



# Parkland School Division



## Parent Handbook

# Tomahawk School Re-Entry

**Updated:** August 20, 2020

### **Tomahawk School**

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## OVERVIEW

This document is designed to accommodate the return to school for staff and students in either Scenario 1 or Scenario 2 where students will be attending Tomahawk School.

These following measures have been developed for use by Parkland School Division and are based on the guidance documents developed by the Government of Alberta. The intent of this document is to guide schools and parents in preparation for the return of students. Each school will develop site specific plans that address the measures indicated in this document.

The scenarios include:

- **Scenario 1** - In-school classes resume, near-normal operations with health measures
- **Scenario 2** - In-school classes partially resume with additional health measures
- **Scenario 3** - At-home learning continues/resumes, in-school classes are cancelled

## GENERAL BUILDING SAFETY

### PROMOTE HEALTHY HYGIENE PRACTICES

**At Tomahawk School during the staggered entry start day students will be taught/ review the following:**

- Ensure students are taught and reminded about proper hand washing techniques. Students will practice with their class where and how to wash their hands. Students will be taught where and how to sanitize their hands.
- Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques. Students will be shown and will practice distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Review proper mask procedures for putting on and taking off masks, as we require students in grades 4-9 and all staff to wear masks in all common areas, on busses, or if in close contact for more than 15 minutes. Please send a container or bag to safely store your child's mask when not in use. This includes washing and/or sanitizing their hands before removal, storage of the used mask, then washing and/or sanitizing their hands. Then practicing washing and/or sanitizing before putting on their mask and then washing and/or sanitizing their hands.

To the highest extent possible, at Tomahawk School:

- All sinks in schools will have soap and paper towels available to assist with hand washing.
- Students are encouraged to bring a water bottle labeled with their name instead of using water fountains.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools/equipment, and when exiting and entering the classroom. All classrooms will be provided with a bottle of liquid hand sanitizer and/or dispenser to be used by all students at the beginning and end of all classes and when entering and exiting a classroom. It is encouraged that families send personal hand

sanitizer with their children. As well, if wearing a mask, a container or bag to safely store the mask when not in use.

- Signs will be posted through the school on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. [Link to posters.](#)
- There will be a mobile hand sanitizing station at the public entrance of the school that all guests and/or visitors will be required to use when entering the school.

#### ENHANCED CLEANING AND DISINFECTING

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
  - The Principal will have a detailed plan created with the head custodian to ensure (to the greatest extent possible) high traffic areas, bathrooms and common spaces are cleaned as frequently as possible.
  - Clean and disinfect frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school as frequently as possible based on school cleaning protocol developed with custodians/facilities.
- In classrooms, it will be encouraged to keep the doors open and windows open when possible. As well as, when possible, all offices and common doors will be propped open to decrease touch points.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, and meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
  - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask students to wipe the surface with a paper towel). This may be asked, when appropriate, when using a shared space, such as the Art room.
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned have been removed from classrooms or will be designated to a singular student use – such as personalized seating, or sensory equipment.

#### SCREENING

- The [COVID-19 Screening Questionnaire](#) shall be reviewed each day by all school staff and students prior to coming to school. No paper documents will be submitted by parents/guardians. It is not necessary for schools to keep a daily copy of this questionnaire.
- Answering "yes" to any of the questions on the above questionnaire means that an individual must complete the [Alberta Health Services Online Assessment tool](#) and follow the directions. The results from the Alberta Health Services Online Assessment Tool will determine whether or not you may enter the school.

In Alberta, individuals are LEGALLY REQUIRED to self-isolate if:

- You test positive for COVID-19.
- You have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You have been in contact with someone known to have COVID-19.
- You have travelled outside Canada within the last 14 days.

In Alberta, individuals DO NOT have to self-isolate if:

- You are awaiting asymptomatic test results (in this case, you have none of the symptoms listed).
- You have no symptoms of illness.
- You have symptoms of illness that are related to a pre-existing illness or health condition.
- You have tested negative for COVID-19.
- You have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. We do always suggest you stay home when sick with any illness, until symptoms resolve; however, if your COVID test is negative, this is not legally required.

