

**Columbia Return to School Plan 2020-2021**

This plan provides you additional details regarding Columbia Elementary School’s “Big-5” approach to operating schools during COVID-19. The Big 5 includes: 1. hygiene etiquette, 2. stay home when sick, 3. face mask, 4. physical distancing, and 5. clean and disinfect.

We understand there is no such thing as a "COVID-free zone” in our classrooms or schools. With this understanding, the purpose of this plan is to help mitigate the spread of COVID-19 at Columbia Elementary. The safety of our students, staff, and community members is our top priority.

This plan correlates with the Big 5 from Davis School District.

1. Hygiene Etiquette
   1. Handwashing
   2. Hand sanitizing
   3. Respiratory etiquette
   4. No physical contact
2. Stay Home When Sick
   1. Accommodating high-risk students and staff
   2. Health rooms
   3. Monitor symptoms (yourself and students)
3. Face Covering
   1. Face covering etiquette
   2. Masks on school buses
   3. Visitors, non-regular staff and volunteers
4. Physical Distancing
   1. Lunch
   2. Playgrounds
   3. Layout modifications
   4. Large gatherings
5. Clean and Disinfect
   1. Cleaning schedule – lunch, playground, touchpoints, shared objects

**As new information comes from the county health department and district leaders this plan will change.** Please watch for updates!

This plan correlates with the [Big 5 from Davis School District.](https://resources.finalsite.net/images/v1594657911/davisk12utus/xvfmwrqtsy3cawmbukwm/Openingschoolsguide.pdf)

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General Guidelines

Parents and visitors are required to wear a mask when entering the school. We request adults to set a good example for physical distancing and wearing face masks. These protocols will be most beneficial if everyone is on-board and supportive of the district guidelines.

Students and teachers will practice physical distancing inside and outside of the school and in the classroom. Hand washing and sanitizing will be required when entering and exiting classrooms.

* Masks will be worn by all students and teachers throughout the day following current protocol. Teachers will guide students and instruct on the wearing of masks, protocols for entering and exiting the school, cafeteria, and classroom.
  + Columbia will initially supply two masks for each student. A third mask will be provided later. Please have extra masks in backpacks. Make sure students come with a clean mask every day.
* Classrooms are arranged for as much distancing as possible.
* Teachers, staff, custodians, and playground supervisors will sanitize touchpoints on the playground and in the building frequently.
* Movement through the school will be to the right side in each hallway.
* A separate health room will be available for those showing symptoms or needing to be assessed.
* Assemblies and field trips are canceled until further notice.
* After school and other before and after school programs may continue with modified policies to be announced.

*This plan will be revised as updated information comes from our local health department*

*and district officials. Parents and employees will be notified in a timely manner of any major changes.*

# Starting the Day

* Limited outside parking lot supervision starts at 8:30 a.m.
* School begins at 8:45 a.m.
* School Breakfast - please use the front doors for students entering to eat breakfast. Students who eat breakfast will be admitted into the school at 8:20 a.m. and will be expected to join their class lineup outside after eating.
* Line-up locations will be assigned and marked. Please support physical distancing as teachers escort students into the building.
* Adults and visitors who have a need to enter the building must first check in at the office.
* Students will sanitize their hands before entering classrooms.

# In the Classroom

* Classrooms are arranged for as much physical distancing as possible.
* Teachers will wear masks when students are in the classroom (established guidelines for exceptions will be followed).
* Students must wear masks in the classroom when physical distancing is not possible.
* Mask wearing throughout the day is expected.
  + Students will have opportunities for facemask breaks when physical distancing is established, and guidelines are followed.
* All those entering and exiting the classroom will be required to sanitize their hands. This will be taught and supported by all staff.
* Shared materials will be sanitized periodically during the day. When possible, students will use individual supplies.
* Desks, tables, sinks, and other surfaces will be sanitized several times throughout the day and sanitized more deeply in the evenings.

# Recess

* One morning or afternoon recess and a lunchtime recess will be provided.
* Grade levels will play in designated and teacher escort to and from recess.
* Classes will rotate between the playground areas.
* Hand sanitizing is required upon re-entering the classroom.
* Equipment will be sanitized by the playground supervisors and custodians between each recess period.
* Playground equipment (and toys) may not be brought from home.

# Lunch

* Times are scheduled for each grade to eat separately from the other grades.
* Hand hygiene/sanitizing is required before lunch prior to entering the lunchroom.
* Hot school lunch will be available at normal cost. Salad bars and self-serve items will be discontinued.
* Home lunch is allowed. Disposable sack lunches/containers are encouraged.
* Seating is assigned. Students will eat and be excused by the lunchroom staff.
* Lunchroom tables will be cleaned and sanitized between uses.

# Prep Classes (Music, Art, PE, Computer/STEM, Library)

* To reduce cleaning, movement, and exposure, prep times will be in the classroom.
* P.E. will be held outside for as possible, weather permitting.
* Hand hygiene will be required as students enter and leave classroom settings.
* Classroom devices will be used, when possible and necessary.
* The Librarian will adjust procedures to meet the [Big 5 Guidelines](https://resources.finalsite.net/images/v1594657911/davisk12utus/xvfmwrqtsy3cawmbukwm/Openingschoolsguide.pdf). [SORA, a digital library](https://soraapp.com/welcome) is encouraged (<https://soraapp.com/welcome>).

# End of Day

* Masks are encouraged whenever on school property, indoors and outdoors.
* Parents waiting will be allowed outside the school building.
* Teachers will supervise students as they dismiss.

# Visitors and Volunteers

* Visitors and Volunteers must check-in and check-out with the office.
* A wellness check/questioning is required.
* Temperatures will be taken.
* Masks are required.
* Physical distancing is recommended.
* Hand hygiene is required upon entering and exiting each room.
* Wearing facemasks while on school property is encouraged.

# Davis Connect

* Please visit [Davis Connect](https://www.davis.k12.ut.us/academics/online-learning) for Facts and Questions you may need to know about Davis online learning (<https://www.davis.k12.ut.us/academics/online-learning>).