

Totem Falls Guidelines in a Pandemic



Ravens are *Kind*. They think of others' safety as well as their own.

Ravens are *Responsible*. They follow the expectations of the school, wearing their masks, washing hands, and keeping their distance from others.

Ravens are *Brave*. Whether they are at school, or at home, they work hard to be the best student possible.

Ravens are *Honest*. We all make mistakes, but we know it is important to follow the safety expectations at school and at home.

Ravens *Never Give Up*. Having a positive growth mindset about school and our future is important.

Ravens want to be in school every day in person where it is safe for everyone. Following the safety guidelines support our continued in person school experience for ALL!

Message for parents before coming to school....

- Students can bring...
 - Lunch, or have lunch provided here for free
 - Water bottle
 - Personal sanitizer (it will be provided for everyone)
 - Mask (masks will be available for students, if needed)
 - Snack, individually wrapped if they'd like. We won't be able to provide snack.
- Students will be able to ride the bus, walk, or be dropped off at school. If dropping off and picking up, parents/guardians will need to stay in the vehicle to support efficient traffic flow. Students will put their masks on as they line up at the classroom's exterior door.
- At the end of the day, students will be distanced in family groups as they wait for parents to pick them up. Walkers will exit the campus to go home. Bus riders will line up in the gym by bus number, physically distanced.

General Principles moving forward at Totem Falls

- Buildings will be stocked with PPE such as masks for adults and children (face shields as necessary), hand sanitizer, disposable gloves, gowns, and disinfectant sprays/wipes.
- The goal is to maximize the physical distance between students with 3 feet distancing being the minimum.
- Students will be managed in cohorts whenever possible. Students going to recess and lunch together will be K-1st, 2nd-3rd, 4th-5th and 6th.
- Students will wash hands or use hand sanitizer whenever they return to their classroom, after using the restroom, at arrival and dismissal, or when preparing for lunch.
- Appropriate signage will be visible to remind staff and students about distance, hand hygiene, and masking.
- Air filter upgrades and exchanges will still be part of the air ventilation protocol.
- This document will be used to provide training to staff and clarification to families.
- Should a student become ill they must be picked up immediately. Having a backup plan for emergency pick up is advised.

Pick Up / Drop Off

Action Steps (*Individual Responsible*)

Bus Riders (far parking lot):

- Masks will be worn on busses at all times.
- Busses will continue to use designated bus zones for arrival and departure.
- Students will be released from busses no earlier than 8:15am
- Students will travel directly to the exterior door of their classrooms, masking before entering.
- Sped staff will greet their students at buses and escort them to class.
- Bus riders will retrace the same route at dismissal time, queuing up in the gym prior to exiting to the bus areas (*specialists*).

Parent Driven (circular drive)

- Students will be released from their cars no earlier than 8:15am (*Lanna, Craig*).
- Parents will remain in their vehicles.
- Students will travel directly to their classroom. (*specialists at building corners*)
- Parent driven students will walk out with their teacher at dismissal time and queue up in family groups, social distanced from others (*Lanna and Craig*).

Recess
<p style="text-align: center;"><i>Action Steps (Individual Responsible)</i></p> <p style="text-align: center;">Staff Assigned to Recess Supervision/Support: (<i>Vickie, Patty, Jenny, Rose</i>)</p> <ul style="list-style-type: none">• Classroom teacher will escort students, in socially distanced lines, to playground entrance where supervision staff will take over• Balls/shared equipment assigned by cohort• Snacks may be consumed during recess• Equipment will be cleaned/disinfected daily (<i>Rose and Patty</i>)• Playground equipment and structures will be used in compliance with current health and safety practice.• Students will follow the directions of supervision staff while engaged in appropriate recess activities (<i>Staff/Students</i>)• After recess, students will walk to their classrooms.• Students will wash/sanitize hands upon re-entry of classroom (<i>Classroom staff</i>)
Restrooms
<p style="text-align: center;"><i>Action Steps (Individual Responsible)</i></p> <ul style="list-style-type: none">• Maximum capacity signage for all restrooms• Dots on floor will indicate properly spaced waiting locations for toilets and sink/paper towels to reflect maximum capacity and cueing line in hallways outside of restrooms• Bathrooms are shared between cohort's K/1, 2/3, and 4-6• All expectations for restrooms will be posted including: capacity, handwashing posters, and markers/dots.• All staff and students must wash hands prior to returning to class

