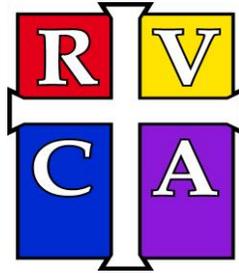


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*Where children are more
than students and learning
is more than books.*

River Valley Christian Academy Return to School Plan 2020 – 2021

INTRODUCTION

The River Valley Christian Academy Return to School Plan follows the Department of Education and Early Childhood Development’s provincial expectations and standards for the safe operation of public schools during the COVID-19 pandemic. The objectives of the plan are to limit the potential spread of COVID-19 while also providing for a safe learning and working environment. Because RVCA student numbers are below 20, RVCA is considered a school bubble. RVCA “Return to School Plan” is a living document and is subject to change as provincial/public health directives change.

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. Staff will be asked to read the plan prior to entering the building on their first day of work. On the first day of work, a meeting will be held with staff to go over the plan. The plan will be reviewed 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 sent to all homes via email prior to the first day of school. The plan will also be communicated to students in detail by homeroom teachers during their first day of school (age appropriate details) and reviewed frequently during the first two weeks of school.

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. A copy of the complete plan will be emailed to any visiting professional in advance of their visit. The plan will be emailed to substitute teachers. All visiting professional must wear a mask, answer screening questions, log their visit with contact info, follow the school operational plan, and maintain physical distancing of 2 metres.

Communicate operational strategies to parent/caregiver and school community:

Once the plan is reviewed by staff and board, it will be sent to all families via email and then posted to our website. Parents/caregivers will be asked to send any questions or concerns to the school administration.

BUILDING ACCESS:

Prevention of Public from Freely Accessing the Operation School:

Parents, guardians and members of the general public will only be able to access school personnel for meetings by appointment. Parents picking up children during instructional hours are asked to call the office of the school to notify administration of their arrival. The student will then prepare to leave and wait by the office until they can safely go to their vehicle.

RVCA will not be hosting a “Meet the Teacher” evening this year. New parents will be contacted personally by the homeroom teacher to answer any questions they may have. Tours for new families are possible with masks being worn, screening questions answered, logging contact info, and physical distancing in place.

All parent-teacher interviews will be held via a telephone call or FaceTime/Zoom. No in-person meetings will take place in the building.

RVCA will not be hosting any fundraisers or concerts in 2020-2021 school year (including Christmas concert) that would normally host a large crowd.

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

Arrival

Students will enter the building through the main entry, in single file, respecting social distancing of one metre as much as possible. A staff member will be at the door to ensure students enter when there is sufficient space in the entryway. Students are not to congregate in the entryway. They are to proceed to remove their footwear, go to their personal hooks, empty their bookbags and go to their homeroom classroom. They are to stay at their desk once in the classroom.

Dismissal

In order to reduce congestion, students will line up in the following areas: Junior Kindergarten – Grade 2 class will line up inside their classroom (they will each have their own square to maintain personal space); Grade 3-8 will line up in the hallway. All students will have their own square on which to stand to keep distance between students.

Provide COVID controls for other learning sites:

Library – Because the school library is part of Mrs. Graham’s classroom, students will only be allowed to enter with permission and maintaining one metre distance from others. Hand sanitizer must be applied by students and staff upon entry. Only one student will be allowed in the library area at one time. The library cart will be used whenever possible and will be arranged by the teacher in advance.

Resource Room (beside office) – Hand sanitizer must be applied by students and staff upon entry. Teachers will need to book the computers/cart via sign out sheet. Only staff will be allowed to access the computer cart to insure disinfecting of the cart and computers after use. It will be ideal for each student to have their own designated computer, although with larger student numbers or broken computers, this may not always be possible. Mrs. Dickinson Schriver or the homeroom teacher will ensure that screens, keyboards, laptop cart and high-touch surfaces be disinfected following use. When time permits and with sufficient notice, laptops will be removed from the laptop cart and placed on the table in the same room so students can easily grab their laptop without touching unnecessary surfaces. After student use, students will return their laptop to the table for disinfecting by a staff member. Dianne Dickinson Schriver will help with placing the laptops on the table in advance and the disinfecting process.

Provide COVID controls for staff working outside of the classroom:

Hand sanitizing stations will be provided in all work areas and common areas.

