier to allow social distancing for those needing to access it.
Staff washroom	low	High	Two people at a time in washroom
Student lounge	High	High	No student lounge will be open for the 2020-2021 school year
Student washroom	High	Low	Students will be told that maximum 3 people will be permitted in a washroom at any point. Signage will be posted
Classrooms	High	Medium	Students will be scheduled in such a way that the number of students in a classroom does not exceed 15 wherever possible. Where possible classrooms will have an entrance and exit door.
Gym	High	Medium	Students will be scheduled in such a way that the number of students in the gym at a time does not exceed 15 wherever possible. In some instances we will be able to have two PE teachers with this group to ensure students are working in areas that are at least 6 ft. apart and are not sharing equipment until it is cleaned. We will also follow Sport Governing Body Return to Play Protocols where applicable.
Library	High	Medium	The number of students permitted in the library at one time will be 24
Cafeteria	High	Medium	Tables and chairs will be spread out in the cafeteria. A secondary eating area will be opened up in the mezzanine area for those students who do not need to purchase from the cafeteria.

Playground	NA	NA	
Outdoor sports field	Low	High	Any team using MVHS Sports Fields will follow Sport Governing Body Return to Play Plan
Fitness Rooms	High	Medium	Four students will be permitted to use Fitness Room at noon hour. They must sign in at office and students will not be permitted to share equipment during their visit.
Onsite Daycare	NA	NA	
Locker areas	High	Medium	Students will not be able to congregate in locker areas. They will not be permitted to sit on floor in these areas or eat lunch in these locations. Students are also not to be in their lockers between classes.

People	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Teachers	Medium	Medium	Teachers will be expected to social distance, wash hands regularly and maintain good respiratory hygiene during the workday.
EAs/SIW's	Medium	Medium	EAs will be expected to social distance, wash hands regularly and maintain good respiratory hygiene during the workday. EAs will be provided with PPE when having to work in extremely close contact with students.
Custodians	Medium	Medium	Custodians will be expected to social distance, wash hands regularly and maintain good respiratory hygiene during the workday. They will be provided with PPE when feeling they require such protection. Custodians will follow Guidelines provided by ASDN.
Students	High	Medium	Students will be expected to social distance, wash hands regularly and maintain good respiratory hygiene during the school day. Constant reinforcement will be provided

			by staff to remind and encourage students to follow all guidelines.
Resource Students	High	medium	EAs will be expected to social distance, wash hands regularly and maintain good respiratory hygiene during the workday. EAS will be provided with PPE when having to work in extremely close contact with these students. Programing will be tailored to ensure these students are as safe as possible throughout the school day.
Parents/Guardians	low	high	Parents will be expected to social distancing, wash hands regularly and maintain good respiratory hygiene when they are in our building. All parents will be required to report to the main office when entering the building and have their contact information recorded. Parents will be required to book appointments when needing to see MVHS Staff.
Visiting Professionals	Low	high	Visitors will be expected to social distance, wash hands regularly and maintain good respiratory hygiene when they are in our building. All visitors will be required to report to the main office when entering the building and have their contact information recorded.

Items	Contact Intensity	Modification Potential	Mitigation Measures/Resources
Cafeteria Microwaves	High	High	Students will be required to wipe outside of microwave before using it.
Staff room appliances	Medium	Low	Staff will be expected to disinfect and clean appliances after use
Water fountains	High	High	All water fountains will be converted to bottle filling stations
Shared books/handouts	Medium	Low	"At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students." RTS Document, August 25, 2020

Shared computers	High	Medium	Students will wipe down computers before using them. Visits to computer labs will be minimal.
Shared tools	Medium	High	Students will required to wipe down tools before using them.

