



*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**

## **Clark Elementary**

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## **Welcome Clark Families,**

This Covid 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 Clark Elementary when students return on August 31<sup>st</sup>, 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 safety.

You can access resources described above:

- [COVID-19 Safety Precautions](#)

Thank you in advance for taking time to review our Clark 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.

Please contact COVID-19 Supervisor should any questions arise

### COVID Supervisor:

Laycie Rader, Assistant Principal

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### Back up COVID Supervisor:

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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 daily cleaning.
- Students are encouraged to bring a personal water bottle. Drinking fountains in the halls will be closed.

## **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.

# Sample Daily Schedule

9:00	Students permitted on campus & line up in classroom lines
9:07	Doors open & Students enter building following walking paths
9:15	School Begins
AM (20 mins)	Recess/Snack/Mask Break
12:00 – 12:40	Lunch/Recess/Mask Break
PM (30 mins)	Specialists (PE/Music/Library)
3:40	Dismissal

# Arrival Process

- Clark doors open at 9:07 (you may arrive on campus no earlier than 9:00)
- **Bus:**
  - Busses will unloaded one at a time
  - Students will follow assigned routes to their classroom
- **Parent Drop Off:**
  - Students must stay in car until a para opens their car door
  - Students will be allowed on campus starting at 9:00
  - No parents are allowed on campus
- **Walkers:**
  - Students will be allowed on campus starting at 9:00
  - No parents are allowed on campus
  - Students who arrive prior to 9:00 will need to wait by the designated walker sign, socially distanced
- **Building Entry:** Students walk straight to the classroom, by assigned route and entryway, with para direction
- All students **wash their hands** or use sanitizer upon entering the classroom.
- Late arriving students: **Dropping students off after 9:15**
  - Escort your child into the main office
  - The student will be marked tardy, given a tardy slip, and sent to class following one-way hallway procedures
  - Maintain 6 ft of distance while in the office
  - Masks are required to enter the school building
- **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.

# Recess Procedures

- Before leaving their classroom for recess, all students will **wash their hands** or use sanitizer.
- Teachers will guide students to their designated zone.
- Grade levels will be all together in one cohort. With 2 grade levels at recess, the playground will be split into two zones, which rotate every other day.
- **Please send students to school dressed for the weather.**
- Recess equipment will be provided in each zone and will be washed between different cohorts. Students may only use the equipment in their zone.
- Students can choose to NOT wear their masks during recess. The exception to this rule is when students are in a designated mask-on zone (the BIG TOY area). Mask off areas are spots on the playground away from the general play area where students can maintain social distancing. Once in their zone, students will be able to remove their mask. At the end of recess, they will need to put their mask back on.
- Students are permitted the option to have snack during recess time. While having snack, they will need to maintain social distancing, and sanitize their hand before and after eating.
- Teachers will pick students up from their classroom line to escort them back inside the building.
- All students will **wash their hands** or use sanitizer upon returning from recess and entering the classroom.

# Lunchroom Procedures

The goal for elementary lunch time is to provide a safe, comfortable and supportive place for the youngest students to eat. All students will have an assigned seat and social distancing will be practiced in the cafeteria. Masks will be worn at all times when not seated and actively eating. Students will learn lunchtime routines, like how to ask for help with their milk or other lunch items and how to return their tray under adequate adult supervision.

In addition to the safety procedures set up inside, we are working to identify an outdoor eating space. Because recess occurs at the same time as lunch, undercover play areas will be used for recess zones. Therefore, outdoor eating will require sitting on the ground in the front of the building in an undercover space. If you choose outdoor seating for your child, it will be a permanent choice as of now. Planning for outdoor eating is evolving and underway and we will communicate our individual plans with you as they are solidified.