Resource Area – A limit of 2 people will be permitted in the Resource Room at any one time, if one person is a visitor/volunteer. Outside personnel, such as, but not limited to, Speech Therapist or Personal Tutor, must wear a mask during their visit with a student (a shield may be necessary if the therapist’s mouth must be visible to complete the session effectively; ie: speech therapy). Between working with students, chairs, tables and any areas touched by the volunteer(s) and student(s) must be disinfected by a staff member (either homeroom teacher or Mrs. Dickinson Schriver). Students must have their own materials with which to work (ie: own pencil, eraser). 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.

Kitchen Area – A limit of 2 people will be permitted in the Kitchen Area if one person is a visitor or volunteer of the school. Because RVCA is one bubble, all staff are permitted to meet in the kitchen for staff meetings each morning. Between each visit of a guest or volunteer, chairs, tables and any areas touched by the visitors must be disinfected. It will be requested that visitors not sit on the couch or fabric chairs. High touch areas will be disinfected during daily cleaning.

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:

Risk Factors and Mitigation

- Students will have interactions with others in their school bubble aiming to be one metre apart whenever possible and to respect personal space; no physical contact is permitted.
- Only one student/staff member will be permitted in each washroom at one time. A sign on/beside the door will indicate if the washroom is free or occupied.
- Staff are encouraged to wear a mask (and shield if desired) when working closely with a student.
- Sanitizing station in each classroom and in common areas.
 - Proper hygiene practices will be reviewed and reinforced frequently with students.
 - Each student will also have their own personal hand sanitizer to prevent congregating in classroom common areas.
- Students will have prolonged interactions with others.
 - Congregating in indoor common areas will not be permitted.
- The classroom setting is primarily indoors.
 - 1 m social distancing encouraged.
 - Outdoor classes are encouraged.
 - Keeping windows open during the day if weather permits.
- Students have frequent contact with high-touch surfaces.
 - Students (Gr. 6-8) and staff (JK-Gr. 5) will disinfect workstations at the end of each day.
 - Sanitizing station in each classroom and in common areas.
 - Office admin to disinfect high-touch surfaces frequently, as per Return to School guidelines.
 - Proper hygiene practices will be reviewed and reinforced frequently with students.
- The playground shed will have limited toys; a playground garbage can will be provided in the shed.
 - Staff will provide a smaller amount of playground balls and toys to make regular cleaning of these items more efficient.
 - Students and staff are required to use hand sanitizer before leaving the building for outdoor recess and upon entering the building following recess.
 - Toys will be disinfected as often as possible throughout the week.
- Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high-risk group.

- Face shields and masks to be made available for any school personnel who want them.
- Sanitizing station in each classroom and in common areas.
- Office admin to disinfect high-touch surfaces frequently, as per Return to School guidelines.
- Students/staff disinfect workstations at the end of each day.
- Proper hygiene practices will be reviewed and reinforced frequently with students.
- High risk students will have the option to learn from home with teacher support.

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 Resource Room located beside the office. The individual who is sick must wear their mask until they are alone in the room. If being cared for, the caregiver and student must both wear masks. A face shield is also recommended for the care giver. The door to the room will be kept almost shut while the symptomatic person is inside. The furniture in the room will contain a vinyl/plastic chair and a garbage can (and other covered teacher resource material). Following the departure of the individual who is ill, office staff, 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

As per the Return to School Plan, physical distancing of 2 metres must be maintained by all individuals outside of the school bubble with community masks being worn by guests. Physical distancing of 1 metre is encouraged within the classroom although we understand that this is not always possible. Students and teachers are not required to wear masks as RVCA is a school bubble, but they are welcome to wear a mask and/or shield if they so choose.

It is recommended for the custodian (or office admin) working in areas where there are no students, including common areas during class time, to wear a mask in order to protect themselves from a “splash perspective” during cleaning. Custodial staff are also required to wear gloves during the cleaning process.

Student will be designated a coat/bookbag hook spaced apart when possible. Within classrooms, each student station will consist of one desk and one chair. The primary class may use tables and chairs for workstations and will be spaced apart 1 metre whenever feasible.

A maximum of 4 people can be in the kitchen/staff room at any one time. Teachers are encouraged to eat their lunches in their classrooms or outside; if eating in the kitchen/staff room, staff are encouraged to space their chairs apart at least 1 metre.

The washrooms will have a maximum capacity of 1 student or staff at one time. There will be a sign outside the washroom that will signify if the washroom is occupied. This sign will be disinfected regularly throughout the day by office admin.

