



## RIVERSIDE CONSOLIDATED SCHOOL

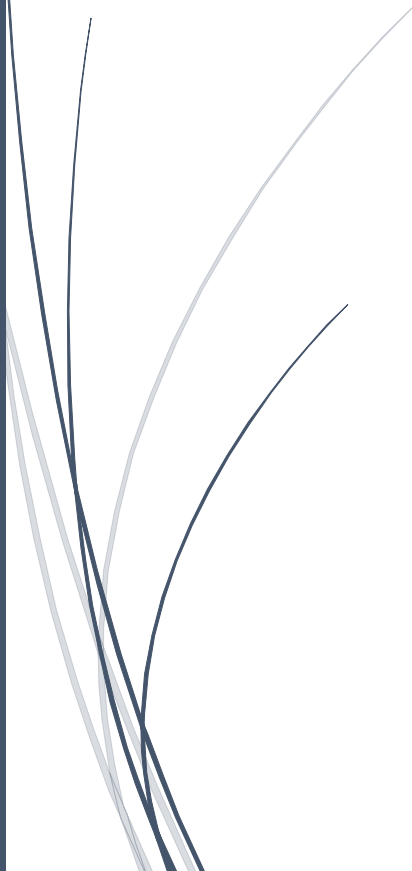
90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

# Riverside Consolidated School

## RETURN TO SCHOOL

### COVID-19 OPERATIONAL PLAN

<b>Grade Level Configuration</b>	Kindergarten – Grade 5
<b>Principal</b>	Barry Snider
<b>Student Enrollment September 2020</b>	54
<b>Total number of personnel in the building</b>	14





# RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

**Product Inventory:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Operational Plan:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Office: Jacqui Eadle – Occupational Health & Safety Co-ordinator**

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Monthly Internal Review 2020-2021**

<b>Month</b>	<b>Signature</b>	<b>Date</b>
<b>September 2020</b>		
<b>October 2020</b>		
<b>November 2020</b>		
<b>December 2020</b>		
<b>January 2021</b>		
<b>February 2021</b>		
<b>March 2021</b>		
<b>April 2021</b>		
<b>May 2021</b>		
<b>June 2021</b>		



# RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

September 3, 2020

## Operational Plan

**\*\* Please note\*\***

**This plan is a living / working document. It has been developed with the most up to date information available at the time. This plan is subject to change at any time when new information / guidelines are provided.**

### **Communication of the plan**

1. Staff will be in-serviced on the plans and protocols of the school during the first week back to school for teachers.
2. Visiting professionals will be provided a copy of the school operational plan upon first arrival to school. Whenever possible visiting staff will receive a copy in advance of arriving at the school.
3. Parents / Caregivers will receive a copy of the school operational school messenger. The school's operational plan will be accessible from the school website, and other social media forms.

### **Building Access**

1. Access to the school will be limited to school and district staff only (for the purposes of this plan school staff also includes staff of East Coast Kids Daycare). **Parents / Caregivers will not be permitted entry into the school.**
2. All staff will enter the building through the front door. Staff will sanitize their hands in the entrance and proceed through the school following directional arrows.
3. All doors will remain locked at all times during the day.
4. Any individual seeking entrance to the school will need to ring the "buzzer" and be met at the door by the school administrative assistant or another staff member.
5. Parents requiring access to staff will do so through agreed upon means such as, online communication tool (skype, teams,...) through telephone conference or under exceptional circumstances by pre-arranged appointment at which time both parties will be required to wear a community mask and maintain a safe physical distance of 2 meters.



## RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

### **Recess and lunch**

1. Due to the increase in cleaning requirements microwave ovens will not be available in classrooms.
2. Recess will be determined by the individual classroom teachers. We will not schedule full school recess times. In the event two classes are outside at the same time teachers will ensure a safe buffer zone is maintained between classes to avoid contact between classroom bubbles.
3. During recess / break times classes will exit through the side doors facing the tennis court and enter through the main / front door.
4. Lunch and breakfast will be available as in previous years however will be delivered to classrooms. Classes will not travel to cafeteria.

### **Student Drop off / Pick-up**

1. Morning drop off will remain similar to previous years. Bus students will enter through the bus doors on the tennis court side of the building and proceed directly to their classroom. Students who are driven by parents or caregivers will enter through the front door and proceed directly to their classroom. The student will need to ring the buzzer to be permitted entry into the building however the parent / caregiver must remain outside. If a child is unable to reach the buzzer or manage the door a parent / caregiver may assist however must remain outside of the building.
2. Afternoon dismissal – Students will be escorted to the bus doors by their teacher in the “classroom bubbles”. Students who are being picked up by parents / caregivers will be escorted to the main doors and allowed to exit when the staff member can see the parent / caregiver outside.
3. In the event you need to pick up your child outside the regular dismissal time please arrange this time with your child’s teacher or the school office. Once you arrive please ring the buzzer and indicate who you are to pick up. Your child will be escorted to the front door for you and allowed to exit the building.



## RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

4. In the event that you need to drop off / pick something up from the school. Upon arriving at the school please ring the buzzer to notify the school that you have arrived. You can then either leave or pick up the items at the designated spot outside the door.

### Physical Distancing

1. Staff will maintain safe physical distance (2 meter) at all times. When this is not possible a protective face covering will be required. Staff will also make every effort to maintain proper physical distance from students outside of their regular classroom bubble. When this is not possible staff will wear protective face mask.
2. Directional arrows will be followed at all times when moving inside the building.
3. All classes will follow directional arrows posted on floor and walls. Staff will ensure that no other class is moving through the hall before escorting their class to their destination.
4. When classroom bubbles are moving to specialty classes such as physical education the specialty teacher will escort classes to and from to avoid two classes meeting in the hallway / stairwell.
5. The “half door” in the office will remain closed at all times. Students will not be granted access to the office area.  
\*\* Limited exceptions to this will be permitted based on specific need. \*\*
6. With the exception of washroom breaks, students will not be permitted in the hallway or main lobby areas except with their classroom bubble, during transition times or during entry / exit of the building.
7. Any staff member working with students outside of the regular classroom setting (ex. Resource, guidance, etc...) will be able to do so if students are in the same “bubble”. If students outside of their classroom bubble are to be in the same group physical distancing measures must be maintained.



## RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

### **Screening for COVID-19**

1. When a student exhibits signs of illness while at school he / she will be immediately taken to the isolation room #201 until parents / guardians can be contacted to have the child taken home. While the student remains at school, he / she will be required to wear a face mask until picked up by a parent or guardian. Should the student be symptomatic of COVID-19 the parent / caregiver will be instructed to phone 811 and follow directives before returning to school.
2. If a staff member exhibits signs of illness, he / she will be required to wear a face mask and be directed to return home. The class / student responsibilities will be covered by specialty teachers and or Principal until a replacement can be put in place. If the staff member is symptomatic of COVID-19 he / she will be instructed to return home, call 811 and follow directives before returning to school
3. All staff will self-monitor at all times. If a staff member is symptomatic of COVID-19 before coming to school, he/she is to immediately contact the Principal and arrange for a substitute teacher.
4. If a student is ill before coming to school, he / she will remain home. If the student is symptomatic of COVID-19 before coming to school the parent / guardian will call 811 for further instructions.

### **Personal Protective Equipment / Face Masks**

1. All staff and students will have a mask available at all times when physical distancing cannot be maintained.
2. Classroom teachers are not required to wear a face mask or maintain physical distancing while in the classroom setting with his / her classroom bubble.
3. Specialty teachers who are not part of the classroom bubble will be required to maintain one-meter physical distancing. If one-meter physical distancing cannot be maintained a face mask will be required.
4. While in common areas all staff will be required to wear a face mask and maintain physical distancing of two meters.
5. Students will be encouraged to wear a face mask when physical distancing cannot be guaranteed. This may include but not limited to going to the washroom or moving through



## RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

the hallway individually outside of his / her classroom bubble. All staff and students will be instructed to sanitize / wash their hands each time they enter the building.

6. All substitute / casual staff will wear a face mask at all times when in the building if they cannot maintain physical distancing.
7. Hand sanitizing stations will be installed / available in every classroom. Students must sanitize their hands each time he / she enters the classroom.
8. Signage will be posted regarding proper hand washing in washrooms and throughout the school.
9. Teachers / students will clean / disinfect computer keyboards, chairs and desktops after using the computer lab.

### **Protective Measures**

1. Signage / directional arrows will be placed on the floor and walls to show proper movement throughout the school.
2. Additional face masks will be available to anyone in need during the day.
3. A visitor log will be maintained for any individual entering the building who is not regular day to day staff which will allow for contact tracing.
4. Students may be required to sanitize certain areas in the school after use. Examples of this may include but limited to computer lab, FLORA tables / chairs.

### **Maximum Occupancies**

1. Public Washroom – 2 unless in their classroom bubble which then allows for normal use.
2. Staff Room – 6
3. Photocopy Room – 2
4. Administrative Assistant's Office – 2
5. Principal's Office – 2

### **COVID Supplies**



## RIVERSIDE CONSOLIDATED SCHOOL

90 Water St, Riverside-Albert, NB E4H 3Z7 | Phone: (506) 882-33002 | Fax (506) 882-3003 | rcs.nbed.nb.ca

---

1. The custodian (CII) and Principal will maintain a count of approved COVID supplies ensuring sufficient materials are available for appropriate cleaning. Should further supplies be required the custodian (CII) and the Principal will ensure orders are submitted on time.

### **Outbreak Management Plan – COVID Response**

1. If an outbreak is identified at the school staff will be notified by school Principal.
2. Parents will be notified of the outbreak by school Principal and given directives based on recommendations from public health.
3. All communication to staff and public will be approved by public health, district office and or School Principal.