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

Middle School
Parent and Student COVID Handbook
FOR SCHOOL YEAR 2021 - 2022

Pacific Cascade Middle School
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Classroom Environment

Students will find that some procedures and the physical set up of the classroom may look different in order to keep everyone safe and 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.

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 teachers will wear masks at all times in the classroom.

· The arrangement of student desks will look different than they may have experienced in the past. Student desks will be arranged in classrooms to meet the physical distance of at least three (3) or more feet between students to the degree possible and reduce the amount of time students are close to each other, dependent on students' ages, and on their developmental and physical abilities.

· 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 3 feet between all involved in the small group.

· ALL desks and tables will be disinfected on a daily and nightly basis.

· There will be no shared materials.

· Frequent handwashing and hand sanitizing will occur.

· High touch points such as doorknobs and railings within the building will receive continuous cleaning throughout the day and night.

***Students are encouraged to bring a personal water bottle.

PPE Requirements and Daily Health and Layered Mitigation Procedures

· Face coverings: Masks are required for all students, staff and visitors while on campus. Disposable masks are available in class and in the Main Office. Students will be provided reminders about the mask requirement and will be educated on proper mask-wearing. Administration will work with students and families if mask-wearing challenges arise. Additional layered mitigation includes 3 feet of physical distancing, ventilation, handwashing and cleaning.

· Temperature and Attestations: Students will not be required to complete a daily attestation prior to coming to school. Additionally, temperatures will not be checked prior to students entering the building. However, students should not attend school if they
have been in close contact with anyone with confirmed Covid 19 or are sick or experiencing the following symptoms:

- Fever above 100.0 degrees
- Chills
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- A sore throat
- Congestion / runny nose
- Nausea or vomiting
- Diarrhea

Desk Cleaning: Time will be allotted at the end of each class period to clean student desks. Classrooms will be provided with a spray bottle of soap and water solution. Teachers will spray down desks and students will wipe their desks before leaving the classroom.

Arrival to Campus Procedures

Students will enter the building at 7:45 a.m. on Mondays, Tuesdays, Thursdays and Fridays and at 9:55 on Wednesdays. Upon entry, students will go directly to their first class (Lynx Life).
**Lunch Procedures:** We will follow the guidance provided by the Washington State Department of Health issued on August 11, 2021. We will maximize the distance between students to the degree possible during lunchtime. This will be accomplished by providing outdoor eating areas when possible, distancing lunch tables, and designating travel (walking) paths.

We will have 6th grade sections at lunch. These will not be completely separate from the rest of the students but will identifiable by staff. Students will eat lunch during their designated time. Students will be directed to lunch tables and/or chairs with designated seating to maintain proper social distancing at lunch. Marks will be visible on available seats so students know where to sit. There is also outside seating options available for students.

Students will have access to lunch provided at school and can enter the kitchen in a one-way, single file line. Signage directing students who need a lunch is visible in the kitchen. Socially distanced stickers will be on the floor to show students where to stand in line so they are properly distant from each other.

Students will remain in their selected seat for approximately the first 15 minutes of lunch. Students may get up to throw their lunch garbage and recyclable items away or return their tray and observe physical distancing in this process. Students should wear their mask any time they leave their seat at the table and when they have finished eating.

When lunch ends, students will be dismissed by school staff at the designated time. Students will adhere to physical distancing norms to move to their next classroom. Our custodians will be sanitizing lunch tables between each lunch.

Students will be required to wear their mask when they are not actively eating or drinking. Students must keep their mask in close proximity (in their pocket or another sanitary location) so that they can put it back on when directed to do so. Students should wear their mask any time they leave their seat at the table. Students will be reminded when lunch ends to ensure their mask is on before going to their next class.

**Restrooms**
Restrooms will be closely monitored and sanitized throughout the day. Students will also be permitted to go to the restroom as needed, provided that all restroom procedures are followed. Restrooms will have a limited capacity and a procedure for waiting which will include waiting in socially distanced designated spot. One student will leave the classroom at a time for the restroom. Only two students will be allowed in the bathroom at a time and two students (max) can wait in designated spots 3ft. apart.
Restroom Procedures

- Before leaving their classroom for any reason, all students will wash their hands or use sanitizer.
- Masks must be worn at all times.
- 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. (2 students per bathroom at a time).
- If both spaces are filled, students will wait outside on a dot, socially distanced from any other students. Max wait of two students for the bathroom.
- There are only 2 waiting spots, if both are full, students must return to class.
- Students sanitize hands before moving vacant sign to occupied outside of the bathroom.
- Upon exit of the bathroom, students wash hands and move sign to vacant before leaving. We recommend students use a paper towel to move the sign back to vacant.
- Re-entering the classroom the students will use hand sanitizer.