Arrange furniture to promote the physical distancing

Any furniture in common areas made of fabric which cannot be easily disinfected will be covered or removed. The couch and fabric chairs in the kitchen are only permissible to be used by staff in the school bubble.

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

Hallways:

Arrows will be placed on the right side of hallway to encourage students to stay to the right. Students should always follow the directional arrows and walk in single file. Stickers or markers will be placed on the hallway floor to promote physical distancing. Maximum occupancy signs will be placed at the entrance to and inside of bathrooms, kitchen/staff room, and resource rooms.

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

Because RVCA is a school bubble and staff are working in an elementary and middle school setting, physical barriers may not always be feasible; staff will be provided with a mask/shield. If there is a concern and student barriers/partitions are needed, RVCA will look at ways to create an economical partition when a full plexiglass partition is not financially feasible; for example the use of a tri-fold cardboard display where the middle section is cut out (for sufficient visual of the teacher/whiteboard) and covered with clear plastic.

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.)

Kitchen/Staffroom: It is required that all staff/visitors accessing the kitchen/staffroom, use hand sanitizer upon entry and exit of the room. Tables and furniture to be set up so that physical distancing is encouraged. No more than 4 people at a time in the staffroom. Other staff members may walk into their area to access their food and/or to go to the washroom. Staff are encouraged not to eat lunches in the staffroom unless they respect physical distancing.

Use of coffee pots will be permitted and the touched surfaces (buttons, handle, etc...) will be disinfected regularly.

Please bring your own waterbottle.

Microwaves and fridges will be available for use, but handles will be disinfected after each use.

Office: Students wanting to speak with office personnel, must wait at the door. Permission must be given by the Administrative Assistant to enter the office area; students will be discouraged from entering the office and asked to wait at the door. There are to only be two additional staff persons in the office besides office personnel at a given time.

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 will be marked with arrows and students will be required to keep to the right when traveling throughout the school.

Signage will be placed on the outside and inside of rooms with maximum capacity.

Signage will be placed on the floor to identify standing spots where applicable (line up at recess and dismissal).

Signage will be posted outside of the office to indicate the procedure for access.

TRANSITION:

School schedule has been modified to address transition times, break/recess, lunch, etc., to encourage appropriate physical distancing, and enable physical distancing; utilize separate locations to support transition times as needed (different areas at dismissal).

Supervision:

One teacher will be on duty during non-instructional time outside. Should there be an indoor recess, each teacher will be required to stay in their own classroom and supervise their own students. Students will have to choose an activity to do at their desk or enjoy free time at their workstation.

Provide time for food preparation and mealtimes.

Students will eat at their desks in their own classrooms. Additional time will be added to indoor lunch time to allow for students/staff to individually wash hands (one person at a time in bathroom), to prepare food, and to disinfect microwave after use.

Students must bring a personal water bottle filled with water daily, as only staff will have access to the water dispenser. A staff member will fill water bottles for students at designated times throughout the day (Gr. 6-8 students may eventually have the

opportunity to be supervised while filling their own water bottle) and office personnel will ensure the water dispenser is disinfected after use. All water bottles must go home each day for washing. Parents are welcome to send a “back up water bottle” to keep with the student’s extra school supplies should their child forget their water bottle. Microwaves will be available to students in their classroom. Each student (staff for JK-Gr. 5) must disinfect the keypad and handle after each use.

The breakfast program will be available if we have enough volunteers. Volunteers must wear disposable gloves and a face mask. Volunteers will go to each classroom to offer muffins and serve students at their desk. *The breakfast program routine may be adapted.

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

School layout guides will be provided as needed.

Recess and Noon Hour:

Students may eat snacks and lunch at their own desk. Staff will disinfect high-touch areas while students are outside as often as possible (doorknobs, door jams, doors, etc.).

SCREENING:

Outline how passive screening requirements are being met and communicated.

Passive screening is required for school personnel, students and others permitted in the school building prior to entry. Signage is required to be clearly visible at the entrances. Adults and students will not be required to have their temperature taken prior to entry but should instead check their temperature prior to leaving for school and practice self-monitoring. A thermometer will be available in the office if needed and will be disinfected after each use.

Active screening may be required if a school personnel, student or volunteer are working closely together within a confined space. Individuals will be asked the screening questions and have their temperature recorded via touchless thermometer.

Parents are responsible for reviewing the screening questions with their children prior to leaving for school and only sending their child to school when they are well and have met the criteria outlined in the survey. See WorkSafe NB Website for Screening for COVID-19 Poster for a list of questions (and Appendix A attached to this document).