Screening Requirements for School Entry – Parkland School Division

- Each day, staff and students must consider the questions on the *Fit for School Assessment* (below) before coming to school.
- It is the ongoing responsibility of staff and students to comply with the screening requirements.
- It is the responsibility of parents and staff to help their children comply with the screening requirements.
- Children and youth will need a parent to assist them to complete this screening tool.
- Signs will be posted at all entrances to the school reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

## RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19. This document and the supporting documents are available on the Tomahawk School website; will be shared in a parent email; and sent out as needed to ensure to the greatest extent possible that all staff, parents and students are aware they are to not enter the school if they have symptoms.
- Tomahawk School has a procedure to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time period recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member is required to use the [AHS Online Self Assessment Tool](#) and follow instructions.
- If a student develops symptoms while at the school facility, the student will be asked to wear a non-medical mask if they are able to, and be isolated in the sick room, which will be located close to the office. A staff member will stay with the student and check on them regularly as deemed appropriate. The parent/guardian will be notified to come and pick up the student immediately. If the separate room is not available, the student will be kept at least 2 meters

away from other students. Once at home, the student will be required to access the COVID-19 testing by accessing the [AHS Online Testing tool](#), or required quarantine period. Please refer to the [Responding to Illness Protocol](#).

- If the student requires close contact and care, staff will continue to care for the student until the parent is able to pick up the student. Staff will wear a mask and/or additional personal protective equipment during all interactions with the student and should avoid contact with the student's respiratory secretions.
  - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the student.
  - All items the student touched/used while isolated will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
  - The room used to isolate will be appropriately cleaned and disinfected following use.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school will follow outbreak notification procedures as per routine zone protocols. In such an event, the Principal must contact Division Office and Alberta Health Services.
  - Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (AHS) and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to close a school will be made in consultation with [the local Medical Officer of Health](#).

**Parents are asked to clearly confirm the following information:**

- Tomahawk School asks that you confirm your student's two emergency contacts with the understanding that these individuals may be expected to pick up a sick child in a timely manner if they become symptomatic. The office will be reviewing student contact information and reaching out to families that have yet to complete this information.
- Please reach out to the office prior to school starting if your child has a preexisting condition that may display with COVID-19 symptoms. Tomahawk School will keep records of a student's known pre-existing conditions. If a student develops symptoms that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school. Families may be required to provide proof of the negative COVID-19 test. This can be done through your MyAlberta Digital ID, your family doctor or a local pharmacy.

**COHORTS**

To the greatest extent possible at Tomahawk School:

- Students will remain in their homeroom cohort for the day for all grades.
- Teachers will be planning to have classroom activities with "cohorts within the cohort" where students work with the same group when close proximity is required, such as shared play, science labs, group work.

- When possible teachers will switch classrooms, not students, except for Music, Physical Education and Recess – all shared areas or tools will be disinfected between uses and students will wash or sanitize their hands prior to entering a space and again when leaving a space.
- Recess breaks, lunch time, transition between classes, etc. will be staggered to keep cohorts separated. In most situations, except for the start of the day and end of the day, it will mean that one class, when possible, will be using their designated exit and entrance into the building at a time.
- Staff will keep records of cohorts and potential interactions between students/cohorts to assist with potential contact tracing.

## PHYSICAL DISTANCING

To the greatest extent possible Tomahawk School will:

Field Trips and other educational supports:

- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing and support proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents. This includes dropping off in the mornings and picking up at the end of the day. If a pick up is needed mid-day, the parent can come to the foyer or office and the student will come to meet them there with the secretary. The office will maintain records of contacts within the school from any visitors to the school.

In classroom and Homeroom distancing:

- Try to space desks and tables as far apart as possible, attempting to reach the recommended guideline of 2 meters (6 feet). In classrooms where this is not possible, teachers will configure their classrooms to have the greatest space possible and will have set seating plans. Shared tables are in some classrooms. Students will be spaced as far apart as possible, not facing each other, which may be beside each other but not across. (Grade 3 /4 is the largest class at Tomahawk School and thus has been given some additional classroom space)
- All teachers are to keep accurate seating plans within classrooms that do not change frequently, and these will be shared with the office.
- In all classrooms the desks will face the same direction (rather than facing each other) or will have students sit on one side of tables, spaced apart and not facing each other.
- In situations where physical distancing is not possible (e.g., buses ) - students in Grade 4-9 will wear masks; in Play School and grades K-3, students who are comfortable wearing a mask will be supported, but not required, as well as extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities.
- In classrooms and when in the hallways, students will maintain physical distance within a cohort whenever possible to minimize the risk for virus transmission (i.e., spacing between desks, spots on the floors in line for the bathrooms).
- Teachers in grades 4-9 will recommend the use of masks for students or staff when physical distancing is not possible (where appropriate) or in situations where close contact is for more than 15 minutes in classrooms. Masks are required in grades 4-9 when in common

spaces and on busses. However, we understand that some students may not be able to wear a mask. Please contact the office to discuss this concern and to find appropriate solutions.

