Elementary School
COVID Safety Handbook
FOR SCHOOL YEAR 2021 - 2022

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NEWCASTLE COVID HANDBOOK
FOR FAMILIES

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Welcome Newcastle 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 Newcastle when students return to 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 HERE

Thank you in advance for taking time to review our Newcastle Hybrid 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.

Dr. Tod Wood
Principal
COVID Supervisors

Any questions you might have can be directed towards our building COVID Supervisors.

- Supervisor - Principal Dr. Tod Wood
- Supervisor Back-Up – Dean of Students Shaun Cornwall

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 that they can fill at sink in the classroom. Drinking fountains in the halls will be closed.

Arrival

Attestation and Temperature

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.

Bus Loop

Students follow 6 feet guidance using paw prints painted on black top from bus loop to the classroom entries in the courtyard (or portables).
Parent Drop-Off Loop
Adults will supervise students exiting vehicles and direct them towards the entry gate while practicing physical distancing. Students follow 6 feet guidance using paw prints painted on sidewalk from parent loop and down the stairs to the classroom entries in the courtyard (or portables).

Walking Students
Upon arrival, walking students will follow 6 feet guidance using paw prints painted on black top and leading to the classroom entries in the courtyard (or portables).

Late Arrivals
Late arrivals will report immediately to the front door where they will check in with our office staff.

Internal Building Mitigation Practices

Mask Wearing by all Staff and Students
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.

Movement in Building
- Everyone should observe 6-foot physical distance spacing between others
- Velcro dots will be placed at 6-foot intervals to indicate appropriate spacing for student movement throughout the building. One color dot will be used along one side of the hallway for students moving in that direction, while a second color will be used on along the opposite side.

Handwashing/Hand Sanitizing
- Teachers will have Sanitizer Spray available and will spray each student’s hands:
  - As students ENTER classroom and when they EXIT classrooms
- Wash hands as often as possible, specifically:
  - Before recess (particularly as students will be eating a snack during this time)
  - After recess to reduce spread of contamination

Student Hydration
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.

Restrooms
- Each grade level will be assigned a specific restroom located in the wing of the building nearest their classroom.

Classroom Cleaning
- In addition to ongoing work by custodial staff, teachers will be provided bottles of disinfectant for each classroom to use at their discretion.
Recess & Snack Time

- Each classroom will be assigned to a specific Play Zone area which will rotate from day-to-day.
- Each student will take his/her packaged snacks when exiting for their non-lunch recess.
- Student will use hand sanitizer as they exit the room to be escorted to the playground.
- Students will be located at distanced locations (as marked) under the cover area in order to eat their snacks before beginning playtime.
- As students finish snacks, they will place their wrappers into a garbage can in this location and continue to their designated Play Zone for the recess (where their para escort will be supervising).
- Masks may be removed during recess unless students are playing in crowded areas. Students playing on the Big Toy Structure should wear their masks at all times.
- At the end of recess, students in each Play Zone will line up with their para to be escorted back to class using the same door and hallway accessed by these students to enter the building in the morning.
- Separate equipment tubs will be provided for each class to use during recess.
- Equipment (balls, hula hoops, etc.) will be sprayed and disinfected following each recess.

Dismissal

- As at all times throughout the day, all students will have hands sprayed with sanitizer prior to leaving their classroom.
  - The parent pick up students will be led by the classroom teacher to parent pick-up loop in front of the school.
  - The bussed students will be led by a para to the bus loop and load students onto buses.
- In the event of delayed buses, students will wait beneath the covered area utilizing six-foot markings to wait in lines for each bus.
- Students waiting for parent pick-up will stand according to six-foot markings along the sidewalk in the pick-up loop.

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.
Protocol for Suspected COVID Illness

Suspected Student Illness

- Classroom Teacher contacts Main Office
- Main Office staff will contact health room staff and COVID Supervisor (Dr. Wood)
  Back-Up Supervisor (Mr. Cornwall)
- The ill student will be escorted by the COVID Supervisor or Health Room Staff to the isolation point (Classroom 163, Portable P6, or benches in front of school if weather permits) Student temperature will be taken right away.
- Once the student is in the isolation area, staff will ask pertinent questions about their illness or symptoms. Staff will follow the COVID-19 Flow Chart as advised by Public Health Seattle and King County.
- The parent of the student will be contacted and asked to come pick up their child.
- Main Office Staff will contact custodian for support in disinfecting areas needed in the classroom and in the isolation space
  - When family arrives, the COVID Supervisor will go through the COVID Screening Flow Chart with the parent, guardian, or caretaker and send a copy home as well.

**NOTE: Contact tracing will begin once a confirmed positive test has occurred with those who have had close contact with the student. A suspected case still means everyone else can come back the next day—assumed healthy until otherwise informed.**

Newcastle administration will follow up by sending “Notification to families that do not have close contact” to families.