



*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

Creekside Elementary

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Welcome Message

Welcome Creekside 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 Creekside Elementary 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 safety.

You can access resources described above:

- [COVID-19 Safety Precautions](#)

Thank you in advance for taking time to review our Creekside 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:

Denise Smith, Assistant Principal

Email: smithd2@issaquah.wednet.edu

Phone: (425) 837-5205

Back up COVID Supervisor:

Amy Allison, Principal

Email: allisona@issaquah.wednet.edu

Phone: (425) 837-5200

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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.

Water Fountain Use

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.

Arrival and Building Entry

- Creekside doors open at 9:10 (you may arrive on campus no earlier than 9:00)
- **Bus:**
 - Students will walk to their line up spots on the blacktop
- **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
 - Students will walk down the sidewalk (next to bus loop) to the back of the school
 - Students will walk to their line up spots on the blacktop
- **Walkers:**
 - Students will be allowed on campus starting at 9:00
 - No parents are allowed on campus
 - Students will walk down the sidewalk (next to the bus loop) to the back of the school
 - Students will walk to their line up spots on the blacktop
- **Building Entry:** Staff will walk students to the classroom by assigned route and entryway.
- 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 grouped together in one cohort. With 2 grade levels at recess, the playground will be split into two zones – sand field and blacktop. Each cohort will have to opportunity to experience both zones every day. For example, if a cohort is on the sand field zone for the first recess, the same cohort will have the blacktop zone for the second recess.
- **Please send students to school dressed for the weather.** Not every recess zone has a covered option.
- Recess equipment will be provided in each zone and will be cleaned 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). 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, students will be on their standing spot to maintain social distancing. Students will sanitize their hands 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

- 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 using designated walking paths.
- Students will wear their masks unless they are eating.
- Students will have assigned seats during lunch.
- Students will either sit on the ground to eat lunch or sit in chairs. Sitting spots will be socially distanced. Chairs will be set up socially distanced to the greatest extent possible in the lunchroom and gymnasium. Chairs will be facing the same direction to mitigate sitting in the direct path of respiratory droplets.
 - If students are eating on a chair, they will have the option to eat their lunch with their tray or lunchbox on their lap as they are sitting on the chair, or they may sit on the floor and place their tray/lunchbox on the chair while they eat.
- Distribution of food will take into account social distancing and be designed to minimize lines, as feasible.
- Doors to the outside will remain open to allow for additional ventilation.
- Chairs will be cleaned and disinfected between mealtimes.
- Students will be dismissed to recess while maximizing social distancing and following assigned routes.

Outdoor Lunch

There will be limited outdoor seating for lunch. Some students may need to eat outside because they themselves are high risk or they have a family member in their immediate household who is high risk. For students for whom eating outside is a requirement due to high risk factors, lunch will look like the following:

- Students will sit on the ground and eat their lunch.
- Students will have assigned seating socially distanced.
- Canopies will be set up to provide cover.

Outdoor lunch is a long-term commitment. Outdoor lunch will occur during different weather elements – rain, snow, etc. In the event of an extenuating weather situation (for example, lightning), students will eat inside for safety. Please send your request for outdoor lunch to Denise Smith smithd2@issaquah.wednet.edu and Amy Allison allisona@issaquah.wednet.edu as soon as possible with the following subject: *Request for Outdoor Lunch*.

Restroom Procedures

- Restrooms will be closely monitored and sanitized throughout the day.
- Masks must be worn at all times.
- Before leaving their classroom, all students will wash their hands or use sanitizer.
- Students will walk on the far right of the hallway to maintain social distancing.
- Upon arrival at the bathroom, students will check the push lights outside the bathroom to see if any stalls are open. If all the lights are on, then all the stalls are occupied. If there are no lights on, then all stalls are available.
- If all lights are on, students will wait in the hallway on a dot, socially distanced from any other students.
- When a stall is available, students will use their elbow to turn the light on and enter the bathroom. When students are done using the bathroom, they will exit the bathroom, wash their hands while standing on one of the dots on the floor by the sink, and then turn the light off by using their elbow.
- When returning to class, students will walk on the right side of the hallway to maintain social distancing
- Re-Entering classroom: wash their hands or use sanitizer.

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.
 - **Isolation 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 Isolation Room, there will be space for social distancing, as well as comforts such as a place to lie down.

What needs come to the Isolation Room:

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

What needs come to Isolation 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 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 area 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 walk student walkers to meet their families on the sidewalk at the top of the bus loop.

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.