



*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**

Cascade Ridge Elementary School

Jennifer Sehlin, Principal

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Welcome

Dear Elementary School Families,

This Hybrid Handbook for families has been created to let you know what COVID mitigation procedures will be in place and what the learning environment will be like at school when students return on August 31st, 2021. Our district website contains additional resources. 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 COVID safety.

You can access resources described by [clicking here](#).

Thank you in advance for taking time to review this Elementary COVID 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,

Susan Mundell and Melinda Reynvaan

Executive Directors of Elementary Education

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COVID-19 Safety Procedures

COVID Supervisor

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Back-up COVID Supervisor

Kate McConnell, Dean of Students

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Face coverings/Masks

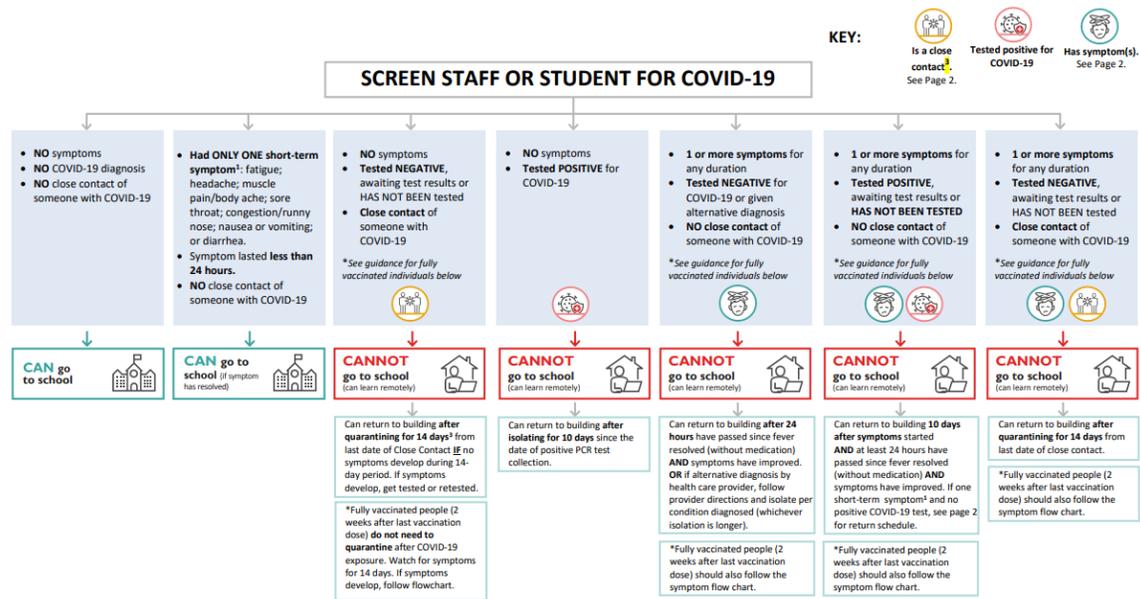
- Masks are required to be worn by all students and staff.
- Disposable masks are available onsite and will be used as needed.
- **Mask Refusal**
 - All students and staff are required to wear a mask. However, if a student refuses to wear a mask, they will be asked to leave the classroom to discuss the 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.

Sick Student and Safe/Isolation Room

- In the case of a student who is sick, ill, or showing signs of illness in class, the teacher will notify the office immediately with the student's name and symptoms.
- Office staff will notify Ms. Sehlin or Ms. McConnell immediately.
- The Health Room Specialist, Ms. Sehlin, or Ms. McConnell will go to the student's classroom and escort the student, with all their items, to the isolation area using an outside route as much as possible.
- The primary isolation area will be outside in a covered space. The secondary isolation area will be located indoors away from occupied classrooms. This room contains a cot if the child feels unable to sit outside or if there is significant inclement weather.

- Once the student is in the isolation area, staff will ask pertinent questions about their illness or symptoms and then proceed with next steps. Staff will follow the [Covid-19 Screening Flow Chart](#).