Passing Time and Class Entry
When walking throughout the campus students will wear their mask and will maintain at least 3 feet of physical distancing. Students must move purposefully and head directly to their next class. Upon classroom entry, students will sanitize and sit in assigned seat at the direction of the classroom teacher. Hallways will be separated by stanchions to ensure one way traffic is adhered to.

Locker Usage
Lockers will not be in use at this time. Students should plan to access textbooks and other supplemental resources electronically to minimize the number of items the student will carry to and from each location on campus. Students will be allowed to carry a backpack throughout the day to transport laptops and other items students may need. Not having lockers will minimize traffic in the hallways and keep students socially distanced.

Visitors/Volunteers
In order to provide the safest environment possible for our students and staff members, only students and staff members will be allowed in the building at this time. We love our volunteers and appreciate our amazing and supportive parent involvement. We can’t wait to welcome parents back into the building in the future. In the meantime, we will implement the following:
- Parents and family members of students will not be allowed in the building. We appreciate your understanding and cooperation.
• If you need assistance, or need to drop off or pick-up materials, please drop off items on cart in the vestibule by the main office. Inform your child that they can pick the item up at the cart during passing period or lunch.
• Only district approved visitors will be allowed on campus.
• We will not be inviting special guests, guest speakers, volunteers or other community members to the school at this time

**COVID Supervisor/Back-Up Supervisor**
Each building in the district has a COVID Supervisor. This person’s role is to oversee all COVID protocols and to work with district administration on COVID mitigation during in-person learning. The COVID Supervisor is either the school principal or the assistant principal. The backup COVID Supervisor may be another administrator or other support personnel.

**Isolation Room/COVID CARE ROOM**
An isolation room may be used if a student indicates they have any COVID or COVID-like symptoms or symptoms are observed by school staff. The student will be escorted by the COVID Supervisor or school nurse to the isolation room and an assessment for symptoms will be conducted. Proper Personal Protective Equipment (PPE) will be worn by all at all times in the isolation room. The student will be evaluated for exposure, diagnosis, and symptoms.

The King County Public Health screener will be used to determine if the student can remain at school or if the student must go home. If it is determined that the student cannot remain on campus, the parent will be contacted to pick up their child. A school staff member will direct the parent on how to meet their child and school staff will be present to provide an overview of next steps and answer any questions. Any areas of contact in the isolation room will be immediately deep cleaned and disinfected.

**Quarantine guidelines for the 2021-2022 school year**
We want you to be aware of what will happen this year when students must stay home because they were exposed to COVID or become COVID-positive. The Washington Department of Health has made changes to the definition of a close contact for K-12 education. Students may not be considered a close contact if they are wearing their masks and maintaining the new physical distancing guideline of three feet from one another to the degree possible. We will, of course, continue to consult with public health officials as needed, but this means we will likely have fewer students required to quarantine because they are determined not to be close contacts in our schools.

**If a student must stay home from school**
Middle school students who are fully vaccinated and remain asymptomatic will not need to quarantine. In middle school, if a situation arises in which a student is unvaccinated and/or develops symptoms and that student must stay home from school, teachers will use their typical communication channels for any excused absence.
• Teachers will continue to use Canvas as their learning management system. Class materials will be posted on Canvas.
• Teachers will continue to communicate with students via Canvas and email.
• Teachers may also communicate with families via email as needed.
• Teachers can arrange to have hard copy materials available for pick up in the main office if needed.
COVID-19 Return to Work/School Flow Chart

**SCREEN STAFF OR STUDENT FOR COVID-19**

- NO symptoms
- NO COVID-19 diagnosis
- NO close contact of someone with COVID-19

- Had ONLY ONE short-term symptom:
  - Fatigue
  - Headache
  - Muscle pain/body aches
  - Sore throat
  - Congestion/runny nose
  - Nausea or vomiting
  - Diarrhea
  - Symptom lasted less than 24 hours
  - NO close contact of someone with COVID-19

- NO symptoms
- Tested NEGATIVE for COVID-19

- NO symptoms
- Tested POSITIVE for COVID-19

- NO symptoms
- Tested NEGATIVE for COVID-19 but has not been tested

- 1 or more symptoms for any duration
- Tested NEGATIVE for COVID-19
- Tested POSITIVE for COVID-19

- 1 or more symptoms for any duration
- Tested NEGATIVE for COVID-19 and given alternative diagnosis

- NO close contact of someone with COVID-19

- 1 or more symptoms for any duration
- Tested NEGATIVE for COVID-19
- Tested POSITIVE for COVID-19

- 1 or more symptoms for any duration
- Tested NEGATIVE for COVID-19

**CANNOT go to school (person remains isolated)**

Can return to building after quarantining for 14 days from last documented case of COVID-19 in household.

