

COVID-19 Operational Plan
2021-2022



ROTHESAY
NURSERY SCHOOL
– SINCE 1975 –

Table of Contents

1. INTRODUCTION	1
2. DECISION-MAKING AUTHORITY	1
3. PUBLIC HEALTH MEASURES	1
3.1 Physical Distancing	2
3.2 Cleaning and Disinfection	3
3.3 Hand and Other Personal Hygiene Etiquette	4
3.4 Community Face Masks	5
3.5 Screening & Outbreak Control Measures	5
3.6 Records.....	7
3.7 Controlling Access/Reducing Non-School Use of Facilities	7
3.8 Vaccination	8
4. IMPLEMENTATION & MONITORING	9
5. CONCLUSION.....	9

Appendix A Screening Questionnaire for Early Learning Childcare Facilities

Appendix B Screening Declaration Form

Appendix C Implementation

1. INTRODUCTION

The COVID-19 pandemic will affect operations at Rothesay Nursery School. While our philosophy continues to be the provision of a safe, healthy, inclusive learning environment for young children, this new normal requires making necessary adjustments to help limit the risk of exposure to COVID-19 for our staff and students. An additional layer of health and safety measures has been recommended by the Province of New Brunswick for licensed Early Learning and Childcare Facilities (ELCFs).

To that end, we have reviewed the guidance documents provided by the Province, identified areas of risk in our operation related to recommended public health measures and designed an action plan for reducing those risks. The resulting information has been compiled into the Rothesay Nursery School Operational Plan.

This Operational Plan is organized into the following sections: **(1) Introduction** provides a brief overview of the contents of this Operational Plan; **(2) Decision-Making Authority** outlines who is responsible for decision-making that impacts Rothesay Nursery School; **(3) Public Health Measures** identifies risks and actions with respect to various public health measures that will be used to mitigate risk of exposure to COVID-19 at the school; **(4) Implementation & Monitoring** outlines how and when various actions will be implemented and assigns responsibility for each action; and **(5) Conclusion** provides a brief summary and closing to the Plan.

2. DECISION-MAKING AUTHORITY

Rothesay Nursery School is a parent-run and operated cooperative, public, play-based nursery school. The School is licensed as an Early Learning Facility by the Government of New Brunswick. The School is located within the Saint David's Church building, located at 7 Gondola Point Road in Rothesay, New Brunswick.

The staff and Executive Committee members of Rothesay Nursery School are the primary decision makers for the School and developed the Operational Plan. However, given that the school is located within and is a tenant of Saint David's Church, certain aspects of the Operational Plan were developed in consultation with their representatives. Saint David's Board was also given the opportunity to review and provide input on this Plan.

As detailed in *Section 4 Implementation and Monitoring*, the School will be responsible for implementing the majority of the plan, except for select actions that have been assigned to the church.

3. PUBLIC HEALTH MEASURES

There are a number of key strategies recommended by the Province that will be used at Rothesay Nursery School to prevent and control the spread of COVID-19. These include:

- Strict exclusion of children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell OR a child displaying purple fingers or toes even as the only symptom. If either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.
- Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.
- If a staff or child of the School tests positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to Public Health measures and communication.
- Staff are encouraged to remind children to practice good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Masks are not recommended.
- Staff and children must practice good hand hygiene.
- Increase access to handwashing stations and hand sanitizer.
- Enhance regular environmental cleaning of the facilities including high touch surfaces.
- Items that cannot be easily cleaned will be removed.

The Province has identified several key Public Health measures to help mitigate risk of exposure to COVID-19. The goal, risk and actions with respect to each Public Health measure in the context of Rothesay Nursery School are described in the subsections on the following pages.

3.1 Physical Distancing

Physical distancing (at a minimum of two metres between persons) is the most effective measure for preventing the spread of COVID-19. Unfortunately, it is not possible to maintain adequate physical distancing throughout an ELC setting such as Rothesay Nursery School where young children are being cared for and educated.

Risks and actions with respect to physical distancing have been identified and organized into several focus areas, as detailed below.

GOAL
Protect against the spread of COVID-19 by ensuring staff, children and visitors are kept 2 metres apart where possible.

STAFF/STUDENTS

While physical distancing between staff and students cannot be ensured, staff will do their best to maintain two metre distances from one another and the children when possible. Staff will also work with the children to keep their distance from one another as well.