Physical Distancing

Action Items	Resources / Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Implement physical distance protocol.	<ul style="list-style-type: none"> → K-8 = no PD within bubble and 1m minimum between bubbles → 9-12 = 1m between students in class and 2m outside of class → 2m is ideal, 1m is minimum, and situations where individuals will be within 1m need to be assessed on a case by case basis. 	<p>Desks will be placed-1 M apart in all classes.</p> <p>If 1M cannot be maintained then community masks are required.</p>	All Staff	Done
a) Consider staff, students, visiting professionals, parents/guardians, and community members.	<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. 	<ol style="list-style-type: none"> 1. Students will stay to the right when moving through the hallways 2. Staff room will have a maximum of 18 people permitted 3. Visiting professionals will be require to report to office for contact tracing information and to receive sheet outlining expectations for all visitors 4. Parents/Guardians will be encouraged to communicate by phone or email and to book appointments in advance whenever possible. 	<ol style="list-style-type: none"> 1. All staff 2. All Staff 3. Admin assistants and School Administrators 4. Admin assistants and school administrators 	Done

<p>b) Arrange furniture to promote the physical distancing requirements. (Include a reception area).</p>	<p>☞ <i>“Return to School”</i> document (EECD)</p>	<p>Furniture in staff room will be arranged to allow for social distancing.</p> <p>Department break rooms will be arranged to allow for Social Distancing</p>	<p>MVHS Custodians and Admin</p>	<p>Done</p>
<p>c) Provide visual cues on floor, indicate directional movement where appropriate, “no-stopping” areas in narrow hallways, etc.</p>	<p>→ Can be done using DIY supplies or pre-ordered professional type</p> <p>☞ Consider using similar rules as driving to add game theory to your design</p> <p>☞ Contact Facilities staff to see what supplies will be available</p> <p>→ Post ‘traffic’ patterns on floor plan throughout building.</p> <p>☞ Contact Facilities staff for a blank floor plan</p>	<p>Hallways will be divided by directional arrows and people will stay to the right when moving through the halls</p>	<p>MVHS Custodial Staff</p>	<p>Done</p>
<p>d) Determine if installation of physical barriers, such as partitions, is feasible.</p>	<p>→ Contact Facilities staff for assistance if barriers are needed.</p>	<p>Discussion held with ASDN and no permanent physical barriers will be installed at this time</p>		<p>Done</p>
<p>2) Establish protocols to ensure people don’t congregate in groups a) (Staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather than in-person meetings, limit access to common areas, etc.).</p>	<p>☞ <i>“Return to School”</i> 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>Students and staff will wear masks at all times except when in their assigned classes or when 1M of distancing cannot be maintained.</p>	<p>MVHS Staff</p>	<p>Done</p>
<p>3) Evaluate options to reduce those required onsite.</p>	<p>→ Consider all who work/come to work onsite, can any work remotely? Can professionals work from their office (Skype)?</p>	<p>All professionals using our building will be expected to work remotely in their assigned workspace whenever possible. Any maintenance professionals will be asked to come to the building after classes are dismissed.</p>	<p>All School Staff and visiting professionals</p>	<p>Done</p>

<p>4) Evaluate the risk of individuals/class bubbles coming closer than one metre (1m), or two metres (2m) in common areas at the high school level.</p> <p>a) (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 ❖ 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>We have not identified any areas which would require one way traffic.</p>		
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Physical Distancing – Strategies:


💡 **Divided Hallways, no congregating in locker areas and limits on the number of people in rooms will be the major Physical Distancing Strategies at MVHS. These measures will need to be modeled by all staff and reinforced continually with our students. Parents and students will be informed of all protocols before classes begin in September through calls home and Social Media postings.**

Transition Times

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
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<p>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.</p> <p>a) School layout guide maps to inform students, staff, visitors, and public are encouraged.</p>	<ul style="list-style-type: none"> → Facilities staff for school scheduling/busing → Your HSC: Barbara McFarlane, 625-0285 ❖ K-8 = no PD within bubble and 1m minimum between bubbles ❖ 9-12 = 1m between students in class and 2m outside of class ❖ Refer again to school schedule and consider what modifications can be made ❖ Refer again to your floor plan to map out areas 	<p>Students will be placed at least 1 M apart in classes at all times and expected to maintain a distance of 2M outside of class.</p>	<p>MVHS Staff</p>	<p>Ongoing</p>
<p>2) Provide time for food preparation and mealtimes.</p>	<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? 	<p>Students purchasing meals from the cafeteria will be required to Social Distance in the line up. The number of students seated at a table will be limited. Cafeteria tables will also be placed in the mezzanine area to allow more space for students to eat.</p> <p>The breakfast room will need to be limited to 5 students at a time and students will not be permitted to eat in the breakfast room.</p>	<p>MVHS Staff</p>	<p>Ongoing</p>

