Elementary School COVID Safety Handbook
FOR SCHOOL YEAR 2021 - 2022

Maple Hills Elementary
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Welcome Letter

Dear Maple Hills Families,

This Covid Handbook for families has been created to let you know what COVID mitigation procedures are in place and what the learning environment will be like at Maple Hills when students return on August 31st, 2021. 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 HERE.

Thank you in advance for taking time to review our Maple Hills 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,

JoEllen Tapper, Principal

Tracy Magee, Dean of Students

Home of the Eagles!
# Table of Contents

Welcome Letter .................................................................................................................................................. 2
Table of Contents ............................................................................................................................................... 3
Classroom Environment ................................................................................................................................. 4
Daily Schedule .................................................................................................................................................. 5
Attestation ......................................................................................................................................................... 5
Arrival and Building Entry ............................................................................................................................ 5
Recess and Snack .............................................................................................................................................. 6
Restroom Use .................................................................................................................................................. 6
Hallway Spacing ............................................................................................................................................. 6
Water Fountain Use ......................................................................................................................................... 6
Visitors and Volunteers .................................................................................................................................. 6
COVID Supervisor .......................................................................................................................................... 7
Isolation Room ............................................................................................................................................... 7
Mask Refusal .................................................................................................................................................... 7
Dismissal .......................................................................................................................................................... 7
Maple Hills Expectations ............................................................................................................................... 8
Classroom Environment

Upon return to in-person, students will find that some procedures and the 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.
  - It is recommended that you send a couple of masks with your child to school each day.
- 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.
- Please label all personal items (coats, backpacks, lunchboxes) with your child’s name to avoid mix up.
Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:10</td>
<td>Students permitted on campus &amp; when directed may walk on designated pathways to their classroom</td>
<td>One way traffic to avoid cross-direction. Please do not drop students off prior to 9:00 am.</td>
</tr>
<tr>
<td>9:10</td>
<td>School Begins</td>
<td>Staff greet students at classroom door</td>
</tr>
<tr>
<td>10:30-10:50</td>
<td>AM Recess Students may eat a snack</td>
<td>Kinder &amp; 1st Grade</td>
</tr>
<tr>
<td>9:15-3:40</td>
<td>School Day Wednesday – 9:15-1:30</td>
<td></td>
</tr>
<tr>
<td>11:20-12:55</td>
<td>Lunch &amp; Lunch Recess Students attend lunch and lunch recess based on individual grade level schedules.</td>
<td>Students will wash hands in the classroom prior to going to the MPR for lunch before lunch recess.</td>
</tr>
<tr>
<td>1:40-2:00</td>
<td>PM Recess Students may eat a snack</td>
<td>2nd-5th Grades</td>
</tr>
<tr>
<td>3:40</td>
<td>Student Dismissal</td>
<td>Staff walks students to bus &amp; dismissal spots</td>
</tr>
<tr>
<td></td>
<td>1:30 Dismissal on Wednesdays</td>
<td></td>
</tr>
</tbody>
</table>

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

Arrival and Building Entry

Student supervision will be available on campus between 9:00-9:10 am. Whether students are riding the bus or being dropped off in the Parent Drop Off area, they will wait until after 9:00 to begin walking to their class. Between 9:00-9:10 am students will walk along designated routes, in order to avoid cross-traffic and maintain physical distancing, to their classroom door.
Students will be directed to proceed to their classroom via a designated path. The teachers will greet students at their classroom doors. There are markings to help students maintain social distancing standards.

**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 will wash/sanitize their hands before touching any playground equipment after eating. Following Department of Health guidelines, students may take their mask off during recess if they feel comfortable and are in a less crowded area. When playing on the big toy/bark area, students will wear their mask due to limited physical distancing. Each grade level will have a designated zone and students will stay in that zone for both recesses that day.

**Restroom Use**
Students must wash/sanitize hands before leaving the classroom to use the bathroom. One student from each class will be allowed to use the restroom at a time. Each student will be issued a bathroom pass. When a student needs to use the bathroom, their pass is to be placed on one of two hooks on the door prior to entering the bathroom to indicate bathroom is in use. If both hooks are full, the student is to wait socially distanced by standing in the designated space outside of the restroom area. When finished, student must wash hands and remove their bathroom pass from the hook and return to the classroom. They must hand sanitize upon reentry in the classroom.

**Hallway Spacing**
When walking through the building, students must stay to the right side of the hallway and remain six feet (6’) apart. Classes will be provided a designated door to enter and exit.

**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 at Maple Hills, 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 these 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 Maple Hills is our Principal, JoEllen Tapper. In the case that the building COVID Supervisor is unavailable, our Dean of Students Tracy Magee and health room staff are able to help support students and families in staying safe.

Isolation/Care Room
An isolation room will be used if a student starts experiencing COVID or COVID-like during the school day. 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.

Proper PPE will be worn by all in our 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.

Dismissal
Teachers will escort their class via a designated pathway at the end of the day. Students will walk with their class to their designated pick up area and will follow social distancing markers in waiting areas. Students enrolled in Eagle Club will check in with the Eagle Club assistant in the cafeteria.
### Maple Hills Expectations

Following our Soaring Eagle rules of Being Respectful, Responsible, Safe, and Kind throughout our entire building, there may be different expectations for each location. Please help your child review these expectations, as we will also be teaching/reviewing them with the students on a regular basis.

<table>
<thead>
<tr>
<th>Maple Hills Locations</th>
<th>BE RESPECTFUL</th>
<th>BE RESPONSIBLE</th>
<th>BE SAFE</th>
<th>BE KIND</th>
</tr>
</thead>
</table>
| **Playground**        | • Wait your turn  
                        • Be a good sport  
                        • Listen to and follow adult directions | • Care for and return equipment  
                        • Line up when it is time  
                        • Follow recess rules  
                        • Keep your mask with you  
                        • Stay socially distanced | • Sanitize hands before using equipment  
                        • WALK on the pavement  
                        • Use playground equipment the right way  
                        • Keep your own mask to yourself | • Be polite, share and take turns  
                        • Invite others to join you  
                        • Throw your trash away after snack |
| **Hallway**           | • Admire art with your eyes only!  
                        • Voices off – others are working | • WALK directly to your destination (carry a pass when required)  
                        • WALK on the right side of the hallway  
                        • Keep 6 feet distance | • WALKKing feet  
                        • Hands to self the whole time  
                        • Calm body  
                        • Wear your mask when in the hallway  
                        • Sanitize hands before entering hallway | • “Cut free” is the way to be! |
| **Dismissal**         | • WALK with hands and feet to self  
                        • Wait your turn | • WALK directly to where you need to go  
                        • Follow your class dismissal plan  
                        • Stay socially distanced when waiting | • Wear your mask at all times  
                        • Listen to directions from adults & patrol  
                        • WALKing feet at all times | • Be patient in line |
| **In Line**          | • Hands, feet and backpack to self.  
                        • Talk in an inside voice. | • If you leave the line, go to the end.  
                        • WALK directly to your destination  
                        • Keep socially distanced | • WALK with hands and feet to self the whole time  
                        • Eyes forward  
                        • Wear your mask | • “Cut free” is the way to be! |
| **Restroom**         | • Use a whisper voice  
                        • Wait your turn in designated space until the bathroom is available | • Be quick to get back to class  
                        • Report unsafe behavior to a teacher  
                        • Use bathroom passes appropriately | • Sanitize hands before and after leaving class  
                        • Wash hands with soap and water when finished  
                        • Keep floor dry  
                        • Wear your mask | • Flush the toilet  
                        • Throw away garbage |