- Teachers have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks

#### Common Areas and hallway distancing:

- In the library, face masks will be worn by students in grade 4-9 as it is a smaller space. K-3 will not be required to wear masks. The student would wash or sanitize their hands prior to entering and again upon leaving. The library will be available for a class to use as a cohort, so it will be only one class at a time. The space would also be sanitized between class uses.
- Have a staggered dismissal of classes to provide for physical distancing in hallways, this may alter *slightly* the end time for students.
- Recess and lunch breaks will be *slightly* staggered to decrease numbers of students in hallways, common areas or on the playground. The outside area will be divided into four zones and each cohort will play in their zone for the day. Cohorts will not play together. Classes will rotate each day to allow all students to have regular time on the playground, the middle field, the end of the field, or our new basketball court ( if completed on time).
- There will be increased supervision in busy areas of schools/grounds during morning drop off to encourage appropriate physical distancing.
- There will be signage, floor spots and arrows to address traffic flow throughout the schools. This will be reviewed with students during their staggered entry date to start the year. This may include one-way hallways and designated entrance and exit doors for each cohort. (Note that it is important not to reduce the number of exits and ensure the fire code is maintained)
- There will be areas with directional arrows, 2-meter physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment, bathrooms), within classrooms for students or other applicable areas.)

#### Bathrooms and common rooms:

- There will be a limit to the capacity for all bathrooms of 2 students. The bathroom/ change rooms in the gym will have a capacity of 1 per time. For September, we will not require changing for PE, and we will evaluate the best options for all in October. All bathrooms will have markers for those waiting as will the single use bathrooms. Teachers will review and practice the bathroom process for their classrooms on the first day back in school.
- Signage will be placed for all meeting rooms limiting capacity as required.
- There is reduced seating in the office to prevent or limit gathering of students, visitors, and staff.

#### Lockers:

- Students will have access to their own locker to allow storage for personal items, jackets, etc. Students in Grades 4-9 will wear masks when at their lockers as it is a common area. As well, during the day cohorts will be at their lockers at separate times to avoid mixing of cohorts.



**At Tomahawk School, our amazing and supportive staff will:**

- have cleaning procedures, processes and altered room configurations to support social distancing.
- implement regular hand washing and sanitizing upon entering and exiting their classroom and with activities such as recess, PE or Music.
- modify their classroom plans to limit student movement in class, limit sharing of resources and limit student close contact.
- share their classroom specific plans with Administration and families to ensure clarity and support understanding.
- Sequence learning plans/activities to provide ‘easy to physically distance activities’ at the beginning of the school year.
- collaborate and plan together with the on-line learning teams to support students and families with flexibility in programming.
- plan and support for students who may miss periods of time due to requirements for self-isolation, delays in Covid-19 test results, etc.
- plan and share student assigned seating plans in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.
- plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use.
- Plan for students to have their own personal supplies to use that are stored separately
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they should proceed:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?
  - What is the frequency/possibility to clean high touch surfaces? (e.g., electronic devices, equipment)

**In-person CTF Options for grade 7-9:**

At this time, the process for CTF will be determined at a later date. The first CTF is scheduled in November, so communication with students and parents regarding plans will be sent home at an appropriate time to communicate all needed adjustments.

**Washroom protocols:**

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of students permitted in the washroom at one time.

**Lunch:**

It is important for students to remember to bring their lunch each day as it is not easy for school staff to accommodate family members dropping off food. We will have healthy lunch options available if a student does not have lunch or snacks that will follow the COVID-19 health protocols. If a student forgets their lunch, families should phone the office and we will work out a solution. Students will store lunches with their other personal belongings. All students must wash their hands before eating, and **eat only their own food**. Students are not permitted to share food under provincial health guidelines. At this time, microwaves will not

be available to students and vending machines will not be operating but this will be reviewed on an ongoing basis.

Other Food at Tomahawk School:

At this time, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom.

Music

Music instruction will continue at Tomahawk School, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time unless socially distanced outside. Instruction will focus on music appreciation and theory. Music instruction will be in the music room, with cleaning between classes.

Physical Education

Tomahawk School will continue to provide physical education instruction. We will try to deliver much of the programming outside as that is most desirable, and activities that support physical distancing, such as badminton, will be planned. Sharing equipment is discouraged. Equipment that is used will be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment. Use of lockers in the change room will not be permitted as students will not be changing for class at this time. However, a separate set of clothes should still be sent should a student get wet, or dirty when outside and need to change. Also PE shoes that meet the requirements of movement should be sent to facilitate indoor PE classes as needed.

## EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS

### **Drop off:**

Students should not arrive prior to 8:15 unless on a bus, as supervision begins at 8:15. Students will not be able to enter the school earlier. All students will have an assigned door to use every time they enter and exit their school. Each bus will unload separately - as a bus is also a cohort - and students will leave the common area before another bus unloads. Students being dropped off by parents will wait outside and staff will ensure they can enter safely and promptly between bus groups. As we are a small school, this process will go quite quickly. We will adjust as needed, but at this time we are planning:

Kindergarten: Front door to remove shoes but then will proceed downstairs to their own area.