Breakfast/Lunch

Action Steps (*Individual Responsible*)

Staff Assigned to Lunch/Playground Supervision/Support: (*daily schedule will identify staff assignment to cohorts for lunch/recess, including all non-classroom teachers, Rose, Patty, Katie, Craig, and Jenny.*)

- K-1, 2-3, 4-5, 6 classes are our 4 identified cohorts for lunch and recess.
- Students will wash/sanitize hands in their classroom prior to entering the lunchroom
- All students are eligible for free breakfast and lunch meals this year
- Classroom teachers will escort students to the lunchroom
- Students will be seated: 5 students per class specific lunch table, tables spread apart across gym for proper distancing (staff/students)
- Seats will be assigned by class.
- Students with lunches brought from home will walk directly to their assigned seat (student)
- Students who are receiving a school lunch will walk through a brief socially distanced line and select from the lunch options (student/supervision staff)
- Students will discard their garbage/recycle and deposit their personal lunchboxes into a classroom specific tub (for later return to classrooms) as they exit the cafeteria, lunch staff will call out table colors to dismiss to the waste stations then dismiss out their assigned exit door to recess
- Students will be asked to re-mask after finished eating.
- 10 minutes will be left between lunches for disinfectant/cleaning procedures (*Custodians/supervision staff*)

Classroom

Action Steps (*Individual Responsible*)

- Students will enter and exit their classroom by following their established walk routes when navigating campus (following the “rules of the road”)
- Desks are spaced at least 3 feet apart with students facing the same direction when possible
- Unnecessary furniture and soft/porous materials (including community stuffies) have been removed from classrooms
- Desks will be disinfected daily by custodial staff after students leave
- Shared materials are allowed per recent guidance. Students will sanitize their hands before and after use.
- Students will be allowed to bring personal water bottles with their name on it, and water fountains will be accessible for drinking water.
- Throughout the day students will pass by one another (entering class, down an aisle) closer than 3 feet for brief periods of time, not to exceed 15 minutes of close proximity per day
- Staff may be within 3 feet of students during the day to provide instructional support, not to exceed 15 minutes of close proximity per day
- Classroom sinks will be used for student handwashing throughout the day limiting one student at a time (*classroom teacher*)
- Snacks are an option in the classroom, but must be individually wrapped, not shared, and consumed at their desk or outside during a break. Teachers will manage snack by having students eat outside.

Should a student become ill, or there be concern about symptom display, student will wait outside the classroom door. Teacher will call the office and an escort will meet the student for screening and determination. Craig will convey decision to teacher.

Mask Policy

Action Steps (*Individual Responsible*)

- Students will remain masked indoors at all times .
- Students will not be dismissed from their lunch table without wearing their mask
- Once outside, students may remove mask for a break
- Students will remain properly distanced while taking a mask break. The goal is to maximize the physical distance between students with 3 feet distancing being the minimum.
- Masks will be placed on wrist, hung from lanyard, pulled down under chin, placed in pocket, or hung on ear
- If a student loses, soils, damages, or does not arrive with a mask we will supply a disposable one
- Masks must conform with district policy for appropriate attire (i.e. graphic, violent, inappropriate, alcohol/drug related)
- Report any mask violations to COVID supervisor or administrators (*Mary or Craig*)

HOW TO WEAR A MASK?



It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask by **HOLDING ONLY THE EAR LOOPS.**



WASH YOUR HANDS WITH SOAP AND WATER REGULARLY.