Action 1.1 Staff to maintain physical distance of 2m with other staff and children when possible.

*Action 1.2 Staff to educate children at the beginning of each day on **physical distancing**, hand hygiene and other personal hygiene etiquette*

DROP-OFF/PICK-UP

Given the location of Rothesay Nursery School within Saint David's Church and the layout of the building itself, drop-off and pick-up time present one of the greatest challenges for physical distancing. To mitigate these challenges, drop-off and pick-up will take place outside in the fenced-in play area behind the Church. There will be two drop-off/pick-up scenarios, depending on weather conditions.

In good weather, drop-off/pick-up will take place at the backyard fence door, adjacent to the Church parking lot. A staff member at the fence door will screen each student by confirming that parents have reviewed the screening questionnaire (see Section 3.5 Screening and Outbreak Control Measures), answered appropriately and have done a temperature check on the child that morning, prior to drop-off. Children will sanitize their hands at the fence door, prior to entering the backyard play area. Parents will not be permitted within the play area. While awaiting drop-off, parents and students will line up on the left-hand side, along the wall of the Church, spaced according to markers on the wall. Following drop-off, parents will exit back towards the parking lot, along the opposite side of the path, keeping a minimum of 2 metres from those families still lined up waiting to drop-off. The class will stay outside in the yard until 9:00am, unless the weather becomes too poor. All children will wash their hands with staff in bathroom sinks, upon entry into the building at 9:00am. The same layout will be used in good weather conditions for pick-up.

If weather is too inclement, drop-off will still be outside but the screening location will be shifted to *within* the backyard play area at the back door of the Church. In this case, the backyard fence door will be open; parents and children will come into the backyard play area and line up on the left-hand side, along the wall of the Church, spaced according to markers on the wall. A staff member at the back door will screen each student and children will sanitize their hands at the door, prior to entering. Parents will not be permitted within the building. The same layout will be used in inclement weather conditions for pick-up. Drop-off time during inclement weather will end at 8:45am.

If a parent arrives for drop-off outside of the specified time frame, the fence door (or back door during inclement weather) will be closed. Signage will be posted, notifying parents that they should call the school phone number if no one is at the door when they arrive. Staff will then come and open the door to carry out screening and hand sanitizing.

In either drop-off/pick-up scenario, the School requests that, whenever possible, it be the same adult who does the drop-off and pick-up.

Action 1.3 Order and install necessary indoor directional signage.

Action 1.4 Order and install necessary outdoor directional signage.

Action 1.5 Communicate drop-off/pick-up process to parents in advance of first day of school.

3.2 Cleaning and Disinfection

Increasing the frequency of cleaning and disinfecting high-touch surfaces is essential in controlling the spread of viruses and other microorganisms. All surfaces, especially those general surfaces that are frequently touched (door knobs, handrails, toys, light switches, taps and hand sanitizer dispensers, etc) should be cleaned and disinfected regularly and when soiled. Given that Rothesay Nursery School programs run no longer than 8:30am to 11:30am, regular cleaning and disinfection will take place daily after class. Toys that have been put in a child's mouth must be cleaned and disinfected, then rinsed with potable water before being used by another child.

Action 2.1 Remove toys/equipment/materials that are not possible to clean/disinfect

Action 2.2 Have an identified bin for items that become soiled during class

Action 2.3 Prepare a cleaning and disinfection schedule for indoor and outdoor facilities.

Action 2.4: Confirm the Church's cleaning and disinfection plan for school bathrooms and main room.

GOAL

Protect against the spread of COVID-19 by ensuring frequently touched surfaces are disinfected properly and regularly for staff, children and visitors.

3.3 Hand and Other Personal Hygiene Etiquette

HAND HYGIENE

Handwashing is one of the best ways to protect against the spread of COVID-19 and other diseases. Handwashing sinks and hand-sanitizing products will be readily available for all patrons. Children will be monitored to ensure they are washing their hands correctly.

As per direction the New Brunswick Department of Health, all persons must wash their hands well and frequently, including in the following situations:

- on arrival
- before and after snack time
- after using the toilet
- after blowing nose, coughing or sneezing
- after playing with shared toys
- when taking medications
- after playing outside

In addition, staff are required to wash their hands:

GOAL

Protect against the spread of COVID-19 by promoting and enabling frequent and proper hand and other personal hygiene etiquette for staff, children and visitors.

