



*Our students will
be prepared for
and eager to
accept the
academic,
occupational,
personal
and practical
challenges
of life in a
dynamic global
environment.*

Elementary School **COVID Safety Handbook** **FOR SCHOOL YEAR 2021 - 2022**

Apollo Elementary School
Principal Jane Harris
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Renton, WA 98059

Issaquah School District, Elementary Education
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Welcome Letter

Dear Apollo Families,

We are so excited to welcome all students back to school for the 2021-2022 school year, where each day your child will experience all of the wonderful benefits of elementary school! As we return, we are aware of the need to continue to adjust our activities at school to keep our community safe from the spread of COVID-19. Three of the strategies you're already familiar with in our community include the wearing of face masks, hand washing, and the use of space to distance students. This handbook outlines the guiding principles and practices that we have put in place this school year to mitigate the spread of illness at Apollo.

Thank you in advance for taking time to review our Apollo In-Person Learning 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

Alex Merritt, Assistant Principal

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Classroom Environment

Upon return to all in-person learning, students will find that some procedures and physical set up of the classroom may look different than before the pandemic 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 may look different than they may have experienced in the past. Desks will be arranged to allow for physical distancing of about three feet between students as is reasonable and feasible and that allows for all students to attend school.
- Frequent handwashing and hand sanitizing will occur.
- High touch points such as doorknobs and railings within the building will receive continuous frequent cleaning.
- Students are encouraged to bring a personal water bottle. Drinking fountains in the halls will be closed.

Attestation

Daily health attestations and temperature checks for each student will no longer be required. However, parents must monitor students at home for any illness or COVID like symptoms and are asked to keep students at home if they are ill. The best way to ensure that that the school environment is free of COVID is to keep students home if they are ill.

Arrival Procedures

As students arrive, supervisors will verify that they are wearing a mask (masks must be worn by all on campus). Students will line up in designated line up areas. There will be separate designated line up areas for bus riders and students being dropped off by parents. Students will be distanced at three feet. Staff will walk students into the building at the start of the school day.

- A. Bus – Students will be dropped off by buses in the morning and will line up in their class line at the front of the school
- B. Walkers – Walkers will walk directly to the front of the school to join their class lines
- C. Parent drop off – Students will be dropped off by parents in the drop off area and will join their class line

Entry into the Building

Staff will walk students into the building at the start of the school day, following designated hallway routes.

Daily Schedule

9:05 am	Students permitted on campus & line up in designated area	Supervisors guide students to line up spots
9:15 am	School Begins	Staff walk classes to classroom
9:15-9:30 am	Morning Meeting	Attendance taken and community building
MTThF 9:30 am-3:40pm W 9:30 am-1:30 pm	Core Instruction/Recess/Snack/Lunch/Specialists	Reading, Writing, Math instruction. Two Recess sessions, snack time, Lunch, and Specialists (music, PE, Library)
MTThF 3:40 pm W 1:30 pm	Student Dismissal	Staff walks students to dismissal area for pick up, bus, or Rocket Club

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 may also take a mask break at this time in designated areas where they will maintain physical distancing.

Lunch

Students will wash hands with soap and water every day before they go to lunch. We will be maximizing the available distancing in our cafeteria space to seat students so they are sitting with their own classmates and are distanced during lunch time. Students will wear masks unless they are eating at lunch.

Restroom Use

Each grade level will be assigned 2 restrooms, boy and girl. 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. Each restroom will have marking spots for students to wait for restroom to be unoccupied.

Hallway Spacing

Hallways at Apollo are clearly marked to indicate directions of travel for students within the building. This limits the contact that students have with each other in the hallways. We will maximize available distancing space as students use the hallways.

Water Fountain Use

Hallway water fountains will not be in use. We encourage students to bring their own filled water bottles. If necessary, students may fill their bottles or use a paper cup to get a drink from the classroom sink.

Visitors/Volunteers

While we value our volunteers in so many areas of the work we do in the Issaquah School District, we also have to be mindful of our continued efforts to ensure virus mitigation efforts so that our students stay healthy and are able to attend school and learn in their classrooms as much as possible this school year.

To that end, we plan to phase in our volunteers starting with those that support specific academic and social programming first. These plans are subject to change as we adhere to guidance from the Department of Health for the state of WA and for King County, the Governor's office and OSPI, for example. Information will be shared when we are able to welcome volunteers and when the phase in begins.

COVID Supervisor

Each building has a designated COVID Supervisor, who is responsible for ensuring mitigation 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, Alex Merritt.

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 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

All students and staff are required to wear a mask. However, if a student refuses to wear a mask, they will be asked to leave the classroom to discuss the problem 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. If a student has a documented medical condition preventing them from wearing a mask, please notify the office immediately.

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.

- A. Bus – Students will get onto their assigned bus at the front of the school
- B. Walkers – Walkers will walk to meet parents or walk home
- C. Parent drop off – Parents will display a sign with the name of their child and that child's teacher. Their child will be notified that their parent has arrived.