

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 know that making sure to follow the safety guidelines make sure the school stays open.

Message for parents before coming to school....

- Family completes Qualtrics Daily Symptom Checker by 7:45 am. Student arrival begins at 8:15 am.
- Students can bring...
 - Lunch, or have lunch provided here for free
 - Water bottle (drinking fountains turned off)
 - 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. Students will put their masks on, exit the car, and line up in covered area to meet their teachers.
- 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.
- 6-foot physical distancing is the goal at all times.
- Students will be managed in cohorts whenever possible. At Totem Falls cohorts will be defined as grade levels at K-2 with 3rd/4th and 5th/6th each being mixed grade level cohorts.
- Students will wash hands or use hand sanitizer whenever they return to their classroom, after using the restroom, at arrival and dismissal, or prepare for lunch.
- Appropriate signage will be displayed throughout schools indicating traffic flow, physical distancing, proper handwashing, and required face coverings.
- Enhanced cleaning, disinfection, and sanitizing of schools and busses will be conducted as directed by school district maintenance and operation departments.
- Changes to the physical learning environment will be implemented, including ventilation, air filter upgrades, eliminated use of water fountains, and adjusted classroom and lunchroom seating configurations.
- This document, in addition to a video, 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.

Attestation/Screening Staff

Action Steps (*Individual Responsible*)

- By 8:00 am staff will complete their daily attestation (Qualtrics app or in-person sign-in sheet located in front office).
- Run the staff report/verify teacher absences (*Tiffany/Heather/Jenny*)
- All staff will check in at the office daily upon arrival to school.
- Substitutes will be screened by office staff. They will be given a copy of the safety plan and review it as a function of preparing for the day.
- Staff showing symptoms will consult with the school nurse/COVID Supervisor for further direction (*Mary and Craig*).
- Screened staff report to their work site after checking in.
- All questions about staff attestations can be directed to COVID Supervisor or administration (*Mary and Craig*).

Attestation/Screening Students

Action Steps (*Individual Responsible*)

- Family completes Qualtrics Daily Symptom Checker by 7:45 am
- Office Staff prints out attestation lists from emailed Excel Spread sheet. The staff who are checking student status pick up their list by 8:15am from the office.
- Student cohorts K, 1st, 2nd, etc. line up in the covered area on designated color shapes, physically distanced and masked. Nurse and office staff will check for completion of student attestation. Each cohort will be verified separately while others wait in covered area.
- Students who are certified will be taken by their teacher to classroom.
- Students whose family did not complete the attestation will be directed to lunch table in the gym to be screened by Mary and Heather for symptoms and temperature taken
- If no symptom, and temperature below 100.4 degrees, then the student will be escorted to class.
- If symptoms or temperature above 100.4 is exhibited then the student is taken by Mary/Heather to the Isolation Room, parent/guardian called and taken home.
- Back up isolation room will be the stage.

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 one bus at a time (*bus drivers/Bus Greeters include: specialists, patrols*).
- Students will enter/exit the busses socially distanced (6 feet apart).
- Students will travel directly to the covered area to be met by Craig, specialists, classified. Classroom teachers arrive at 8:20.
- Sped staff will greet their students at buses and escort them through the process, as they have been since October.
- Bus riders will retrace the same route at dismissal time, queuing up in the gym prior to exiting to the bus areas (*Stephanie, Jeremy*).

Parent Driven (circular drive)

- Masks will be worn as students exit their vehicles.
- Students will be released from their cars no earlier than 8:15am (*Lanna, Heather, Jenny*).
- Parents will remain in their vehicles (*parents*).
- Students will travel directly to the covered area, lining up at predetermined spots.
- Parent driven students will walk out with their teacher at dismissal time and queue up in family groups, social distanced from others (*Lanna, Heather, Jenny, Craig*).