Those who have two or more symptoms of COVID-19 must stay home and contact 811 to determine whether COVID-19 testing is required. If COVID-19 testing is required, individuals must follow Public Health advice for returning to school. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional. If tested, Public Health will inform the individual or parent (when a student is involved) when isolation may be lifted. See the following website for information:
<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Note: Students or school personnel who have been identified by their primary care provider as having asthma, seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Parents/caregivers will be given the attached document containing screening questions related to the symptoms of COVID-19.

Ensure that the staff understands and implements its screening process.

Passive screening will be required by school personnel. Signage will be posted at the entrance and in the office. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day. Staff must screen themselves, take their temperatures before leaving their residences. If they show symptoms of COVID-19, they should not come to 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.***

The school principal will be notified by public health if a student or staff member has tested positive for COVID-19. The principal will contact families via the Remind app that an important Zoom meeting will be scheduled as soon as possible. The principal will host an emergency Zoom meeting to notify families of a confirmed case and to explain the steps that will be taken as recommended by public health. Should any COVID-19 testing need to take place on school property, parents will be notified; testing will take place in the Resource Room beside the office.

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 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 Resource Room beside the office. The individual who is sick must wear their mask until they are alone in the room. If being cared for, the caregiver and student must both wear masks. A face shield is also recommended for the care giver. The door to the room will be kept almost shut while the symptomatic person is inside. The furniture in the room will contain a chair and garbage can (and other resource material). Following the departure of the individual who is ill, the office staff, 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 and students. Signs will be posted at each hand sanitizing location stating proper protocol. Handwashing procedure signs will be posted in all washrooms. It is required that students and staff disinfect before and after eating, toileting, entering/exiting any room, and entering/exiting the school building.

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

Office staff will be responsible for ensuring bottles of disinfectant are filled or replaced each day. Staff (JK-Gr. 5) /students Gr. 6-8 must disinfect their workstations and any shared materials used before leaving the classroom before the end of the day.

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

Dianne Dickinson Schriver will monitor supply levels and order additional supplies as needed.

Washrooms: Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.

All washrooms will have liquid soap dispensers and paper towel dispensers. Soap, toilet paper, and paper towel will be checked throughout the day. Washrooms will be cleaned once per day with high-touch areas being disinfected multiple times throughout the day.

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

N/A

Hand-washing posters must be posted.

Additional hand-washing posters will be printed, laminated and posted. All bathrooms will have a handwashing poster posted beside every sink. 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 number allowed in the space at one time based on distancing requirements.

Only one student/staff will be permitted in the washrooms at a time unless there is an emergency. Maximum occupancy signs will be posted.

Classroom teachers will ensure that only one student is excused to use the washroom at a time during class time.

Since physical barriers are not always possible:

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

Hand sanitation stations will be available in each classroom and in all common areas. Staff/students will be required to disinfect workstations and shared items after each use.

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

Staff will review and reinforce proper hand washing and sanitization processes with students throughout the year.

For ventilation, consult the Return to School document.

N/A – We don't have a ventilation system at RVCA.

PERSONAL HYGIENE ETIQUETTE

Use masks according to the Return to School document protocols.

Students and staff are not required, on a daily basis, to wear masks because RVCA is a school bubble. Students and staff are required bring two community masks to school in September. A student will be required to wear a mask if two COVID-19 symptoms are present (outside of chronic respiratory, allergy or asthma diagnoses). Teachers will bring student masks on all fire drills and in the event of an unplanned emergency where staff and students are required to leave the building. Parents will be notified if the student mask has been used and it will be sent home to be cleaned. One mask will remain with the teacher for drills/emergencies and one mask will be kept in the student's personal bin/area.

Promote appropriate hand and respiratory hygiene.

Staff will review and reinforce proper hand washing and sanitization processes and respiratory hygiene with students throughout the year.

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

Office staff 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. 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 office staff. Students are also required to have a personal hand sanitizer at their desk.

Communicate frequently about good respiratory hygiene/cough etiquette.

Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. This will be reviewed and reinforced frequently.

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 by staff at the end of each day. Any toys or manipulatives that are not able to be cleaned easily must be used on an individual basis; ie: playdough, lego. Stuffed animals and carpets will be removed from classrooms. Sanitizing solution will be available to staff to ensure proper sanitizing can be done effectively. All high touch surfaces will be cleaned frequently throughout the day. Washrooms will be cleaned at least once per day with high touch areas disinfected more frequently.