Transition Times – Strategies:


 **Students will have a 10 minute transition time between classes. Students are expected to stay to the right while travelling the hallways and are not permitted to go to their lockers between classes.**

Screening

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In
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				Progress, Not Started, N/A)
<p>1) Ensure that the staff understands and implements its screening process.</p> <p>a) Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p>	<p>→ Staff are expected to actively screen before coming to work and expected to stay home if they feel ill.</p> <ul style="list-style-type: none"> ○ Need policy outlining expectations for screening ○ Need school policy for casual workers <p>→ Post screening questionnaire throughout building</p>	<p>→ Staff are expected to actively screen before coming to work and expected to stay home if they feel ill.</p> <p>Screening questionnaires will be posted at the main entrance and throughout the building</p>	MVHS Staff	Ongoing
<p>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.</p> <p>*Regional Public Health will notify the school about what is to be done. Students and staff must self-monitor throughout the day.</p>	<ul style="list-style-type: none"> ☞ Determine isolation space ☞ EECD Outbreak Management Plan ☞ <i>“Return to School”</i> 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 	<p>If there is suspicion that a person inflicted with Covid 19 has been in our building Public Health will be contacted and we will follow their instructions.</p> <p>If an individual develops symptoms of Covid 19 throughout the day they will wear their mask and brought to the Isolation Room and wait to be picked up within an hour.</p>	MVHS Staff ASDN Public Health	Ongoing
<p>3) Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.</p>				

Screening – Strategies:


 It will be communicated to staff that they must screen themselves and take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

Cleaning & Disinfection Procedures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific 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"> ☞ <i>Return to School document and appendices for guidelines</i> ☞ <i>Return to School document and appendices for guidelines</i> ☞ Handwashing Poster ☞ Hand Sanitizing Poster 	<p>Hand sanitizing stations will be placed throughout the building.</p> <p>Handwashing posters will be placed throughout the building.</p>	<p>MVHS Staff Custodians</p>	<p>Done</p>
2) Ensure availability of all necessary supplies for <u>cleaning and disinfecting</u>. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff. a) Designate personnel responsible for monitoring supply levels and communicating with administrators.	<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? <ul style="list-style-type: none"> ○ Custodian? 	<p>Hand sanitizing stations will be set up throughout the building</p> <p>Hand Sanitizing stations will need to be monitored to make sure there is sufficient supplies at each.</p>	<p>admin Custodians</p>	<p>Done</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. b) Foot-operated door openers may be practical in some locations.	<ul style="list-style-type: none"> ☞ School custodial staff ☞ District facilities management 	<p>Washrooms will be equipped with liquid soap, paper towel and air dryers.</p> <p>There will be a limit of three people at a time in the washrooms.</p>	<p>Custodians</p>	<p>Done</p>
c) Hand-washing posters must be posted.	<ul style="list-style-type: none"> ☞ Handwashing Poster 	<p>Handwashing posters will be posted in all washrooms.</p>	<p>MVHS Admin</p>	<p>Done</p>
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.	<ul style="list-style-type: none"> → 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) 	<p>Signage will be posted stating that only 3 people are permitted in washroom at a time.</p> <p>Social Distancing markers will be placed on the floor in order for students to form lines</p> <p>These protocols will be explained to students on their first day of school</p>	<p>MVHS Admin</p>	<p>Done</p>

