Elementary School
COVID Safety Handbook
FOR SCHOOL YEAR 2021 - 2022

Issaquah School District Grades K-5

Endeavour Elementary
26205 SE Issaquah Fall City Road
Issaquah, WA 98029

Issaquah School District, Elementary Education
5150 220th Ave SE, Issaquah, WA 98029
(425) 837-7025

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

Hello Endeavour Jaguars,

This COVID Handbook for students and families has been created to let you know the COVID mitigation procedures that are in place and what the learning environment will be at Endeavour Elementary when students return to full, five-day, 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 at https://www.issaquah.wednet.edu/covid

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

Can’t wait to bring back all of our pieces of our “Jag”-saw puzzle!

Megan Funes
Principal, Endeavour Elementary
WE ARE JAGUARS!
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Environment</td>
<td>4</td>
</tr>
<tr>
<td>Attestations</td>
<td>5</td>
</tr>
<tr>
<td>Arrival Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Dismissal Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Entry/Exit into the Building</td>
<td>6</td>
</tr>
<tr>
<td>Mask Expectations</td>
<td>7</td>
</tr>
<tr>
<td>Restrooms</td>
<td>7</td>
</tr>
<tr>
<td>Recess &amp; Snack</td>
<td>8</td>
</tr>
<tr>
<td>Lunch</td>
<td>9</td>
</tr>
<tr>
<td>Hallway Spacing</td>
<td>9</td>
</tr>
<tr>
<td>Water Fountain Use</td>
<td>9</td>
</tr>
<tr>
<td>Visitors &amp; Volunteers</td>
<td>10</td>
</tr>
<tr>
<td>Health Room &amp; COVID Isolation Room</td>
<td>10</td>
</tr>
<tr>
<td>COVID Supervisor &amp; Support Team</td>
<td>11</td>
</tr>
</tbody>
</table>
Classroom Environment

Upon return to in-person, students will find that some procedures & physical set up of the classroom may look different now in order to keep everyone healthy. What students & 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 & social emotional learning and provide quality instruction in the areas of reading, writing, math with science & 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 & the teachers will wear masks at all times in the classroom & on campus.
- The arrangement of student desks will allow for the recommended distance between each student and still allow for powerful instruction to happen.
  - 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 a safe distance 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 & tables will be disinfected nightly.
- Coats & backpacks and 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 & will be disinfected prior to using again.
- Frequent handwashing & hand sanitizing will occur.
- Students will have recess/mask breaks during the day.
- High touch points such as doorknobs & 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. Use of drinking fountains in the halls will be closed.
Attestations

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

Arrival Procedures

- Students are welcome on campus beginning at 8:55am
- Students will be directed to a grade level specific entrance to make their way to class
  - All students will be given hand sanitizer as they enter the building
- Late arriving students: Dropping students off after 9:15am
  - Pull up along the front curb/drop-off area, contact the office that you have arrived (425-837-7350) & remain in the car
  - A staff member will direct the student when it is safe to enter the building. Students arriving late will need to check into the office before going to their classroom.
- If students are not feeling well, or family members are ill, please keep your student home until symptoms are no longer present.
  - Please contact the attendance line at 425-837-7353 to report your student’s absence
Dismissal Procedures

At the end of the day, teachers will walk their classes out their assigned doors, to the front of the building.

- **Hand sanitizer** will be used as students exit the building
- Students being **picked up by a car** will be escorted to the front pick up area
  - If you are driving onto campus to pick-up a student:
    - Follow all posted signs & the signals of staff
    - Please join the car pickup line & maintain the flow of traffic
    - Please Do not park & get out of your car – remain in your car at all times
    - If your student is not outside when you pull up to the front – you will be asked to circle back around
  - Students will go directly to their car when it pulls up to the pick-up area
    - If students need to wait for their car to pull up, there are standing spots spaced 6 feet apart that students can stand on.
- Students **riding the bus** will walk to the bus area & load the busses upon arrival

Entry/Exit into the Building

Each grade level will be assigned a specific door that they will use to enter & exit the building during arrival, recess, and dismissal.

**Handwashing/Hand Sanitizing**

- Use Hand Sanitizer Spray:
  - as students **ENTER classroom** & when they **EXIT classrooms**
  - as students **EXIT building** & when they **ENTER building**
- Wash hands as often as possible, specifically:
  - Before recess/snack
  - After recess to reduce spread of contamination
Mask Expectations

ALL students & staff are expected to wear a mask when on campus.