COVID-19 Return to Work/School Flow Chart Public Health Seattle & King County



Updated May 16, 2021. Adapted from document of Health Officers in Clark, Cowitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

COVID-19 Return to Work/School Flow Chart Public Health Seattle & King County

COVID-19 SYMPTOMS²

<ul style="list-style-type: none"> • Fever (100.4°F / 38°C or higher) • Cough • Loss of taste or smell • Chills • Shortness of breath or difficulty breathing • Fatigue 	<ul style="list-style-type: none"> • Headache • Muscle pain or body aches • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea
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²That are not explained by a preexisting condition, such as asthma.

³A **short-term symptom** is defined as: A person has **only one of the following symptoms** (fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea) **AND** the symptom begins and resolves in less than 24 hours **AND** no known COVID-19 exposure (close contact).

A person can return to school the next day if the short-term symptom resolves. A COVID-19 test is not required.

CLOSE CONTACT DEFINITION³

Close Contact includes anyone in one or more of the following categories:

- Been within 6 feet (2 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, shared utensils, etc.)

Public Health will help identify close contacts.

If you've been exposed to someone with COVID-19 and you have no symptoms, Public Health recommends the following:

1. Stay in quarantine for 14 days after your last contact. **This is the safest option.**
2. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing.
3. If the first two options are not possible, stay in quarantine for 7 full days beginning after your last contact **and** if you receive a negative test result (get tested no sooner than day 5 after your last contact). *This option depends on availability of testing resources and may not be recommended in some settings.*

*Fully vaccinated people (2 weeks after last vaccination dose) with no symptoms **do not need to quarantine** after COVID-19 exposure. Watch for symptoms for 14 days. If symptoms develop, follow flowchart.

Updated May 16, 2021. Adapted from document of Health Officers in Clark, Cowitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

- The staff member supervising the student will notify the office staff to call the parents/guardians of the student to inform them their student is ill or

showing signs of illness at school and will need to be picked up immediately.

- Once the parent/guardian arrives to school, the parent/guardian will notify the front office. A staff member will bring the student to the parent/guardian, exiting out the Mt. Si entrance. The parent/guardian will wait outside. The staff member will go through the [Covid-19 Screening Flow Chart](#) with the parent/guardian and send a copy home with the parent/guardian.
- If necessary, students/staff in the classroom will be moved to an alternate location.
- An administrator will communicate with custodial staff about the locations, including the isolation room, that will need to be deep cleaned.
- If needed, an administrator will contact all people who may have come into contact with the student. The student's name will remain confidential.

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.

Arrival Process

- Students may begin lining up at their class's designated line-up spot at **9:05**.

- **Lining Up**

- Staff will be located near each line-up area to supervise students.
- Students may enter campus from the Northwest or Southeast gate entrances.
- Students line up on the blacktop area near the playground by class, socially distanced on marked spots, apart from other students.

- Kindergarten and 1st grade students will walk to the southeast side of the school (lower bus loop/covered basketball area) and enter marked gates (gate for kindergarten and gate for 1st grade).



Students can begin lining up at 9:05. Students will proceed to the café courtyard and stand on the marked spots for their class that are appropriately distanced.

- 2nd, 3rd, 4th, and 5th grade students will walk to the library courtyard (by the portables) and line up in the marked line-up area (watch for signs with teachers' names on them the first few days of school). Students should stand on the marked spots appropriately distanced.
- Beginning at 9:10, students will enter the building one at a time by class through a designated entrance.
- Teachers will be positioned in the doorway to greet students and monitor students in the classroom.
- All students will wash/sanitize their hands when they enter the classroom.

- **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 the school environment is free of COVID is to keep students home if they are ill.

- **Students arriving between 9:10 and 9:15**
 - Students who arrive between 9:10 and 9:15 may enter campus from the Northwest or Southeast gate entrances and walk to their class line-up location to follow the standard entry procedures.

- **Students arriving after 9:15**
 - Students who arrive after 9:15 will enter the building through the main entrance/office.

- **Can a parent go with their child to the line-up area?**
 - We strongly encourage parents to say goodbye to their child at the gates so there is space for social distancing in the courtyards. One parent may accompany their child to the line-up area if there is concern the child will not know where to line up. Please distance yourself from other families and students.

- **Can I enter the building with my child?**
 - No, at this time, parents and volunteers are not allowed in the building with their children.