	<ul style="list-style-type: none"> → Communicate washroom use expectations and etiquette to students (how? who?) → Consider how this will be enforced 			
<p>4) Since physical barriers are not always possible:</p> <p>a) Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</p>	<ul style="list-style-type: none"> 🔗 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 	Hand sanitizing stations will be set up at strategic points throughout the school. (i.e.: outside shops, gym, cafeteria, main office, library and labs)	MVHS Admin	Done
<p>b) Encourage proper hand hygiene before and after handling objects or touching surfaces.</p>	<ul style="list-style-type: none"> → 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 ○ Music equipment <ul style="list-style-type: none"> ▪ Singing should not be allowed unless people can be 6ft apart. 	Appropriate signage throughout school	MVHS Admin	Done
<p>c) Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.</p>	<ul style="list-style-type: none"> 🔗 School Disinfection & Cleaning Standards → Identify high touch areas in your building 🔗 Educate/Train custodial staff on new cleaning measures (Facilities team and HSC) however, consider the importance of this duty and perhaps think of ways to show appreciation – include students? 	See Attached Schedule (Appendix A)	Custodians and ASDN	Done
<p>d) For ventilation, consult the <i>Return to School</i> document.</p>	<ul style="list-style-type: none"> → Facilities staff – will maintain filter systems as required → No additional ventilation systems will be installed → Classrooms that have windows that open are encouraged to do so when possible 	<p>Classroom doors will remain open at all times</p> <p>Have staff open windows whenever possible</p>	MVHS Staff	When possible

Cleaning & Disinfection – Strategies:

MVHS will follow protocols set out by EECD and ASDN. 

Personal Hygiene Etiquette

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific 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.	<ul style="list-style-type: none"> ☞ "Return to School" document (EECD) 	Staff will be required to bring a mask to work and follow the current mandate from NB Public Health regarding masks.	MVHS Staff	Done
2. Promote appropriate hand and respiratory hygiene. a) Utilize existing sinks or have hand wash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.	<ul style="list-style-type: none"> ☞ Handwashing Poster → Post signage through school about the importance of proper handwashing → Communicate through announcements? → School videos? 	Handwashing stations and signage will be posted throughout the school. Students will be given constant reinforcement to sanitize and staff will model this behavior	MVHS Admin	Done
b) Provide minimum 60% alcohol-based hand sanitizer.	<ul style="list-style-type: none"> ☞ Hand Sanitizer Poster 	Place posters throughout school	Custodians	Done
c) Communicate frequently about good respiratory hygiene/cough etiquette.	<ul style="list-style-type: none"> ☞ Coronavirus disease (COVID-19): Prevention and risks ☞ Post signage through school about the importance of proper handwashing ☞ Communicate through announcements? 	Handwashing stations and signage will be posted throughout the school. Students will be given constant reinforcement to sanitize and staff will model this behavior	MVHS Admin MVHS Staff	Done
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.	<ul style="list-style-type: none"> ☞ 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 	Risk Assessment Completed	MVHS Staff	Done

Personal Hygiene – Strategies:

💡 Discussions around proper respiratory hygiene and cough etiquette will be part of the daily fabric at MVHS. Staff will model this behavior and signage will be visible throughout the school as well.

Sanitizing stations will be located at strategic locations throughout MVHS.

Protective Measures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1. To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</p>	<ul style="list-style-type: none"> 🔗 "Return to School" document (EECD) 🔗 District Student Support Services 🔗 Guidelines for itinerant (visiting) professionals 	<p>Visiting Professionals will be directed to sign in at the main office and their contact tracing information will be recorded.</p> <p>MVHS will adhere to the EECD Return to School document at all times.</p> <p>MVHS will work closely with District Student Support Service and each of our Special Needs learners will be looked at on a case by case basis to ensure their needs are being met.</p>	MVHS Staff	Done
<p>2. Provide personal protective equipment – only for those situations that require it:</p> <ul style="list-style-type: none"> a) Hand protection (nitrile, rubber, or latex gloves) b) Eye protection (safety glasses, goggles, or face shield) c) Other PPE as determined necessary through the risk assessment 	<ul style="list-style-type: none"> 🔗 OHS Guide-PPE 🔗 PPE Poster 🔗 District Student Support Services 🔗 Complex Case – Risk Assessment 	All necessary PPE will be provided to staff.	ASDN EECD MVHS Admin	Done