Recess
Action Steps (<i>Individual Responsible</i>)
<p>Staff Assigned to Recess Supervision/Support: (<i>Katie, Patty, Jenny, Rose, possibly Stephanie/Jeremy</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• When multiple cohorts are assigned to the same recess (1st/2nd, 3rd/4th, 5th/6th) they will be purposefully separated on the playground• Balls/shared equipment assigned by cohort• Snacks may be consumed during recess following mask protocols (see mask policy below)• 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 assigned space in covered area where teachers will pick them up (<i>Student/Staff</i>)• Students will wash/sanitize hands upon re-entry of classroom (<i>Classroom staff</i>)

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-2 are each a unique cohort
- *Third and Fourth grade will be a cohort (separated) for lunch/recesses
- *Fifth and Sixth grade will be a cohort (separated) for lunch/recesses
- Students will wash/sanitize hands in their classroom prior to entering the lunchroom
- Breakfast will be pre-bagged and handed to students the previous day at dismissal. Should students forget breakfast, one will be provided, and they will eat at an assigned table in the gym.
- All students are eligible for free breakfast and lunch meals this year
- Classroom teachers will escort students to the lunchroom
- Students will be seated: 3 students per color-coded/class specific lunch table, tables spread apart across gym for proper distancing (staff/students)
- Seats will be assigned by class and grade level by color coordinated signage on table seats
- 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 two options of pre-bagged lunch choices (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
- 10 minutes will be left between lunches for disinfectant/cleaning procedures (*Custodians/supervision staff*)

Restrooms

Action Steps (*Individual Responsible*)

- 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, markers/dots, and non-choice fixtures
- All staff and students must wash hands prior to returning to class



Action Steps (*Individual Responsible*)

- Students will remain masked indoors at all times and travel masked on campus
- Students will wear masks to lunch only to be removed while they eat
- 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; minimum 6 feet apart if indoors
- 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.



Classroom



Action Steps (*Individual Responsible*)




- Students will enter and exit their classroom by following their established walk routes (following the “rules of the road”); routines established by classroom teacher (i.e. furthest seat from the door will enter the classroom first, nearest the door will be the first to exit) See below for pictorial reference.
- All staff will follow the district guidelines provided by Teaching and Learning for instructional strategies based on health and safety protocols (*Teaching and Learning Department*)
- Desks are spaced 6 feet apart and marked on the ground 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 cleaned daily by custodial staff after students leave
- Classroom will be provided with disinfection chemicals with 30 second contact time for use if needed
- Staff have been supplied with a tri-fold plexiglass barrier
- Student belongings and materials will be separated from others’ and placed in individually labeled containers or cubbies
- Supplies will be provided to minimize sharing/limit use of high touch materials or supplies/equipment between students and will be cleaned/disinfected between use
- Drinking fountains have been disabled and student will be allowed to bring personal water bottles with their name on it
- Throughout the day students will pass by one another (entering class, down an aisle) closer than 6 feet for brief periods of time, not to exceed 15 minutes of close proximity per day
- Staff may be within 6 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*)
- Materials in classroom will be distributed by the teacher, wearing gloves when appropriate
- Snacks are an option in the classroom, but must be individually wrapped, not shared, and consumed at their desk
- Student assignments/tasks will be collected by teachers and placed in an assigned location for a duration of time (currently 24 hours per CDC)
- Staff will place the collection tubs in an appropriate location minimizing close proximity of students
- 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.



Descriptors and Pictures of PPE:

Item	Category/ Categories	Info
<p>Cloth Face Mask</p> 	<ul style="list-style-type: none"> • Negligible Risk • Low Risk • Medium Risk - If worn with a Face Shield 	<p>Reusable cloth face mask must fully cover the mouth and nose. Cloth face coverings should be routinely washed depending on the frequency of use. SSD recommends that cloth face coverings be washed after every day of use.</p> <p>Masks should not be placed in pockets for later use. To store or transport, carefully fold the mask so the contaminated outside is folded inward and against itself. Place in clean or new paper bag and perform hand hygiene.</p> <p>Machine washing or hand washing should suffice to properly wash a cloth face covering with regular laundry detergent. When removing a cloth face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removing.</p>
<p>3Ply Procedural/ Surgical Mask</p> 	<ul style="list-style-type: none"> • Negligible Risk • Low Risk • Medium Risk - If worn with a Face Shield • High Risk -Acceptable ONLY if a KN95 & or N95 are not available. Must be worn with a face shield • Extremely High Risk -acceptable ONLY if a KN95 & or N95 are not available. Must be worn with a face shield 	<p>Disposable face masks can be worn up to 8hr and then thrown in the trash. You should remove and replace masks when they become moist or soiled. They cannot be cleaned with disinfectants.</p> <p>Masks should not be placed in pockets for later use. To store or transport, place in a clean or new paper bag and perform hand hygiene.</p> <p>Label with name, and date and note how many hours it was used. When removing a face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removing.</p>

