

# Landing Trail School

## Relaunch Guidebook

### 2020-2021



Dear Landing Trail School Parents,

We look forward to welcoming your children back into the school. We get to do what we love to do, teach children in classrooms!

However, classrooms and the school will look and function quite differently in order to keep children and staff safe. These processes and procedures have been developed following Alberta Public Health Orders, guidelines from Alberta Education and Sturgeon Public School Division.

Our school will do everything we can to mitigate risk by following the safety guidelines outlined in the Government of Alberta's school re-entry plan. This includes: daily parental screening for illness at home, increased handwashing and sanitizing, physical distancing where possible, enhanced cleaning standards, strict illness protocols, personal protective equipment (PPE), masks and cohorts.

We are in unique and novel times. We are all in this together and we will get through this together. With your help and support we will navigate the "new school normal."

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## School Operations

### Enhanced Cleaning

- Over the past few months the school has undergone a deep clean and sanitization. The custodial staff has worked so hard to get the school ready for students and staff.
- Classroom area rugs and soft furnishings have been removed.
- The school will be sanitized and cleaned daily following standards outlined by Alberta Health Services.
- Students may be asked to wipe personal surfaces.

### Health Requirements to Enter the School

- All students and staff are required to complete a Covid-19 Screening Questionnaire prior to coming to school.  
<https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>
- Anyone who is ill shall stay at home.
- Anyone ill at home should seek health care advice as appropriate (Health Link 811, or from primary health care practitioner.
- Students and staff with pre-existing conditions should be Covid-19 tested at least once before returning to school and have a negative test result to confirm that Covid-19 is not the source of their symptoms. These symptoms would be their baseline health status.
- As long as the cough and/or runny nose is always the same and does not worsen, the student and staff can attend school.
- It is important that families and schools discuss a student's pre-existing medical condition, so the school may keep a confidential record of this condition.
- In order to protect the health and safety of students and staff, parents are not permitted into the school without an appointment made through the office. If you are entering the school with an appointment you will be required to scan the QR Code on the signage at the front door which links you to a Covid-19 Self Screening Questionnaire, wear a mask, and hand sanitize upon entry.

### Arrival & Departure

- School start and end times have changed slightly.
- School start time is 8:30 am and dismissal for bus students is at 2:56 pm and 2:59 pm for all other students.
- As busses arrive students will disembark, go to their designated classroom entrance.
- Look for outside signage to help locate your child's classroom entrance.
- Students will have an assigned door they must use to enter and exit the school.
- Please see the attached **map** labelled **Arrival & Dismissal Traffic Flow** for specific information

about which door your child will enter and exit the school.

- Staff will be supervising these entry points reminding students to physically distance and hand sanitize upon entry.
- Students who are being dropped off or walk are being asked to arrive at school for 8:25 am.
- Please do not drop students off earlier than this time in order to avoid over crowding. The front entrance will not be used as a holding area for early student arrivals as done in previous years.
- If you are dropping off your child in the morning, please do not drop off in the bus lane as we need to keep this clear for bus drop off.
- If you are picking up your child earlier than dismissal time, please pick up before 2:40 pm and call the office at 780-923-2899 to arrange for student release.
- There will be a staggered dismissal time at the end of the day for students riding the bus in order to load the busses safely.
- We will dismiss students according to which bus they ride.
- After the busses have departed, all other students will be dismissed.
- Parents at this time may access the bus lane in front of the school for student pick up. The crosswalk across the bus lane will be supervised.
- Safety Patrol will not operate this year so students and parents crossing the road onto school property will need to take extra precautions.
- In order to maintain physical distancing during student arrival & dismissal parents are asked to stay clear of school entrances and sidewalks if they are dropping their children off at school.
- Please do not congregate with other parents as this will impede traffic flow and impact physical distancing.
- Parents that are picking up their child at the end of the school day are asked to arrange a meeting point with their child, away from school entry & exit points as congregating around these areas is not permitted. Please consider all areas of the school grounds and sidewalks near the school when determining these meeting points.

## **Personal Protective Equipment**

- All staff and grade 4 students will be required to wear a mask when walking in common areas, hallways, and in the classroom when physical distancing isn't possible.
- Students in Kindergarten to Grade 3 may wear masks if they are able to do so.
- Proper mask use will be taught and promoted. It is our collective responsibility to adhere to mask protocols.
- Two reusable, non-medical masks will be provided to each student. Parents are asked to consider supplying extra masks for their child.
- Used/soiled masks will be sent home daily for cleaning. Parents are asked to provide a storage system for their child to place masks in when not in use. If cloth masks are being used please wash them daily.
- We encourage families to practice proper mask protocol prior to coming to school. <https://www.alberta.ca/masks.aspx>

## **Traffic Flow in the School**

- To minimize physical contact, two way traffic in the hallways indicated through floor signage will go into effect.
- Everyone will stay to their right.