<p>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.</p> <p>a) This is in addition to regular school attendance logs.</p> <p>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.</p>	<p>🔗 <i>“Return to School”</i> document (EECD)</p> <p>→ Consider resource classrooms where support workers will be working within PD guidelines. All entering these rooms will need to be logged.</p> <p>→ Logs must be kept onsite and readily available to Public Health</p>	<p>Visiting Professionals will be directed to sign in at the main office and their contact tracing information will be recorded.</p> <p>MVHS will adhere to the EECD Return to School document at all times.</p> <p>MVHS will work closely with District Student Support Service and each of our Special Needs learners will be looked at on a case by case basis to ensure their needs are being met.</p>	<p>MVHS Admin MVHS Staff</p>	<p>Done</p>
<p>→ Additional Protection</p>				
<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>🔗 <i>“Return to School”</i> document (EECD)</p>	<p>MVHS Students and staff will wear community masks when 2 M of physical distancing cannot be maintained and in all common areas.</p>	<p>MVHS Staff and Students</p>	<p>Ongoing</p>

Protective Measures – Strategies:

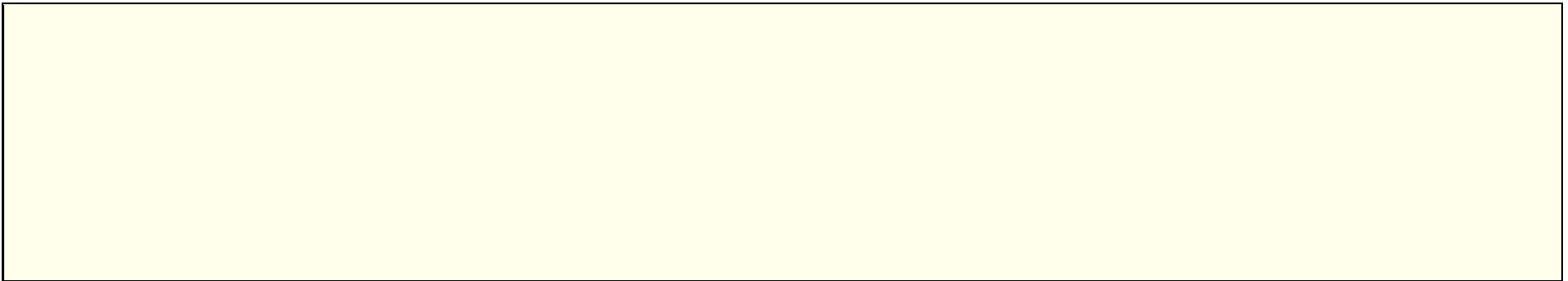
💡 **MVHS will request training for all staff on how and when to best use PPE in a variety of situations.**

Occupational Health and Safety Act & Regulation Requirements

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<ul style="list-style-type: none"> 🔗 OHS Guide-Three Rights 🔗 Responsibilities of Employer, Supervisor, Employees 		MVHS Admin EEST Resource	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 🔗 	<p>All staff will have orientation on the MVHS Return to School Policies before students arrive in September.</p> <p>All students will have orientation on the MVHS Return to School Polices on their first day at school.</p>	MVHS Admin	Done
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 	Follow ASDN and EECD directives	MVHS Admin and EEST SPR	Done
4) Keep <u>records/log</u> 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 	<p>AESOP will be used to record staff presence on a daily basis.</p> <p>Contact Tracing Logs will be used to record visitor presence on a daily basis.</p>	MVHS Admin Admin Assistants	Done
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 	Follow ASDN and EECD Directives	MVHS Admin were informed at Admin Meetings	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 	MVHS will request training for all staff on how and when to best use PPE in a variety of situations		Done
7) Make available appropriate <u>personal protective equipment</u> for the school setting.	<ul style="list-style-type: none"> 🔗 District Student Support Services 	MVHS will request appropriate PPE from ASDN	ASDN	Done