- 14 days since fever resolved (without medication)
- OR 14 days from symptom onset

- Fully vaccinated person (2 weeks after last vaccination) does not need to quarantine after COVID-19 exposure.

- Watch for symptoms for 14 days. If symptoms develop, follow flowchart.

- Physicians and public health officials will advise on continuation of symptoms.

- Fully vaccinated person (2 weeks after last vaccination) should follow the symptom flow chart.

- Fully vaccinated person (2 weeks after last vaccination) should follow the symptom flow chart.

**COVID-19 SYMPTOMS**

- Fever (100.4°F / 38°C or higher)
- Cough
- Loss of taste or smell
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- Muscle pain or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*That are not explained by a preexisting condition, such as asthma.

**A short-term symptom is defined as:** A person has only one of the following symptoms

- Fatigue
- Headache
- Muscle pain or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

AND the symptom begins and resolves in less than 24 hours AND no known COVID-19 exposure (close contact).

A person can return to school the next day if the short-term symptom resolves. A COVID-19 test is not required.

**CLOSE CONTACT DEFINITION**

*Close Contact* includes anyone in one or more of the following categories:

- Been within 6 feet (2 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19

(for example: been coughed on, kissed, shared utensils, etc.)

Public Health will help identify close contacts.

If you’ve been exposed to someone with COVID-19 and you have no symptoms, Public Health recommends the following:

1. Stay in quarantine for 14 days after your last contact. This is the safest option.
2. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing.
3. If the first two options are not possible, stay in quarantine for 7 days beginning after your last contact and if you receive a negative test result (get tested no sooner than day 5 after your last contact). This option depends on availability of testing resources and may not be recommended in some settings.

*Fully vaccinated people (2 weeks after last vaccination) do not need to quarantine after COVID-19 exposure. Watch for symptoms for 14 days. If symptoms develop, follow flowchart.

Updated May 14, 2021. Adapted from document of Health Officers in Clark, Cowlitz, Skamania, and Whatcom Counties.
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 an administrator. If student still refuses to put mask back on they will be brought to a bench in front of the school and the parent/guardian will be called to pick them up. Administrator will then check in with family about mask refusal and inform them if their student refuses to wear a mask they cannot attend in person school. Staff will stay with student until parent/guardian has arrived. 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.

- 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, the staff member will call the main office and have an administrator come work with the student. The student will be asked once to put their mask on. If the student refuses a parent/guardian will be called and the student will be escorted to a bench in front of the school to wait. An Administrator will stay with the student until they are picked up.

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

Safety Drills

- Safety drills will be conducted monthly.
  - Pre-planned safety drills will allow for social distancing.
  - In an unplanned emergency situation, staff will be prepared to make decisions to support student safety.

- When exiting the building in a preplanned safety drill, teachers and staff will guide students to maintain safe social distance.

- When lined up outside (evacuation), staff will help students to spread apart and follow all regular evacuation expectations.

- In a modified lockdown: students remain working in the classroom, allowing for all social distancing.

- In a full lockdown, staff and students will move to a less visible location, using the guidance of safety of lives over distancing in non-drill situations.

- In a Shelter in Place drill, students remain working in the classroom, allowing for all social distancing. Staff will follow Shelter in Place protocols of closing windows and doors.

Library Services
We are looking into how we can utilize the last 15 minutes of lunch for students to use the library in a safe and manageable way. Classes will be able utilize the library and students will be able to check out books while adhering to COVID mitigation protocols.

**Dismissal**
Before leaving the classroom for the day, students will sanitize their hands. Students will leave the campus and head to buses or to the front of the Main Office for parent pick up. Students will maintain physical distancing of 3 feet while they wait to be picked up.

**Performing Arts and PE**
Students will be able to enjoy elective classes such as PE and performing arts with their teachers in the gym or music room. Most of these spaces are quite large and allow for maximized social distancing. Weather permitting, classes may be held outside. Performing arts classes will follow the guidance provided by the Washington State Department of Health issued on August 11, 2021.

**After School Activities**
We plan to offer our typical athletics, clubs, and activities at all middle schools this fall. We will continue to follow the guidance provided by the Washington State Department of Health and other agencies to provide Covid mitigation strategies.

**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 for other reasons not related to COVID-19 symptoms
  - **Care/Quarantine Room:** will be used for children who have a symptom or signs of illness that are known COVID-19 symptoms.
- In both the Health Room and the Care Room, there will be space for social distancing.
- It is very important that students experiencing possible COVID symptoms are picked up promptly.

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
- **Highly recommended that parents/guardians contact our health room about any allergies your child may suffer from or have a diagnosis. This will help in our process of checking on students with runny noses, etc.**