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.

N/A

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

Hand protection (nitrile, rubber or latex gloves)

Eye protection (safety glasses, goggles or face shield)

Other PPE as determined necessary through the risk assessment

All staff will receive a face shield and mask for optional use.

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 substitute teachers that are in the building. Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms.

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

Protocols for the breakfast program have been enhanced to meet COVID-19 safety requirements. See above.

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.

The following information will be reviewed with staff upon their return to school.

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. They will be provided a hard copy and email.

A student and parent friendly version of the information in this document will be emailed to parents/guardians and posted on the school website.

Homeroom teachers will review this information with students during the first week of school in an age appropriate way and all teachers will reinforce guidelines and protocols frequently throughout the year.

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

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

This process will be reviewed with all staff in a virtual meeting during the first week back to school. The link will also be sent via email.

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

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

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

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

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

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

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

Make available appropriate personal protective equipment for the school setting.

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

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

Administration will speak to staff members who initially violate these policies and procedures.

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

N/A

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

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

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

Administrative staff will follow the directives of public health and will share information with staff as advised.

Schools must engage the district from the beginning.

N/A

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 during contact tracing.

Once the school is advised of a positive case, they must follow protocol given by Public Health.

OUTBREAK MANAGEMENT PLAN – COVID RESPONSE

School Absenteeism Guided Measures

School administrators understand the usual absenteeism patterns of their school. They will notify the Regional Public Health Office in cases of outbreaks or unusual situations, such as when absenteeism of students or school personnel is greater than would be expected, or severe illness is observed.

Symptomatic Students and/or School Personnel

- The school must have an area designated to isolate school personnel or students who become 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.
- Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic student should maintain a distance of two metres and wear a mask.
- If two-metre physical distancing cannot be maintained from the symptomatic student and if circumstances allow, the student must wear a community mask unless not tolerated and be separated from other students and school personnel until their parent arrives to pick them up.
- Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
- Hygiene and respiratory etiquette must be practiced while the symptomatic student/school personnel is waiting to be picked up.

Outbreak Management Process

1. The Regional Medical Office of Health will contact the school if a positive case of COVID-19 is confirmed. The school principal must follow the orders of the Regional Public Health Office.
2. The school will communicate to the school population of a positive case of COVID-19 in a school and inform the school population that more information will be coming from the Regional Public Health Office.
3. Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, ensure public health measures are in place, and lead any communication that is required.
4. Communication to the school community will be guided by the Regional Medical Officer of Health, in collaboration with the school principal.
5. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. In a rare situation, a limited amount of school personnel, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19. In most situations, the case would remain confidential.
6. Public Health Officers will contact those individuals who must self-monitor or self-isolate. Public Health Officers will decide if a class, classes or the entire school population needs to be sent home to self-monitor or self-isolate. They will inform the school principal of the actions needed.
7. If exclusion/isolation is required, principals must ensure that measures are in place to inform parents and school personnel of the situation and of how important this control measure is with resources from Regional Public Health. 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.
8. Public Health Officers or Public Safety Officers will monitor anybody who has been ordered to self-isolate.
9. In the event a school is required to closed due to an outbreak, the Regional Medical Officer of Health will give the directives in collaboration with the principal. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health.
10. In the event a school, region or the province is in the red phase, students will not be permitted inside the school building. School personnel will continue to work in the school building unless the school has been closed to school personnel by Public Health. This

means that school personnel are expected to report to school and continue offering education to students at a distance.

11. Teaching and learning must not stop if students are sent home because of an outbreak. As part of their preparations for the upcoming school year, school personnel must 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.

12. Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the principal when a class or a school (students and/or school personnel) can physically return to the school building.

ADDITIONAL CONSIDERATIONS

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

Staff will be made aware of contact information for counselling. School administrators will meet informally with teachers weekly to discuss challenges. As per Department guidelines a percentage of each day will be working with students to promote their social, emotional and physical well-being.

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.

RVCA staff will use this document as a resource where appropriate.

APPENDIX A

SELF – MONITORING CHECKLIST FOR STUDENTS AND STAFF

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

Do you have any of following symptoms:

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

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

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

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

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

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- 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.

Please note: If your child has been in contact with someone who is awaiting COVID-19 test results (and they do not have two or more symptoms), they are not required to self-isolate.

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