Restroom Procedure

- Restrooms will be closely monitored and sanitized throughout the day.
- Students needing to use restroom will inform their teacher.
- Students will get their bathroom pass from their desk.
 - Students should not touch the Velcro on the back of their bathroom pass.
- When students arrive at the restroom, they will place their bathroom pass on the Bathroom Pass chart hanging on the wall in front of the bathroom.
 - Only three students will be allowed in the restroom at a time.
 - If there are already three bathroom passes on the Bathroom Pass chart, students will wait on a marked spot outside the bathroom until a spot opens up.
 - There are only two waiting spots. If both are full, students must return to class.
- When students are done using the restroom, they will wash their hands,
- After washing their hands, students will get their bathroom pass and return to class by walking on the right side of the hallway to maintain social distancing.
- When students reenter the classroom, they will sanitize their hands and place their bathroom pass back on their desk.

Recess/Snack Procedure

- Prior to leaving for recess, students will wash or sanitize their hands before eating.
- Each grade level will be assigned to a zone/section of the playground. Playground zones will be rotated on a daily basis.
- Teachers will dismiss students to recess. When recess begins, students will be released from the classroom one student at a time starting with students who have a snack. Staff members on the playground will direct students to the correct zone as they are released.
- **Please send students to school dressed for the weather.** Not every zone has a covered option.
- There will be an equipment bin at each zone. This will include balls and other recess equipment for students from the grade level to use. All equipment will be sanitized prior to another grade level using the equipment.
- Masks at Recess
 - Once a student has reached their assigned recess zone/section, they can choose to remove their mask and put it in a pocket, below their chin, or on their wrist.
 - The exception to this rule is when students are in a designated mask-on zone (the COVERED TOY area and the COVERED BASKETBALL COURT).
 - At the end of recess, students will put their masks on before leaving their recess zone to line up.
 - Students will be responsible for keeping track of their mask and making sure it remains in usable condition.
 - If a student loses their mask or cannot safely continue using it, a staff member will radio the office and ask that a replacement be brought to the student before they reenter the building.
- Signs that remind students of recess expectations will be posted around the playground.
- Snack
 - Snack needs to be brought from home. **Please avoid peanut snacks.** Fruit, crackers, fruit bars, or pretzels are great ideas. Students should be

able to open and close snack containers by themselves. Snack will be eaten outside daily during recess time. If your child does not want to eat snack, it is not a requirement to bring one.

- Students who bring a snack to recess will be assigned a spot to sit distanced apart from other students using line-up spots.
 - Students may remove their mask once they are on their assigned spot and eat their snack.
 - When the student has cleaned up their snack, they will get hand sanitizer from a staff member before being dismissed to their class's recess zone.
- At the end of recess students will line up in the same lines they used at arrival. Staff members will supervise students outside as they return to the classroom one at a time. Teachers will stand in the doorway to monitor each student in the hallway and students in the classroom.
 - Students will wash their hands or use hand sanitizer upon returning to classroom.

Lunch Procedure

- Students will eat in the café and will have designated seats within their class's section. Seats will be marked so students sit distanced apart from each other (to the greatest degree that is possible and feasible).
- Paraprofessionals and office staff will supervise lunch.
- Students will wash their hands with soap and water before leaving the classroom. When students arrive in the café, their hands will be sanitized with hand sanitizer.
- Students who are not buying lunch will go to their designated spot and must stay in their designated seat until they are excused.
- Students who are buying lunch will line up in front of the lunch computer. The line will extend into the hallway as needed to allow students in line to remain socially distanced. After students have picked up their lunch, they will walk to their designated seat.
- Once seated and ready to eat, students will take off their masks and set them on the table or put them in a pocket.
- If students need help opening packaging, they will raise their hands.
- Adults supervising lunch will not be able to cut food (apples, pears, etc.) for students.
- Students needing to use restroom will put their mask on and inform an adult by raising their hand. An adult will give them a bathroom pass. Students will use the 160-wing bathroom and will follow the procedure for using the bathroom. When the student returns to the café, they will return the bathroom pass to an adult, have their hand sanitized by an adult, and then return to their seat.
- Five minutes before the end of lunch students will be excused by class to throw away trash. Students will then return to their assigned seat and wait until they are excused.
- Student will be excused to go to recess by table. An adult will sanitize their hands and then students will leave the lunchroom. Students will immediately walk to their line-up spot outside to put their lunchbox down on a dot. Students will then walk to their recess zone.

