Welcome Letter

Dear Apollo Families,

This Hybrid Handbook for families has been created to let you know what COVID mitigation procedures are in place and what the learning environment will be like at Apollo, as students return to in-person learning. Our district website contains additional resources on return to in-person learning and Health and Safety Plans. These are valuable resources that we hope you take time to look through. They contain specific and detailed information about district-wide expectations, procedures, and protocols regarding safety in the hybrid setting. You can access resources described above HERE.

Thank you in advance for taking time to review our Apollo Hybrid Handbook. You will see that we have put forth great effort to ensure student and staff safety and to comply with Washington State and King County Department of Health guidelines and recommendations. We will continue to monitor updates and recommendations from the State and County Health Departments to stay current on our health and safety procedures and protocols.

Sincerely,

Jane Harris, Principal

Vanessa Garcia, Assistant Principal
# Table of Contents

Welcome Letter

Table of Contents

Classroom Environment

Attestation and Temperature Taking

Arrival Procedures and Temperature Taking

Entry into Building

Recess/Snack

Restroom

Hallway Spacing

Water Fountain Use

Visitors/Volunteers

COVID Supervisor

COVID Supervisor Back-up

Isolation Room

Mask Refusal

Dismissal
Classroom Environment

Upon return to in-person, students will find that some procedures and the physical set up of the classroom may look different than in the past in order to keep everyone healthy. What students and families will find to be the same as they have experienced in the past is a warm welcoming teacher who is eager to greet students each day, develop relationships, promote community building and social emotional learning and provide quality instruction in the areas of reading, writing, math with science and social studies integrated into core content areas.

To keep everyone healthy, below are some of the COVID mitigation procedures students can expect to see, and be asked to follow, in their classroom:

- Students and the teachers will wear masks at all times in the classroom.
- The arrangement of student desks will look different than they may have experienced in the past. To assist in setting up classrooms with required physical distancing, our district operations and facilities department used spacing templates in setting up all of our Kindergarten and first grade classrooms to ensure the recommended guidance of 6 feet of physical distancing between students while seated at their desks was followed.
- If there is space in the classroom, the teacher can choose to create a small group space, provided that the small group space still maintains 6 feet between all involved in the small group.
- If multiple students use a table, such as during a small reading group lesson, the table will be disinfected between uses.
- ALL desks and tables will be disinfected nightly.
- Coats and backpacks any other personal items will be housed in the student’s individual cubby.
- There will be no shared materials. Students will store their own supplies in their desks.
- Manipulatives such as unifix cubes or counters may be used by students during instruction and will be disinfected prior to using again.
- Frequent handwashing and hand sanitizing will occur.
- Students will have a recess/mask break during each session.
- High touch points such as doorknobs and railings within the building will receive continuous cleaning throughout the day.

***Students are encouraged to bring a personal water bottle that they can fill at sink in the classroom. Drinking fountains in the halls will be closed.
Daily Schedule (M,T,TH,F)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 am</td>
<td>Students permitted on campus &amp;</td>
<td>Attestation will be verified and</td>
</tr>
<tr>
<td></td>
<td>line up on designated spot (6-feet apart)</td>
<td>temperatures will be taken</td>
</tr>
<tr>
<td>9:00 am</td>
<td>School Begins</td>
<td>Staff walk classes to classroom</td>
</tr>
<tr>
<td>9:00-9:35 am</td>
<td>Morning Meeting</td>
<td>Attendance taken and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>community building</td>
</tr>
<tr>
<td>9:35-12:30 pm</td>
<td>Core Instruction/Recess/Snack</td>
<td>Reading, Writing, Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>instruction. 15-minute recess;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including snack outside</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Student Dismissal</td>
<td>Staff walks students to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dismissal area</td>
</tr>
</tbody>
</table>

****Wednesday is REMOTE for ALL students

Attestation and Temperature Taking

Students must have their electronic attestation filled out before entering the building. Students that do not have an attestation will be held at entryways to contact families before being allowed entry. A health attestation can then be done: a) by parents using the email link for their student, b) by paper copy, c) by verbal response and noted by a staff member for record.

If staff is unable to contact parent/guardian, the school may reach out to emergency contacts for health attestation verification. We recognize that emergency contacts may not have accurate information on a student.