- See the attached map - **General Traffic Flow**

## **Classrooms**

- Students will be assigned seating that attempts to physical distance where possible.
- Teachers are planning lessons that reduce the need to share materials.
- Classes may be held outside as much as possible
- Students will be encouraged to avoid sharing personal property.
- Please label all your child's classroom supplies.
- If materials are shared, they will be cleaned and disinfected after each use.

## **Physical Education**

- Physical education classes will be taking place in the gym and outside.
- Students must be dressed appropriately for the weather.
- Students will follow hand washing/sanitizing procedures when entering and exiting the gymnasium.
- If equipment is to be used, it will be sanitized after each use

## **Music**

- Music classes will take place in the Music Room and half of the gym.
- Physical distancing will take place where possible
- At this time, no singing or wind instruments will be used.
- Rhythm, music theory, music appreciation will be the focus of Music programming
- Any touched surfaces will be wiped down and sanitized.
- Requests for individual student items may be required.
- All fine arts performances are suspended until further notice.

## **Library/Learning Commons**

- Students will not access the library resources directly.
- Books will be accessed by the classroom teacher to distribute to student's individual book bins.
- Students will be provided with individualized book bins. Teachers will follow guidelines to quarantine books for redistribution.
- The use of the library space for students and staff may continue with physical distancing guidelines in place.

## **Water Bottles and Fountains**

- AHS guidelines state water fountains can remain open.
- Water fountain knobs and push buttons are considered high touch surfaces and will be cleaned and sanitized regularly throughout the day.
- Students are encouraged to bring their own water bottles.

## **Recesses/Snacks/Playground**

- Recesses and snack time are staggered to promote proper physical distancing.
- See attached **Snack & Washroom Use Map**
- See attached **Recess Traffic Flow Map**

- Each classroom has an assigned area on the playground on each given day that promotes physical distancing. Students must stay in their assigned area.
- Students will stay with their cohort groups for recess.
- Students must practice proper hand hygiene before and after using the playground.
- If shared toys and sports equipment are used on the playground it will be cleaned and disinfected after each use. At the end of the school day the equipment will be sanitized.

## Lunch

- All students must wash their hands before eating.
- Food and drink sharing is not permitted.
- School can't accommodate family members dropping off lunches.
- If a student forgets their lunch, the school will assist in finding food for the child.
- Microwaves will not be available for use.
- Snack and Lunch times will be staggered as much as possible to keep students distanced and reduce numbers of students accessing the washrooms at any given time.
- There will be no hot lunch program operating at this time.

## Playground Use - Before and After School

- Schools will not be assigning staff to supervise playground equipment before and after school.
- To support safety, this equipment will be off limits to students during these times.
- Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

## Illness While at School

- Students and staff may not enter the school if they have symptoms of Covid-19.
- Students who are exhibiting signs of illness will be moved and isolated to the designated school infirmary room and will be required to wear a mask.
- Parent/guardians will be notified and advised to pick-up their child. Within the Alberta Government's pandemic response, this is a responsibility to which all families must adhere.
- If the parent is unable to pick up their child, they must designate an emergency contact for student pickup. Children exhibiting signs of illness will not be transported home by bus.
- All items the student touched/used while isolated will be cleaned and sanitized as soon as the student is picked up.
- Items that cannot be cleaned and sanitized (paper, books, puzzles, etc.,) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.

## **School Council Meetings**

- Meetings will be held the 2<sup>nd</sup> Thursday of each month with the exception of December and June.
- Meetings will be virtual through a Google Meet. Meeting invites will be sent out through email links.

## **Early Childhood Education - Staggered Entry Guidelines**

**During staggered entry the following measures will be implemented:**

- Only 1 parent will be allowed to accompany their child. Parent must wear a mask while in the school and hand sanitize prior to entry into the classroom.
- Parent must complete Covid-19 Self Screening Questionnaire using the QR Code posted on the school front door.
- Please call the office to indicate you are here for your appointment time.
- Parent must sign in and out at the office.
- Maximum number of children will be 6 in the classroom at any given time.
- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Classroom spaces may be marked with tape, hula hoops or place markers to ensure appropriate physical distancing is maintained.
- Visuals and social stories about cleanliness, handwashing and social distancing will be implemented.
- Only 2 children will be permitted at each center.

Please refer to the SPS Relaunch Guidebook for Division Guidelines

[Sturgeon Public Schools Relaunch Guidebook](#)

Government Guidelines for School Re-entry:

[Alberta K-12 School Re-Entry Website](#)

[Alberta 2020-2021 Parent Guide](#)

[Get the Facts: Back to Class for 2020-2021](#)

[Returning to School Safely – Junior and High School Students](#)

[Returning to Schools Safely – Elementary Students](#)