- Outdoor Lunch
 - Lunch will be eaten outside daily, weather permitting. When students eat outside, lunch will look like the following:
 - Students will sit on the ground on a small pad and eat their lunch.
 - Students will have assigned socially distanced seating.
 - In the event of a weather situation (for example, heavy rain or lightning), students will eat inside for safety. If you have concerns about your child eating outside daily, please contact Principal Sehlin at SehlinJ@issaquah.wednet.edu.

- Masks at Lunch
 - Students must wear their masks until they are seated and ready to eat.
 - Students may take their masks off to eat lunch. When they are finished eating, students must put their masks back on even if there is time remaining in the lunch period.
 - Students must put their masks on if they need to use the restroom.
 - Students must have their masks on when throwing trash away.
 - Students must have their masks on when leaving the café and must keep their mask on until they reach their recess zone.

Dismissal Process

- All families will submit end-of-day pick-up plans to their child's teacher/main office prior to start of in-person hybrid learning.
- At the end of day, students will wash/sanitize hands before lining up inside of classrooms while maintaining social distancing.
- Teachers will line students up beginning with students attending Coyote Club. Teachers will dismiss students going to Coyote Club and will walk all other students out of the building using an exit close to the classroom.
 - Kindergarten and 1st grade students will be walked to the Southeast fence by the bus loop/sand field.
 - 2nd grade students will be walked to the Northwest fence by the bike racks.
 - 3rd grade students and, 4th grade students in Ms. Goehring's class, and 5th grade students in Mrs. Foster's class will be walked to the Mt. Si door at the front of the building.
 - 4th grade students in Mrs. Evan's class and Mrs. Springborn's class will be walked to the office door at the front of the building.
 - Students in the Science Tech program and 5th grade students in Mrs. Page's class and Ms. Schaffer's class will be walked to the library courtyard and will exit campus using the Northwest fence by the bike racks.
- Kindergarten and 1st grade students who are being picked up at the bus loop will be released one by one. Parents will wait on the southeast side of the school (lower bus loop/covered basketball area) OUTSIDE of the fence and gates. The teachers will bring their classes out of the building and will release students one by one when the adult picking the student up is visible.
- Kindergarten and 1st grade students who are being picked up by car will be walked up to the main entrance by their teacher and released when their car arrives.
- If you are picking up your child by car, please do so by joining the car pick-up line. Please do not park your car and walk up to pick up your child. All cars need to use the car line.
 - Students will proceed directly to their car. If students need to wait for their car to pull up, there are standing spots spaced six feet apart that students can stand on.

Health Room

- There will be two locations to care for ill or injured students.
 - Our **Health Room** will be used to care for children who are injured or have signs of illness that are not known COVID symptoms.
 - Our **isolation spaces** will be used for children who have a symptom or signs of illness that are known COVID symptoms.
- In both the Health Room and the isolation spaces, there will be space for social distancing, as well as comforts such as a place to lie down.
- It is very important that students experiencing possible COVID symptoms are picked up promptly.
- What needs come to the Health Room:
 - Blood that can't be managed by a bandage
 - Falls/hard impacts/injuries/possible concussion
 - Medication needs
- What needs come to the Isolation Space:
 - Fever (100 degrees or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Unusual fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Congestion or runny nose
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

Safety Drills

- Safety drills will be conducted monthly.
- If exiting the building is necessary, staff will guide students to maintain distance between each other in line as they walk silently.
- When lined up outside, staff will help students to spread out to the degree that is possible and reasonable and follow all regular evacuation expectations.
- Modified lockdown: Students will remain in the building and will continue working. Staff will put window blinds down.
- Full lockdown: Students and staff move to a less visible location in the classroom. Safety of lives over distancing in real-life situations.
- Shelter-in-Place: Students will remain in the building and will continue working. Staff will close doors, windows, and cover outlets.

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 Washington 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.

Movement through Building

- When walking through the building, students will follow their walking path marked on the floor and will maintain social distancing.
- When students are in the hallway, they are expected to:
 - walk on the right side of the hallway.
 - wear a mask at all times.
 - maintain six feet of distance from others in the hallway.
 - go directly to their destination.
 - go directly back to class.
- Students and staff will stay to right when walking the hallways.
 - Hallways will be divided with dots on the floor and arrows indicating which direction students and staff should be moving on that side of the hallway.

Water Fountains

- 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.