- before and after handling food
- after helping a child use the toilet
- before and after changing diapers
- before and after giving medications

Refer to Action 1.2 Staff to educate children at the beginning of each day on physical distancing, hand hygiene and other personal hygiene etiquette

Action 3.1 Review facility layout to identify locations for additional hand sanitizing stations and install where required.

OTHER PERSONAL HYGIENE ETIQUETTE

In addition to handwashing, other personal hygiene etiquette plays an important role in protecting against the spread of COVID-19. Specifically:

- Cover the mouth and nose with a disposable tissue or the crease of the elbow. Dispose of used tissues immediately and then wash hands
- Avoid touching the face, eyes, nose or mouth with unwashed hands

Refer to Action 1.2 Staff to educate children at the beginning of each day on physical distancing, hand hygiene and other personal hygiene etiquette.

Action 3.2 Identify appropriate locations and post signage on personal hygiene etiquette (handwashing, sneezing, coughing) throughout the school.

3.4 Community Face Masks

Face coverings are not expected of children and staff in ELCFs. Specifically, the following direction is provided by the Office of the Chief Medical Officer of New Brunswick regarding masks, “Masks are not required for children at Early Learning and Childcare Facilities as these are not settings where people are typically trained on their use, and there is a potential risk of infection with improper mask use. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. The only exception is when a child becomes sick at the daycare and a 2-metre distance cannot be maintained from the sick child then the child should wear a non-medical mask, if circumstances allow, until parents come get them.” To that end, Rothesay Nursery School will require that parents send a face covering (in a ziploc bag) with their child to school. The face covering will only be used in the case of that child becoming ill while at the School. The School will also have child and adult-sized disposable masks available for use as needed.

GOAL
Protect against the spread of COVID-19 by staying up to date and following guidance for the use of community masks.

Action 4.1 Communicate to parents that they are required to send a mask (in a Ziploc bag) with their child to school.

Action 4.2 If, for whatever reason, an adult must enter the Saint David’s Church building, they will be required to wear a non-medical mask.

3.5 Screening & Outbreak Control Measures

SCREENING

Prior to entering Saint David's Church and/or bringing a child to school, the adult bringing the child must actively pre-screen the child and themselves. Active pre-screening includes a temperature check with a thermometer and reviewing the screening questions with their children (see **Appendix A**). Those who are sick with symptoms of COVID-19 must stay home, contact 811 and cannot return until fully recovered. If tested, Public Health will inform the individual or parent when isolation may be lifted.

GOAL
Protect against the spread of COVID-19 by ensuring that staff and students stay home when sick.

Parents or primary caregivers must complete the form in **Appendix B**, recognizing their responsibility for the morning screening of this children attending a childcare facility (including the temperature check with a thermometer). This form need only be completed once at the beginning of the school year; however, the parent or caregiver doing drop-off should be asked every time if they have completed their morning screening and whether or not their child meets all of the criteria of wellness.

Staff (including any parent or caregiver on duty) must assess themselves for symptoms by completing the screening questionnaire prior to attending the ELCF, which include doing a temperature check with a thermometer upon arrival. The operator is to ask staff who arrive if they reviewed the screening questions and confirm that they meet all of the criteria of wellness.

Normal temperature ranges are:

- Underarm: 36.5 – 37.5°C (97.7 – 99.5°F)
- Ear: 35.8 – 38.0°C (96.4 – 100.4°F)

Note: Given that Rothesay Nursery School programs run no longer than 8:30am to 11:30am, mid-day temperature checks of student and staff will not be required. Should a temperature check be required for a child who falls ill while at school, only a contact thermometer may be used to check temperature (in either ear or armpit).

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

Action 5.1 Require parents to sign and submit the Declaration form in Appendix A prior to the first day of school.

Action 5.2 Post clear rules at the screening entrance outlining the entrance screening process.

Action 5.3 Obtain a non-contact thermometer for staff and an appropriate contact thermometer for children to be used if necessary.

OUTBREAK CONTROL MEASURES

As part of the current mandate, Rothesay Nursery School is required to have a management of illness plan. This plan will be updated to include information on COVID-19 and the control measures to follow when dealing with a suspected case of COVID-19. The New Brunswick Departments of Health and of Education and Early Childhood Development have outlined a number of control measures for suspected cases of COVID-19. Rothesay Nursery School will follow these recommended control measures. In particular, a symptomatic child will immediately be separated from others until they can go home. There will be a designated isolation area within the school classroom where a staff member or child that becomes symptomatic during school hours must wait to be picked up. Parents must pick-up a symptomatic child within one hour of notification and will be made aware of this information prior to start of the school year. If a two metre distance cannot be maintained from an ill child, if circumstances allow, the child should wear a community mask while waiting to be picked up. Cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility.