- Students will have the opportunity during recess to go to the “Mask Break” area when they are outside
  - See the Recess section for more details
- If a student forgets, loses, or their mask becomes dirty while at school - a new, clean mask will be given to them
- If a student refuses to wear their mask, they will be moved to a separate location away from peers to reduce possible infection and discuss the problem with a staff member
  - Families will be notified to help resolve the issue, if need or may be asked come and pick-up the student from campus if refusal continues
- If a student is unable to wear a mask for any reason, or has a documented medical condition preventing them from wearing a mask, please contact the school as soon as possible to develop a safety plan

Restrooms

- Classes use assigned restrooms throughout the day – restrooms will be assigned based on distance & ease from classroom
  - Only one (1) student per class will be dismissed at a time to use the restroom
  - If all stalls are full, wait on the “Wait Spot” – middle stalls will be closed/locked to ensure distance between students when using the restrooms

- The bathroom located by the gym will be open during recess if students need to use the bathroom while at recess. One student is allowed to be using the bathroom at a time to ensure students are not congregating or crossing cohorts. Markings are on the floor to help students stay distanced at the sink or if waiting.
Recess & Snack

Every grade level will have two 15 minute recesses

- Students will remain in a cohort for recess, with an assigned location. Cohorts will rotate through the different locations throughout the week
  - Recess Location Rotation: Sand Field, Little Toy, Big Toy, Small Covered Area and Sandbox/Blacktop

**Recess equipment (balls, hula hoops & jump ropes) will be disinfected (sprayed) between recesses**
**Personal toys, balls, & play equipment are not allowed at recess**

- **Recess Expectations**
  - Exit/Entrance Doors
    - Use Hand Sanitizer Spray as students EXIT building & when they ENTER building
  - Snack Time
    - Snacks are OPTIONAL
    - Snack will be eaten outside during recess time – students should only eat snacks that they brought from home.
    - No “communal” snacks will be handed out or collected.
    - Snacks can only be eaten in the “Snack Area” under the large covered area
  - Masks
    - Students are to wear their masks during recess, unless they are in an area (such as the field) that physically distancing can be maintained. The exception to this rule is when students are in a designated mask off area under the large covered area. This area is away from the general play area & will be divided so students can maintain social distancing. Once arriving on a designated mark, students will be able to remove their mask & either hold it by the ear straps or put the ear straps around their wrist until they want to put it on.
      - This will also be the area students can go to if they would like to eat their snack.
Please send students to school dressed for the weather. Every student will have outdoor time during the day. Please keep this in mind when getting dressed for the day!

- Not every recess area has a covered option, and while we will have indoor recess when the weather is very rainy or exceptionally cold and windy, we will get outside for recess as much as possible.

Lunch

Students will have lunch every day when they are at school.
- Each classroom will be assigned specific tables in the cafeteria
  - Students will have assigned seats at their tables in order to make sure students maintain a safe distance apart
- Once students are seated, they can remove their masks to eat their lunch
  - When student are done eating, they will be asked to put their masks back on
- A school provided hot lunch will be available to all students
  - Students can bring a lunch from home if they would like
    - Please make sure students can easily open all of the items in their lunch
- We will be working to provide an outdoor seating option for students
  - Outdoor seating will be weather dependent and may require students to sit on the ground to maximize distance between students
  - Additional details will be shared with the community as plans are finalized

Hallway Spacing

Movement through the building will be “one-way.” Students will have assigned entrances/exits to use to come from outside, & routes within the building for each grade level to move from one location to another.

- Arrows will be used to remind students the directions they can move
- Only the sides (not the main section) of the hallways will be used
Water Fountain Use

To limit the congregation of students, & cross contamination, drinking fountains in the hallways will **not be in use**

- Students are encouraged to **bring a personal water bottle** that they can fill at sink in the classroom
- **Drinking fountains in the classrooms will be working.** Teachers will develop a system for use to reduce contamination. Custodial staff will ensure proper cleaning throughout the day

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.

In the meantime, we will implement the following:

- Parents & 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 (425-837-7350)
- Only district approved visitors will be allowed on campus during school hours.
- We will not be inviting special guests, guest speakers, volunteers or other community members to the school.
Health Room & COVID Isolation Room

If students become ill at school, we will have strict protocols to follow. The Health Room will still be used, but not all students will be sent to the Office/Health Room. All classroom and staff on campus will have First Aid supplies to utilize first before sending a student to the Office/Health Room.

- We will have two locations to care for ill or injured children.
- 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 Room** will be used for children who have a symptom or signs of illness that are known COVID symptoms or related to other infectious viruses.
- In both the Health Room & the Isolation Room, there will be space for social distancing, as well as comforts such as a place to lie down and PPE supplies.
- Families will be notified as usual if a student visits the Health Room.
- All families will be notified if their student has a COVID related symptom.
- Students with such symptoms will need to be picked up from campus as soon as possible

**What needs come to Isolation Room:**

- Fever (+100.0) 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

**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

The most current Public Health and CDC guidelines will be used to screen staff or students with possible COVID symptoms.
COVID Supervisor & Support Team

Megan Funes, school principal, is the Endeavour COVID Supervisor. She will be supporting staff & students to ensure all procedures and protocols are being followed to make sure everyone is safe while on campus.

- The Endeavour COVID Support Team is:
  - Tim Hemker – Dean of Students
  - Judy Lunde, RN – School Nurse
  - Ivy Rasquinha – Health Room Specialist
  - Deborah Donohoe – Assistant to the Principal
  - Janine Kotan – Office Professional