Item	Category/ Categories	Info
<p data-bbox="237 247 464 281">Face Shields</p> 	<ul style="list-style-type: none"> <li data-bbox="586 285 915 359">• Medium Risk - worn with a face mask <li data-bbox="586 401 922 531">• High Risk - worn with a KN95 or N95 face mask. Surgical mask acceptable if a KN95 & or N95 are NOT available. <li data-bbox="586 569 922 699">• Extremely High Risk - worn with a KN95 or N95 face mask. Surgical mask acceptable if a KN95 & or N95 are NOT available. 	<p data-bbox="954 247 1484 411">Face shields protect eyes, keeps people from touching their face and keep masks clean. It is encouraged to wear face shields together with a properly fitted mask.</p> <p data-bbox="954 449 1490 716">Disposable and reusable face shields should be labeled with the staff members name. Disposable face shields can be worn until the elastic headband loses its elasticity and or becomes warped, damaged or cracked. You can use a non-disposable face shield repeatedly as long as it's not warped, damaged or cracked.</p> <p data-bbox="954 751 1484 915"><u>To clean a face shield:</u> Carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with a neutral detergent solution or a cleaning wipe.</p> <p data-bbox="954 953 1507 1079">If needed rinse the of face shield clean with a wet towel or use an alcohol wipe to remove any residue. Fully dry (air dry or a use clean absorbent towel)</p>
<p data-bbox="237 1087 464 1163">Face Shields w/Extension</p> 	<ul style="list-style-type: none"> <li data-bbox="586 1125 846 1159">• Negligible Risk <li data-bbox="586 1194 764 1228">• Low Risk <li data-bbox="586 1264 813 1297">• Medium Risk <li data-bbox="586 1346 773 1379">• High Risk <li data-bbox="586 1415 919 1449">• Extremely High Risk 	<p data-bbox="954 1087 1484 1184">Face shields protect eyes, keeps people from touching their face and keep masks clean.</p> <p data-bbox="954 1222 1500 1285">Disposable face shields should be labeled with the staff members name.</p> <p data-bbox="954 1323 1507 1520">Disposable face shields can be worn until the elastic headband loses its elasticity and or becomes warped, damaged or cracked. You should also remove and replace disposable face shields when they become soiled or wet.</p> <p data-bbox="954 1558 1511 1856"><u>To clean a face shield:</u> Carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with a neutral detergent solution or a cleaning wipe. If needed rinse the of face shield clean with a wet towel or use an alcohol wipe to remove any residue. Fully dry (air dry or a use clean absorbent towel)</p>

Item	Category/ Categories	Info
<p style="text-align: center;">Disposable Gowns</p> 	<ul style="list-style-type: none"> • High Risk • Extremely High Risk 	<p>When working in close proximity with someone who may not be able to consistently wear at least a cloth face covering.</p> <p>Preform hand hygiene before donning and doffing gowns.</p> <p>Gowns should be worn by staff changing diapers or assisting students in the restroom.</p> <p>Isolation room attendants providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must wear a gown in addition to a face shield, N95 & gloves.</p>
<p style="text-align: center;">Disposable Gloves</p> 	<ul style="list-style-type: none"> • Negligible Risk • Low Risk • Medium Risk • High Risk • Extremely High Risk 	<p>To be worn when cleaning after students and other staff member.</p> <p>Always, perform hand hygiene before donning and doffing gloves.</p> <p>Gloves should be worn by staff changing diapers or assisting students in the restroom and when working in close proximity with someone who may not be able to wear at least a cloth face covering.</p> <p>Isolation room attendant providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must wear gloves in addition to a face shield or safety glasses, N95 & gown.</p>
<p style="text-align: center;">Safety Glasses/Goggles</p>  <p style="text-align: center;"><i>Reusable</i></p>	<ul style="list-style-type: none"> • High Risk • Extremely High Risk 	<p>Always, perform hand hygiene before donning and doffing safety glasses or goggles.</p> <p>Isolation room attendant providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must wear eye protection in the form of safety glasses/goggles or a face shield.</p> <p>Can be cleaned with soap and water or wiped down with an alcohol wipe</p>