



# Riverview Middle School

## RETURN TO SCHOOL COVID-19 OPERATIONAL PLAN

<b>Grade Level Configuration</b>	6 to 8
<b>Principal</b>	Kim Plume-Marr
<b>Student Enrollment September 2020</b>	513
<b>Total number of personnel in the building</b>	RMS=70

**Product Inventory:**

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

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

**Operational Plan:**

**Signature: Kim Plume-Marr**

**Date: August 27<sup>th</sup>,2020**

**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>		



## **Riverview Middle School Reopening Operational Plan**

### **2020 – 2021**

This plan is based on the Department of Education and Early Childhood Development, Public Health and WorkSafe NB reopening guidance documents.

**Mandatory** Public Health recommendations are in place:

- Physical distancing
- Frequent handwashing
- Cleaning surfaces properly
- Respiratory etiquette (elbow cough, etc.)
- Community mask when physical distancing is not possible
- Self-assessment questionnaire posted in every entrance

Riverview Middle School will be open for staff on Monday, August 31<sup>st</sup> with a full opening for students on September 8th. Staggered entry at all levels will be in effect for the first week, a schedule has been shared with staff and students and will be shared again the week of August 31<sup>st</sup>. Our full school population will be present in the building on September 10<sup>th</sup> and 11<sup>th</sup>,2020

- All staff, students and guests/visitors **must self-assess** as per the screening questions and must **use hand sanitizer** upon entry to the school or wash hands in the entrance bathroom.
- Parents will be asked to assess their child's health prior to coming to school each day. **Students may not attend school if they are symptomatic.**
- Appointments to enter RMS for all Visitors, Parents and Outside Agencies will be required need approval from the Vice Principal or Principal.

## **Arrivals & Dismissals:**

- **Masks are mandatory entering and exiting the building and are required when moving throughout the building outside of the homeroom space.**
- Staff Entrance-Staff will be entering and exiting using the door closest to their workspace and sanitizing their hands at the closest washroom or sanitizing station.
- The Main Entrance, off Devere Road, will be the only point of entry for any individual who is not a member of school staff or our student population. The front door will remain locked and individuals will ring the bell for access to the building.
- Various entry points for students will be in use:
  - **Grade 6 will enter and exit via the R door**
  - **Grade 7 will enter and exit via the M door**
  - **Grade 8 will enter and exit via the S door**
  - All entrances are located on the Cleveland Side of RMS
- At the end of the day, students will exit via the same door.
- Bus students will be dismissed with an announcement at the end of the day, each bus number will be called down, time will be allotted for students to load wearing masks, before the next bus is called down.
- Students who are being picked up by a daycare or guardian will be dismissed once the busses have left. Pick up location is **only** at the "Kiss & Drop" located off Pine Glen Road.
- Walkers will be dismissed last and must leave school premises immediately upon dismissal.
- **ALL** student drop offs in the morning and pick-ups at the end of the day must take place at the Kiss 'n Drop located off Pine Glen Road.
- If a student is arriving after 8:08, they must enter through the main entrance and sign in immediately at the office.

### **Hallways / Transitions:**

- Hallways will be marked with **directional arrows** to reduce cross traffic flow. Most of the hallways are one way. Our 3 larger hallways are two way; however, traffic is limited in those locations, physical distancing is possible, and masks are required. Signage indicates where to walk.
- **Masks must always be worn in the hallway and during transitions.**
- Signage clearly marks spots where classes need to **Stop, Look & Go**

### **Start and End of the Day**

- Students will go directly to their classrooms when they arrive to school.
  - Supervision begins at **7:30 am** for bussing students only
  - Walkers/Drop-offs may begin to arrive from **7:45 am to 8:08 am**. There will be supervision at this time.
  - **Masks must be worn until students are inside their classrooms.**
- All students will be prepared for dismissal before the end of the day and will have no need to return to lockers after being dismissed.
- Dismissal begins at 2:35pm
- **Walkers /Drop-Offs:**
  - Students will be dropped off at the **Kiss 'n Drop loop ONLY**.
  - Students will not be assisted exiting the cars by staff; however, supervision will be present.
- **End of Day Procedures:**
  - Students will be dismissed by announcements in the following order:
    - Bus students
    - Pick-Ups (Daycare & Guardians)
    - Walkers & Bikers
  - Daycares will follow the routine established with parents.

- Masks are mandatory for morning arrival and afternoon dismissal.
- Walkers must leave school premises immediately upon dismissal.

### **Courses:**

- Subject Teachers will be travelling from class to class.
- Students will remain in their homeroom as a bubble. They will only be travelling as a bubble when they attend Art, Tech, Phys. Ed, and Music.

### **Science Lab:**

- The Science lab will be reserved for one class, and all equipment cleaned after each use.

### **Physical Education:**

- Changerooms will be open for students who chose to change for their physical education classes. Students who chose not to change will be expected to wear clothing that is appropriate for various physical activities.
- Students are required to wear clean indoor sneakers when participating in all activities in the gymnasium (physical education classes and intramurals at lunch).
- Community face masks will need to be worn at all times when students are in the changing rooms.
- Each class bubble will have access to their own room within the changing rooms.
- Physical education periods will be taught in the gym, cafeteria, and outside.

### **Phys. Ed./Tech/Music/Art:**

- Equipment will be used by one class and sanitized or left unused for 72 hours before being used by a second group.