If an outbreak (one confirmed case of COVID-19) is confirmed, the School will be required to close. Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, that public health measures are in place and will lead any communication that is required. Regional Public Health and the Department of Education and Early Childhood Development will determine when the School can re-open.

Action 5.4 Update the Rothesay Nursery School management of illness plan to include information on COVID-19 and the control measures to follow when dealing with a suspected case.

Action 5.5 Designate an isolation area within the classroom that can be used for a child or staff who becomes symptomatic during school hours can wait for pick up.

3.6 Records

Staff will keep a complete list of staff, parents, volunteers, children and visitors who work, attend or visit the facility, regardless of the duration of the visit. This will include their names, contact information and the date and time of their visit to the facility. Staff will keep logs on a daily basis to keep record of who is in the classroom on any given date.

As per the Office of the Chief Medical Officer of New Brunswick, records of household members (name and contact number) for each child attending the School will be updated.

Action 6.1 Staff to keep daily attendance log.

Action 6.2 Update records of household members for each child attending the School

GOAL

Protect against the spread of COVID-19 by recording attendance and visitor information to assist in contact tracing if a COVID-19 case is found at the School.

3.7 Controlling Access/Reducing Non-School Use of Facilities

One of the most significant challenges to controlling risk of COVID-19 exposure for Rothesay Nursery School is the possibility that others may have access to school facilities outside of school operating hours, with or without the School's knowledge and supervision. Although main access doors into the Church have locks, the door to the classroom does not have a lock. Controlling and recording access to the school space is a risk that must be managed in consultation and cooperation with the School's landlord – Saint David's Church.

GOAL
Protect against the spread of COVID-19 by restricting access to school facilities by non-school users.

For example, in the past, other users have had access to the school classroom outside of school hours; Alcoholics Anonymous (A.A.) and the Church's Sunday School have both used the classroom for meeting space. There have also been instances where rooms adjacent to the classroom space (which share the same hallway access as the School) have been used for programming by other users during school hours. This can result in significantly more people using the hallway during school hours, particularly if program start and finish times overlap with the School's. Operation of these programs also presents the risk of more people using the school's washroom facilities, which are accessed through the same hallway.

There are also storage spaces used by other groups, which can only be accessed through the School's classroom. This presents an additional risk, as these groups access the School's classroom outside of school hours (i.e. access is not recorded) and without supervision.

The following actions are proposed to reduce the number of non-school users accessing School facilities:

- Action 7.1 Confirm with Church that no other groups are using our classroom facilities for programming.*
- Action 7.2 Request Church put a lock on classroom door to restrict unauthorized access.*
- Action 7.3 For those groups who have storage access located within the classroom, request that it always be the same person accessing that space and that those people must sign-in and follow all hand washing and proper hygiene procedures while passing through the classroom space. Post signage outside of classroom explaining this and be sure the requirements are communicated directly to relevant groups with storage space in the facility.*
- Action 7.4 Coordinate with Church to make sure no other programming takes place in the basement during school hours. Ideally no other programming taking place with same start or finish times in the church in general in order to avoid congestion.*
- Action 7.5 Confirm with Church that no other groups are to be using School washroom facilities during school hours and post signage outside the washrooms to that effect.*
- Action 7.6 Coordinate with Church to determine if/when the School will be able to use gym facilities.*

3.8 Vaccination

One of the most important tools to protect against the spread of COVID-19 is vaccination. To that end, all eligible Rothesay Nursery School staff are required to be fully immunized by a COVID-19 vaccine that is approved by the Province of New Brunswick. In addition to school staff, any parent helper in the classroom must also be fully vaccinated against COVID-19 and are also required to wear a mask for the duration of their duty day.

GOAL
Protect against the spread of COVID-19 by requiring staff and duty parents to be vaccinated against COVID-19.

The following actions are proposed to ensure that eligible people in the classroom are fully immunized against COVID-19:

Action 8.1 Require Rothesay Nursery School staff to submit proof of vaccination.

Action 8.2 Require duty parents to submit proof of vaccination prior to their first duty day.