8) School district Human Resources confirm process for addressing employee violations of policies and procedures.	<ul style="list-style-type: none"> 🔗 HR Department to provide guidance 	ASDN to Provide Guidance	ASDN HR	Done
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.	<ul style="list-style-type: none"> 🔗 OHS Guide-JHSC → Involve your JHSC as much as possible! 	Continue with Monthly JHSC Meetings	JHSC Committee	Ongoing
10) Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.	<ul style="list-style-type: none"> 🔗 OHS Guide Topic-Supervision 	MVHS has increased staff duty supervision responsibilities. MVHS Admin will create a supervision schedule and monitor the supervisors to ensure schedule is being followed and all supervisors are doing their due diligence.	MVHS Admin	Done
<p>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.</p> <p>12) Schools must engage the district from the beginning.</p> <p>13) Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>14) Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>	<ul style="list-style-type: none"> 🔗 EECD Outbreak Management Plan <ul style="list-style-type: none"> ○ 11, 12, 13, 14 are all addressed in the OMP 🔗 Return to School document 	Proceed in accordance with Public Health Guidelines and the EECD Outbreak Management Plan	MVHS Admin	Done

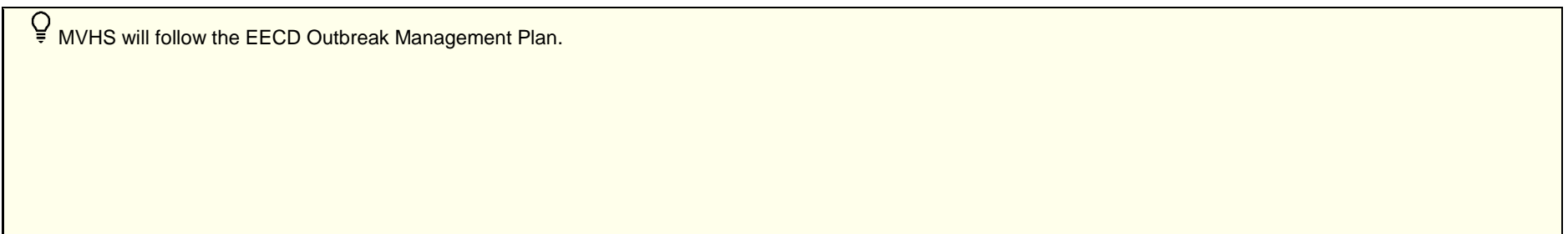
Occupational Health and Safety – Strategies:



Outbreak Management Plan

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

Outbreak Management Plan – Strategies:



Mental Health Support

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific 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 <ul style="list-style-type: none"> ○ John Fletcher 🔗 School District Human Resources Staff 	<p>MVHS admin will meet with Connie Daley and Jennifer McFarlane to discuss options for Mental Health for Staff and Students.</p> <p>MVHS staff will meet to brainstorm ideas for student Mental Health Exercises.</p>	MVHS	Ongoing


Mental Health Support – Strategies:

💡 Different strategies will be used throughout the school year.

Additional Considerations: School specific

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Specific Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1. Emergency Plans – Considerations under COVID</p> <p>2. Address how students will be picked up from school (Dr. appointments, etc.)</p>	<p>→ In the event of an emergency, response/evacuation will remain the same. How will fire drills be conducted? OFM is preparing guidelines.</p> <p>→ Is there a designated waiting area? Is it supervised? Does it need to be?</p>	<p>Fire Drills, Bus Evacuation Drills and Lockdowns will be conducted with a mask but not to the detriment of the drill</p> <p>Fire Alarm and Evacuation Plan will be included in the MVHS Crisis Plan</p> <p>Parents will be instructed to contact the main office when picking students up during the school day. Students will be called to the office and required to sign out.</p>	<p>MVHS Staff</p>	<p>All safety drills have been scheduled</p>

Additional Considerations – Strategies:

<p> Fire Drills, Bus Evacuation Drills and Lockdowns will be conducted with a mask but not to the detriment of the drill</p> <p>Fire Alarm and Evacuation Plan will be included in the MVHS Crisis Plan</p> <p>Parents will be instructed to contact the main office when picking students up during the school day. Students will be called to the office and required to sign out</p>
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