Grade 1 / 2 : Boot room

Grade 3/ 4: Boot room ( after Grade 1 / 2 students have proceeded to their classroom)

Grade 5 /6: Front door (after Kindergarten)

Grade 7 - 9: Side door by the music room

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Adults or visitors to the school will be asked to wait outside if students are in the process of entering or exiting the school. We encourage parents to call the office for requests rather than enter the school, if at all possible.

Students will:

- follow physical distancing guidelines to stay at least two meters apart while they wait outside (except family members)
- follow physical distancing guidelines to line up when it is time to enter the school at recess time.
- wait for staff to bring them into the school.
- Entrance will be staggered to limit how many students enter the school at the same time. This schedule may be slightly different from the regular bell schedule. During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.
- NOTE – Extra staff will assist students in finding their door and teacher for the first week of school.

**Pick up:**

Students will be released from their homeroom to go out their designated doors based on bus numbers. This schedule will be provided to all classrooms. When all bus students have exited the building, students being picked up will be allowed to leave their class on a staggered release starting with Kindergarten. This may *slightly* alter the end of day for students, *slightly* earlier for bus students and *slightly* later for those being picked up. We will monitor this process and adjust as needed.

Adults picking up students at school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.

**EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL**

- non-essential visitors will not be allowed into the school, those needing to meet with teachers, or staff please make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school, however, an appointment is required. All visitors entering the school must wear a mask for the full time inside the school, as per AHS guidelines.
- A record of all visitors will be kept.
- The school will screen service providers, visitors, volunteers and independent contractors using the [Visitor Entry Protocol for PSD Schools and PSD Sites](#) before they enter the school. A copy (paper or electronic) of the completed screening tool must be kept by the school/division. If a service provider/contractor answers YES to any of the questions, the individual must not be admitted into the school.
- Delivery drivers must also make a declaration that they are symptom free and may be assessed verbally by school staff.
  - Delivery companies will be contacted by division personnel and be provided with a copy of the assessment tool and the [Visitor Entry Protocol for PSD Schools and PSD Sites](#).
  - In the case of a delivery driver answering ‘Yes’, the driver/school will make alternate delivery arrangements.

**EXPECTATIONS FOR SHARED USE EQUIPMENT**

- Use of shared items or equipment is to be avoided where possible.
- Equipment that must be shared must be cleaned and disinfected before and after each use.
- Students will be provided with a locker for storing personal items. Younger classes will also have locations and shelving provided in the classroom for classroom supplies to be stored separately.
- Time will be planned for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).

## AUXILIARY SPACES

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.
  - When possible physical education will be done outside instead of inside to lower the risk of transmission. Teachers will follow the [Guidance for Outdoor Fitness](#) as relaunch progresses.
  - Teachers will be choosing activities that are easier to physically distance.
- Use of shared items or sports equipment will be discouraged. Each homeroom class will have a bin of equipment to use for recess, or outdoor play. Equipment that must be shared will be cleaned and disinfected before and after each use, OR users will perform hand hygiene before and after each use.
- Joint Use Agreements for community use of school facilities have been suspended until Oct 1, 2020 to allow for the development of appropriate protocols.

## FOOD SERVICE

### BREAKFAST/SNACK/HOT LUNCH PROGRAMS

- Tomahawk School will work with our Hot Lunch Program and develop a safety plan. The program will not begin until later in the year to allow for this collaboration.
- Any needed lunch or snack food items will be pre-packaged and distributed in a manner that limits touching.
  - For instance, items could be laid out by type/flavour to prevent multiple students searching through looking for a favourite flavour of granola bar.

## OFF-CAMPUS/WORK EXPERIENCE, OTHER LEARNING EXPERIENCES, EXTRACURRICULAR, FIELD TRIPS

- Learning experiences involving unprotected in-person singing during music, or creative performances may pose an increased risk of transmission and will be avoided at this time.
- Music, drama etc. are **NOT** being cancelled at this time, but adjusted as needed.
  - Schools are encouraged to look at additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods.
- Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#).

- Planning of sports events and competitions may proceed with the understanding that additional requirements and/or cancellation may yet occur. More information will follow regarding extra-curricular sports.
- For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation.](#)
- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing and support proper hygiene (i.e. hand washing)

**UPDATES:**

**Any changes to this document will be promptly communicated to parents as changes may be needed as the school year progresses. We welcome your questions or concerns via email or phone: [tomahawk@psd70.ab.ca](mailto:tomahawk@psd70.ab.ca) or 780-339-3935.**

***We look forward to happily welcoming our students, calmly learning our new routines, and helping all students to thrive and learn in a positive and joyful learning environment.***