- Before leaving their classroom for lunch, all students will be required to **wash their hands** with soap and water.
- Recess will occur after lunch to best accommodate hand washing
- Teachers will escort students to the lunchroom
- Students will wear their masks unless they are eating
- Efforts will be made to maximize social distancing and to minimize sitting in direct pathway of respiratory droplets.
- Additional desks, chairs and tables may be used for lunch seating as necessary.
- Distribution of food will take into account social distancing and be designed to minimize lines, as feasible.
- Tables will be cleaned and disinfected between meal times
- Students will be dismissed to recess while maximizing social distancing and following assigned routes



# Restroom Procedures

- Restrooms will be closely monitored and sanitized throughout the day.
- Masks must be worn at all times
- Before leaving their classroom for recess, all students will **wash their hands** or use sanitizer.
- Students will take a bathroom pass with their classroom animal/name on it
- Students will walk on the far right of the hallway to maintain social distancing
- Upon arrival at the bathroom, students will check the bathroom chart to see if there is space. (3 students per bathroom at a time).
- If all spaces are filled, students will wait outside on a dot, socially distanced from any other students.
- There are only 2 waiting spots, if both are full, students must return to class
- Students place their pass on the chart outside of the bathroom
- Upon exit of the bathroom, students wash hands, standing on one of the dots on the floor by the sink
- Students remove bathroom pass, and return to class, walking on the right side of the hallway to maintain social distancing
- Re-Entering classroom: **wash their hands** or use sanitizer and sanitize bathroom pass

# Health Room Needs

- We will have two locations to care for ill or injured children.
  - **Health Room:** will be used to care for children who are injured or have signs of illness that are not known COVID-19 symptoms.
  - **Quarantine Room:** will be used for children who have a symptom or signs of illness that are known COVID-19 symptoms. The student will be monitored until a parent arrives to pick the student up. Any areas of contact in the isolation room will be immediately deep cleaned and disinfected. It is very important that students experiencing possible COVID symptoms are picked up promptly.
- In both the Health Room and the Quarantine Room, there will be space for social distancing, as well as comforts such as a place to lie down.

What needs come to the Health Room:

- Blood that can't be managed by a Band-Aid
- Falls/hard impacts/injuries/possible concussion
- Medication needs

What needs come to Quarantine Room:

- Fever (100.4) or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Proper PPE will be worn by all at all times in the isolation/quarantine room. The student will be evaluated for exposure, diagnosis, and symptoms. 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.

- All students and staff present are required to wear a face mask while indoors at school.
  - If a student refuses to wear a mask:
    - They will first be asked to put their mask on/pull their mask up over their nose.
    - If a student still refuses, they will be escorted by an adult to the mask refusal room until they can follow required health and safety protocols.
    - Once a student has a mask on appropriately, they will be escorted back to their classroom.

\* Should an exception to mask wearing be needed, an interactive process with your child's IEP or 504 team will need to occur.

# Hallway Expectations

- Students will be escorted by an adult the majority of the time
- Should a student walk on their own, they are to:
  - Follow their designated walking path marked on the floor
  - Wear a mask at all times
  - Maintain social distancing
  - Go directly to their destination
  - Go directly back to class

# Dismissal Process

- At the end of the day, students **wash their hands** or use sanitizer before leaving the classroom.
- Students will line up socially distanced
- Teachers and students will follow their assigned routes

## Buses

- Staff will walk students out to the busses following assigned routes and students will get directly on the bus

## Walkers

- Staff members will come to classrooms and walk student walkers to meet their families on the grassy area between Gibson Ek and the Community Center.
- Students who walk home and are met on the grass between Gibson Ek and the Community center by an adult will use the same process as car pickup students

## Car pickup

- **If you are picking up your child, please do so from the car by joining the car pickup line. Please do not park your car and walk up to pick up your child. All cars need to use the car line.**
- Once exiting the building, students will proceed directly to their car. If students need to wait for their car to pull up, there are standing spots spaced apart that students can stand on.

# Safety Drills

- Safety drills will be conducted monthly.
- If exiting the building is necessary, teachers and staff will guide students to have distance between them in line as they walk silently.
- When lined up outside (fire or earthquake evacuation), staff will help students to spread out and follow all regular evacuation expectations.
- Modified lockdown: students remain working, pull blinds.
- Full lockdown: move to a less visible location; safety of lives over distancing in real-life situations.
- Shelter in Place: students remain work, 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 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.