### **Office:**

- The office goal is **to limit** the amount of external traffic within the school. All meetings should be done via Teams, Skype, Phone, etc.
- All visitors must have a **scheduled appointment** so there is a plan in place for the meeting. The scheduled appointment must be approved by the Principal or Vice-Principal.

- Students who are being picked up for appointments during the school day will be pre-arranged with the teacher and the office. Students will be sent to the office and will wait in a designated area. When parent or guardian arrives, student will be released to the main entrance into the care of the Parent or Guardian who is picking up at the Main Entrance, located on Devere Road.
- Visitor log and tardy student sign-in will be located on the counter in the office
- Student Files will remain locked in the main office – if files are needed by staff, only one individual can be in the area at a time.
- The number of staff in the main office will be limited to **one** individual outside the Administration Staff (Kim Marr, Brigette Kenny, Cindy Logan, Mae Tavone, Neil Hocking, and Amanda Wilson)
- Attendance will be due to the office no later than 9am. Guest teachers will notify the office by PA.
- Guest Teachers and Guest Educational Assistants will be required to wear a mask at all times.
- Students **will not be sent to the office**; teachers will use the PA to contact the office for any needs outside of the classroom environment.

### **Staffroom**

- Maximum of 5 staff at a time wearing masks and practicing social distancing
- Cleaning materials will be present for all staff to wipe down areas they used once they have finished
- Chairs will be set up with physical distancing
- Seating will be limited
- No students are permitted in the staffroom

### **Isolation Room #1082**

If a student exhibits any two symptoms, they will be immediately asked to put on their mask and the teacher will notify the office. Parents will be notified, and the student will be picked up at the theater door. The student will remain in the designated room, room 1082 by the theater until they are picked up. The area will be sanitized immediately by the custodian after the students' departure.

## **Outdoor Activity**

The playground and property have been divided into zones:

1. Soccer Field #1
2. Soccer Field #2
3. Soccer Field #3
4. Soccer Field #4
5. Bus Pad # 1
6. Bus Pad # 2
7. Bus Pad # 3
8. Gym # 1
9. Gym # 2
10. Quad # 1 or Theater
11. Quad # 2

- A rotational schedule will be established for each bubble to have their own individual space for each unstructured play time.
- Classes will remain in their bubble in their designated space. A schedule will be established to ensure everyone has the opportunity to be outside/gym/ theater on a rotation.
- Each zone will be sectioned off with large pylons or tape.
- Classes will be staggered when entering and exiting the play zones.
- Staff on duty to ensure students remain in their bubble.

## **Halls, Washrooms and Fountains**

- Each class will only allow one student to leave the room at any given time to avoid congestions in any common area of the building.
- Student will sign out of their class to go to the washroom and indicate the time.



- Outside of each washroom there will be a waiting spot for one student. A maximum of one individual student can be in a bathroom at once. Students will be taught to self-distance.
- Fountains are being changed to water bottle fill stations.
- Masks will be required

### **Breakfast program Grab &Go**

- Individual wrapped items will be made available to each class.
- Baskets will be replenished on an as needed basis.

### **Cafeteria**

- Cafeteria is scheduled to re-open the week of September 14<sup>th</sup>, 2020. More details will follow once a meeting has been set up with Chartwells and the school. This information will be communicated with RMS staff, students, and families.

### **Cleaning**

- Custodians will be **cleaning high touch surfaces often**. Copiers, printers, doorknobs, handles, washrooms, etc.
- Washrooms will be cleaned and sanitized three times a day- prior to school opening, after break and after lunch.
- Classrooms will be provided with items for washing down materials. Teachers are responsible to establish practices and routines for cleaning with students.
- Employees are required to have their own **community masks**.
- PPE will be made available to each staff.
- Concerts / Assemblies will be done virtually.
- Christine Hope, a member of the RMS Custodial Staff, is the RMS designate to ensure COVID supplies are in stock.

### **Communication Plan:**

- Staff will be made aware of the plan on August 31<sup>st</sup>.
- Ms. Plume-Marr (Principal) will communicate with parents regarding the plan and new procedures not before September 3<sup>rd</sup>, this is a request made by EECD.
- Homeroom Teachers will email/call/video their individual classes by Friday September 4<sup>th</sup> at noon – letting students know their classroom location and who their teacher is. Parents will not be permitted to go to classrooms at anytime.
- A map & video has been created of the directional floor plan and will be shared with staff and students.
- Plans will be reviewed regularly, and changes will be communicated to staff, parents and students promptly.
- Teachers will set up Fresh Grade and My Blueprint to communicate with families.

**This is a living document and will be modified as need and opportunity presents itself.**

Plan prepared by

- Kim Plume-Marr (Principal)
- Brigette Kenny (Vice-Principal)

Reviewed by the Operational Committee (Core Leadership Team)

- Christine Levesque
- Renee Landry
- David Perry
- Sean Terry
- Marc Mazerolle
- Vanessa Belliveau
- Margaret (Peggy) Arsenault

Reviewed by Health & Safety Committee

- Cathy Murty Morais

- Julie Lauziere
- Cherie Bingham
- Erin Coates
- Brigette Kenny
- Tim Raworth (as a representative of the custodial staff as Christine Hope was not able to make it)

Reviewed and approved by District Office

- Jacqui Eadle



**Last updated September 2nd, 2020**