Student temperatures will also be taken before entering the building. Temperatures should be less than 100.0°F.
Arrival Procedures and Temperature Taking

As students arrive, temperatures will be taken at vehicles for students who are dropped off or as students are excused from busses. Students may be asked to take their temperature again when entering building to ensure walkers also have had their temperature taken. (Please allow an extra 15 to 20 minutes for drop-off due to new safety protocols.)

Students will be directed to line up with six feet of social distancing at a designated location for their grade level. There are markings to help students maintain social distancing standards. As students enter the building, they will be checked to ensure that their attestation has been completed and that they are cleared to enter the building.

Late Arrival

If arriving after 9:00 am, please drive to the Main Entrance of the school. Stay in your car and call the front office (425-837-7500.) The office staff will check attestation and will direct you to wait until someone comes to take your students temperature. Please stay with your child until the staff has indicated they are clear to enter the building.

Entry into the Building

Upon checking temperatures and attestations, students will be allowed to enter the building. When walking through the building, students must stay to the right side of the hallway (marked with blue tape) and remain 6 feet apart.

Recess and Snack

Students will be able to eat a snack during their daily recess break. Students may eat a snack outside and throw their trash away in appropriate trash cans. Students must also re-wash/sanitize their hands before touching any playground equipment after eating.

Restroom Use
Each grade level will be assigned 2 restrooms, boy and girl. Restroom use is limited to two students per restroom at a time. Each grade level will have colored lanyards to hang outside the restroom, on installed hooks, to indicate the restroom is in use. The color code will serve as a reminder of the grade level bathroom and assist with contact tracing, if needed. Each restroom will have marking spots for students to wait for restroom to be unoccupied. If a student sees two students waiting, they will be instructed to return to class and try again in a few minutes.

**Hallway Spacing**

When walking through the building, students must stay to the right side of the hallway (marked with blue tape) and remain six feet (6’) apart.

**Water Fountain Use**

Drinking fountains will not be available to drink from. It is recommended that students will bring a water bottle or will be provided the use of a small disposable cup. Water bottles can be refilled using sinks in classrooms or water coolers in portables.

**Visitors and Volunteers**

In order to provide the safest environment possible for our students and staff members, only Apollo students and staff members will be allowed past the front office during Hybrid Instruction. We love our volunteers and appreciate our amazing and supportive parent involvement, and can’t wait to welcome parents back into the building in the future. In the meantime, we will implement the following:

- Parents and family members of students are not allowed past the office. We appreciate your understanding and cooperation.
- If you need assistance, or need to drop off or pick-up materials, please contact your school’s main office to schedule an appointment.
- Only district approved visitors will be allowed on campus during Hybrid Instruction.
- We will not be inviting special guests, guest speakers, volunteers or other community members to the school.

**COVID Supervisor**
Each building has a designated COVID Supervisor, who is responsible for ensuring these procedures are put in place and followed to keep our students and staff safe and healthy when at school. The COVID Supervisor is also responsible for making sure proper PPE use and cleaning supplies are available, tracking and monitoring attestations, and supporting students and staff in cases of suspected illnesses. The COVID Supervisor at Apollo is our Assistant Principal, Vanessa Garcia.

**COVID Supervisor Back-Up**

In the case that the building COVID Supervisor is unavailable, several other staff (administrators and health room staff) are able to help support students and families in staying safe.

**Isolation Room**

An Isolation Room may be used if a student does not have an attestation allowing them to enter the building or if a student starts experiencing COVID or COVID like symptoms to be monitored until parent arrival for pick up.

Proper PPE will be worn by all in our Isolation Rooms while the student is evaluated for exposure, diagnosis, and symptoms—collecting information (who, what, when, where, why, for how long.) The COVID Supervisor(s) will work with the families around next steps and what needs to occur for a student to return to school.

**Mask Refusal**

Students who are refusing to wear a mask will be asked to leave the classroom to discuss and problem solve with a staff member. Staff may contact parents to help resolve the issue, if needed. If there is an issue with a student’s mask, a disposable mask can be provided to them.

**Dismissal**

Before leaving the classroom for the day, students will wash/sanitize their hands. Students will leave the building out of their designated hall and will walk with teacher
to the bus-loading zone or parent-pick up, where students will safely distance and follow safety protocols.

**Early Dismissal**

If you need to pick up your student early. Please notify the office (15 minutes and bring your ID) prior to pick up, and due to new office procedures, we will not be able to dismiss your child from class after 11:45 am. Thank you for your support.