



*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**

Sunny Hills Elementary School

Tim Baynes, Principal

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Sunny Hills Families,

This COVID Safety Handbook has been created to let you know what COVID mitigation procedures will be in place and what the learning environment will be like at Sunny Hills when students return on August 31, 2021. Our district website contains additional resources that we hope you take time to look through. They contain specific and detailed information about district-wide expectations, procedures, and protocols regarding COVID safety.

You can access resources described by [clicking here](#).

Thank you in advance for taking time to review this Sunny Hills COVID Safety Handbook. You will see that we have put forth great effort to support a safe learning community and to comply with guidelines and recommendations from the Washington State Department of Health and Public Health of Seattle and King County. 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.

We look forward to seeing your student in-person at Sunny Hills soon and to continue to partner with you in your student's education. As always, if you have any questions, please do not hesitate to reach out to me or our main office.

Sincerely,



Tim Baynes

Principal, Sunny Hills Elementary School
(425) 837-7401

Table of Contents

- Classroom Environment
- Attestation
- Arrival Procedures
- Building Entry
- Lunch and Recess
- Restrooms
- Hallway Spacing
- Water Fountain Use
- Visitors/Volunteers
- Dismissal
- COVID Supervisor
- COVID Supervisor Back-up
- Isolation Room
- Mask Refusal

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.

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.

Arrival Procedures

Students and families are expected to follow the directions of all school staff upon arrival to school each day. We will no longer be assessing students for symptoms by confirming digital or paper attestations or taking student temperatures upon arrival, as these important practices will be managed at home prior to arriving to school each day. For students arriving to school using private/caretaker transportation, caretakers must remain in the car during drop-off. Caretakers will remain in their vehicles while students leave the vehicle and follow directions of Sunny Hills staff to their designated point of entry. For students walking to school, they will be asked to say “goodbye” to their caretakers before going to their designated points of entry. For students arriving to school using the school bus, Sunny Hills staff will be present to greet students and direct them towards their designated spaces of entry.

Building Entry

Upon arriving at Sunny Hills, students will follow directions of Sunny Hills staff to their designated entrance. All students will line up by class and follow the directions of their teacher upon entry to the building.

After entering the school building, students will report directly to their classroom where they will wash their hands and place coats, backpacks and personal items in designated space.

Lunch and Recess

All students will have an assigned 20 minute lunch period and two 20 minute outdoor recess breaks during which they may eat a snack. When leaving the classroom for lunch, all students will wash their hands before walking to the lunchroom with their class.

Students will attend lunch by grade level and seating will be assigned by classrooms to support social distancing and to minimize transmission of illness during the lunch period. An option for outside seating will be available for students as well. Students may bring lunch from home or get a lunch from the Sunny Hills kitchen.

Following the lunch period, students will be excused by classroom to transition to a recess break outside. The Sunny Hills play area will be divided into zones for this recess time. Students playing in close proximity with others (such as on the playground big toys or in spaces on the sandbox) will be expected to wear their masks. Students who are social distanced while playing may take a mask break while at recess. At the end of the recess period, students will line up by class to re-enter the building. Students will put on their masks and sanitize hands before returning to class.

In addition to a recess break following their designated lunch time, all students will have a second recess time during which they may choose to eat a snack while maintaining social distancing from their peers. After completing snack, students should sanitize their hands before returning to play. Snack recess breaks will be shared by two grade levels.

Restrooms

All restrooms will have modified capacity to support social distancing and students will follow the bathroom use protocol listed below when using the restroom.

- All students will use plastic bathroom cards assigned to their classroom.
- When using the restroom, students will take their card from their classroom, walk to the assigned restroom within their hallway, and check the restroom sign located outside each restroom door for an open bathroom.
- If there is no other card hanging from the hook on the bathroom sign, this indicates that the bathroom is vacant. Then, students would place their card on the open hook. If the hooks on the bathroom sign hold other cards, then students will wait on the social distancing spots located opposite the bathroom door for other students to first exit the bathroom.
- After washing hands, student returns to class with card and places it in the designated location.
- After using the restroom, all students will wash their hands, retrieve their card and return to class.

Hallway Spacing

When walking between different locations inside Sunny Hills, students will stay to the right of each hallway following designated walking routes. Social distancing indicators and directional arrows are located throughout all hallways to support social distancing of at least 6 feet while moving around the school building.

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 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.

Dismissal

Students will walk with their classroom cohort group along the designated route to their end of day location: bus or parent pick-up.

- Students riding the bus will walk with school staff to assigned bus and board the bus.
- Students going home with a parent via car or walking will go to the front of school and practice social distancing at their assigned location while waiting for their parent, guardian or caretaker to arrive at the pick-up loop.
- Parents, guardians or caretakers who are picking up their students via car will remain in their vehicles while traveling through the pick-up loop. Once a car pulls forward to the designated pick-up space, students will walk directly to their vehicle for pick-up.
- Parents, guardians or caretakers who are meeting their students to walk home from Sunny Hills will wait at designated locations for their students. A Sunny Hills staff member will help to locate students from their assigned places in front of the school.

COVID Supervisor:

Cami Przybylski, Assistant Principal
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(425) 837-7425

COVID Supervisor Back-up:

Tim Baynes, Principal
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(425) 837-7401

Isolation Room

When a student presents COVID symptoms while at school, Sunny Hills staff will follow the procedures below including notifying the student's parents or guardians of the situation and making arrangements for appropriate next steps.

- COVID Supervisor or Health Room staff member will support the student to the Isolation Room with direct access to the blacktop and exterior stairs to the main entrance to wait for the parent or guardian to arrive.
- In addition to the exterior door and windows, the Isolation Room is equipped with a bathroom and an air purifier using a HEPA filter to run at all times.
- Once the student is in the isolation area, Sunny Hills staff can ask pertinent questions about their illness or symptoms and then proceed with next steps. Staff will follow the COVID-19 Screening Flow Chart as advised by Public Health Seattle and King County.
- When a student's parent, guardian or caretaker arrives at Sunny Hills, they will call the office to arrange pick-up of their student as necessary outside the building.
- COVID Supervisor will bring the student from the Isolation Room to their parent, guardian or caretaker.
- COVID Supervisor will go through the COVID Screening Flow Chart with the parent, guardian or caretaker and send a copy home as well.

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.