4. IMPLEMENTATION & MONITORING

Rothesay Nursery School has reviewed the COVID-19 risks to public health and identified actions to help mitigate those risks. The implementation plan outlined in the table in **Appendix B** lists the identified actions and outlines the following for each action: implementation lead, whether or not Church involvement is required, how the action will be communicated and the completion status of each action.

As the COVID-19 pandemic crisis continues to evolve both locally and globally, it is anticipated that public health directives from the Province of New Brunswick will also evolve. The Rothesay Nursery School staff and Executive will review this Operational Plan and direction from the Province at monthly Executive meetings to make necessary changes. Additional risk areas and actions to mitigate risk may be identified and this plan will be updated accordingly.

5. CONCLUSION

The COVID-19 pandemic will affect operations at Rothesay Nursery School. The Operational Plan that has been outlined herein details the action plan that will help to mitigate risks of COVID-19 exposure for our students and staff so that we can continue to provide a safe, healthy, inclusive learning environment for young children.

Appendix A

Screening Questionnaire for Early Learning Childcare Facilities

Screening Questionnaire for COVID-19 for Early Learning Childcare Facilities and Summer Camps



Note: Children or staff who have been identified by their primary care provider (or another health care provider) as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

1.	Do you have any 2 of the following symptoms:	YES	NO
	<ul style="list-style-type: none"> • fever or feverish (flushed, warm to touch) • cough • sore throat • headache • runny nose • a new cough or worsening of a chronic cough • feeling tired • diarrhea • loss of taste or smell 		
2	Do you have the following symptom: * In children, purple fingers and/or toes?	YES	NO
3.	Have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days? This question does not apply if you or anyone in your household is a Health Care Professional (HCP).	YES	NO
4.	For households with HCPs, have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days, outside the health care setting?	YES	NO
5.	Have you returned from travel outside of Atlantic Canada within the last 14 days and are not exempted as indicated below:	YES	NO
	a) are healthy and live in one province but commute to work locally or operate a business in a neighboring province		
	b) are healthy and provide or support things essential to the health, safety, security or economic well-being of New Brunswickers, including, commercial transportation of goods by truck, train or plane		
	c) are healthy and are a resident of Campobello Island who must cross the border to access required goods and services		
	d) travelled to another province for a medical appointment		
6.	In the last 14 days, have you or anyone in the household been diagnosed with COVID-19?	YES	NO
7.	Have you been told by Public Health that you may have been exposed to COVID-19?	YES	NO
8.	In the last 14 days, have you had close contact with an individual who is suspect of COVID-19 while providing direct patient care, and you were not wearing proper Personal Protective Equipment (PPE)?	YES	NO

If you have answered “Yes” to any of the above questions, stay home, contact 811, and do not return to the facility/ camp until clinical evaluation excludes COVID-19 or a COVID-19 test is negative. If the COVID-19 test is positive, then you must stay home and self-isolate for 14 days. Public Health will advise when isolation may be lifted.

Regarding question #5, travelling for these purposes requires that you go directly to and from your appointment/ destination and/or your accommodations; self-monitor for symptoms; avoid close contact with vulnerable individuals (for which you are not the primary care giver); and follow the guidance of the Chief Medical Officer of Health.

Name: _____

Date: _____

Time: _____

Appendix B
Screening Declaration Form



Declaration by Parents

I/we hereby declare that I/we have read and understand Rothesay Nursery School's operational plan for operating in a Covid-19 environment and that I/we will respect and comply with the processes and policies described therein.

I/we hereby acknowledge that I understand my responsibilities for the screening of my child/children for COVID-19 symptoms prior to bringing my child/children to Rothesay Nursery School every day.

I/we understand that bringing my child/children to the above-named facility signifies that I take full responsibility and attest that all questions in the screening questionnaire were answered with a "no".

Name (print)

Signature

Date

Appendix C
Implementation

Action Items		Implementation Lead	Church Involvement Required? (Y or N)	How is it communicated? (Poster, Training, Verbal, Written)	Status (Done, In Progress, Not Started, On-Going, etc)
1.0	Physical Distancing				
1.1	Staff/Students: Maintain physical distance of 2m with other staff and children when possible.	Staff	N	Verbal/Posters	On-going
1.2	Staff to educate children at the beginning of each day on physical distancing, hand hygiene and other personal hygiene etiquette	Staff	N	Verbal/Posters	On-going
1.3	Pick-Up/Drop-Off: Order and install necessary indoor directional signage.	Staff	Y	N/A	In progress
1.4	Pick-Up/Drop-Off: Order and install necessary outdoor directional signage.	Staff	Y	N/A	In progress
1.5	Pick-Up/Drop-Off: Communicate drop-off/pick-up process to parents in advance of first day of school.	Staff/Executive	N	Email	Done.
2.0	Cleaning and Disinfection				
2.1	Remove toys/equipment/materials that are not possible to clean/disinfect	Staff	N	N/A	Done.
2.2	Have an identified bin for items that become soiled during class	Staff	N	Sign on bin	Done.
2.3	Prepare a cleaning and disinfection schedule for indoor and outdoor facilities.	Staff	Y	Written	Done.
2.4	Confirm the Church's cleaning and disinfection plan for school bathrooms and main room.	Staff	Y	Written	Done
3.0	Hand and Other Personal Hygiene Etiquette				
	<i>Refer to Action 1.2.</i>				
3.1	Review facility layout to identify locations for additional hand sanitizing stations and install where required.	Staff	Y	Written	Done.
3.2	Identify appropriate locations and post signage on personal hygiene etiquette (handwashing, sneezing, coughing) throughout the school.	Staff	N	Poster	Done.

Action Items		Implementation Lead	Church Involvement Required? (Y or N)	How is it communicated? (Poster, Training, Verbal, Written)	Status (Done, In Progress, Not Started, On-Going, etc)
4.0	Community Face Masks				
4.1	Communicate to parents that they are required to send a mask (in a Ziploc bag) with their child to school.	Staff/Executive	N	Email	Done
4.2	If, for whatever reason, an adult must enter the Saint David's Church building, they will be required to wear a non-medical mask.	Staff/Executive	Y	Email/Poster	In progress
5.0	Screening & Outbreak Control Measures				
5.1	Require parents to sign and submit the Declaration form in Appendix A prior to the first day of school.	Executive	N	Email	Not started
5.2	Post clear rules at the screening entrance outlining the entrance screening process.	Staff	N	Email/Poster	In progress
5.3	Obtain a non-contact thermometer for staff and an appropriate contact thermometer for children to be used if necessary.	Staff	N	N/A	Done
5.4	Update the Rothesay Nursery School management of illness plan to include information on COVID-19 and the control measures to follow when dealing with a suspected case.	Staff	N	Written	Done
5.5	Designate an isolation area within the classroom that can be used for a child or staff who becomes symptomatic during school hours can wait for pick up.	Staff	N	N/A	Done
6.0	Records				
6.1	Staff to keep daily attendance log.	Staff	N	Written	On-going
6.2	Update records of household members for each child attending the School.	Staff	N	Written	In progress
7.0	Controlling Access/Reducing Non-School Use of Facilities				
7.1	Confirm with Church that no other groups are using our classroom facilities for programming.	Staff/Executive	Y	Verbal	Done
7.2	Request Church put a lock on classroom door to restrict unauthorized access.	Staff/Executive	Y	Verbal	Request made and denied

Action Items		Implementation Lead	Church Involvement Required? (Y or N)	How is it communicated? (Poster, Training, Verbal, Written)	Status (Done, In Progress, Not Started, On-Going, etc)
7.3	For those groups who have storage access located within the classroom, request that it always be the same person accessing that space and that those people must sign-in and follow all hand washing and proper hygiene procedures while passing through the classroom space. Post signage outside of classroom explaining this and be sure the requirements are communicated directly to relevant groups with storage space in the facility.	Staff/Executive	Y	Verbal/Poster	On-going.
7.4	Coordinate with Church to make sure no other programming takes place in the basement during school hours. Ideally no other programming taking place with same start or finish times in the church in general in order to avoid congestion.	Staff/Executive	Y	Verbal	Done.
7.5	Confirm with Church that no other groups are to be using School washroom facilities during school hours and post signage outside the washrooms to that effect.	Staff/Executive	Y	Verbal/Poster	Done.
7.6	Coordinate with Church to determine if/when the School will be able to use gym facilities.	Staff/Executive	Y	Verbal	On-going.
8.0	Vaccination				
8.1	Require Rothesay Nursery School staff to submit proof of vaccination.	Staff/Executive	N	Written	Done
8.2	Require duty parents to submit proof of vaccination prior to their first duty day.	Staff/Executive	N	Written	Done.