ELIZABETH BLACKWELL ELEMENTARY IN-PERSON FAMILY HANDBOOK

UPDATED: APRIL 13, 2021



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COMMUNICATION

PRIMARY SCHOOL CONTACTS

General questions: Linda Kramer (lkramer@lwsd.org)

Skyward/Attendance: Lisa Nelson (lnelson@lwsd.org)

Health Room: Merrily Foreman (meforeman@lwsd.org)

Health, Safety, or Instruction: Jim Eaton (jeaton@lwsd.org) or Erica Gray (egray@lwsd.org)

BLACKWELL IN PERSON FAMILY HANDBOOK

The information provided in this handbook is based on the school's latest planning efforts and guidance received. This information will be updated periodically. You can access the most recent version of this handbook on the Blackwell Elementary website – Blackwell's Pathway Forward. https://blackwell.lwsd.org/blackwells-pathway-forward

LWSD RETURN TO SCHOOL FREQUENTLY ASKED QUESTIONS

The information provided in the FAQs is based on the district's latest planning efforts and guidance received. Information may change as planning teams progress in their work, new guidance is received from state and local government agencies, and/or regional and state health conditions change. This information will be updated periodically, so it is important to check back regularly.

https://www.lwsd.org/pathway-forward/pathway-forward-faq

LWSD RETURN TO SCHOOL VIDEOS

These videos were created to help families understand the basics of our safety plan for returning students to in-person learning. New videos and translations will be added as they become available. https://www.lwsd.org/pathway-forward/pathway-forward-videos

HEALTH AND SAFETY

PRIMARY CONTACTS

COVID-19 Supervisor: Erica Gray (egray@lwsd.org)

Medical Coordinators: Claire Goveia (cgoveia@lwsd.org); Jody Lallas)jlallas@lwsd.org); Merrily Foreman (meforeman@lwsd.org)

Attestation Coordinators: Meg Stinnett (mstinnett@lwsd.org); Jody Wright (jodwright@lwsd.org); Jon Brewer (jbrewer@lwsd.org)

Security Coordinator: Linda Kramer (lkramer@lwsd.org)

Custodial Coordinators: George Armstrong (garmstrong@lwsd.org); Zach Gilson (zgilson@lwsd.org)

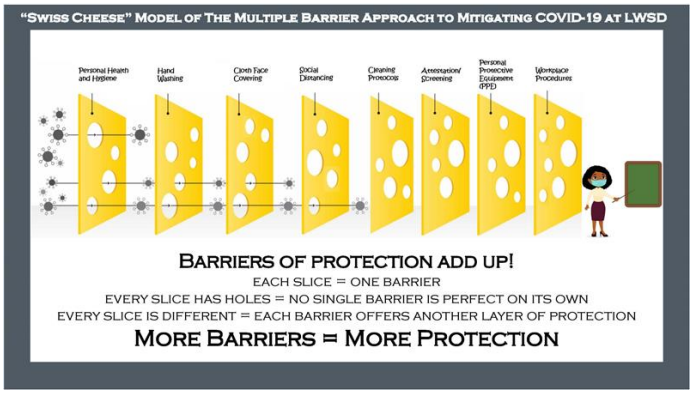
PPE Coordinators: Merrily Foreman (meforeman@lwsd.org); Linda Kramer (lkramer@lwsd.org)

ATTESTATION

GENERAL GUIDANCE

In alignment with the COVID-19 Safety plan, our school has in place processes for a multiple barrier approach to reduce exposure and transmission, which include:

- Personal health and hygiene
- Hand washing
- Cloth face covering
- Social distancing
- Cleaning workspaces
- Attestation/screening
- Personal protective equipment

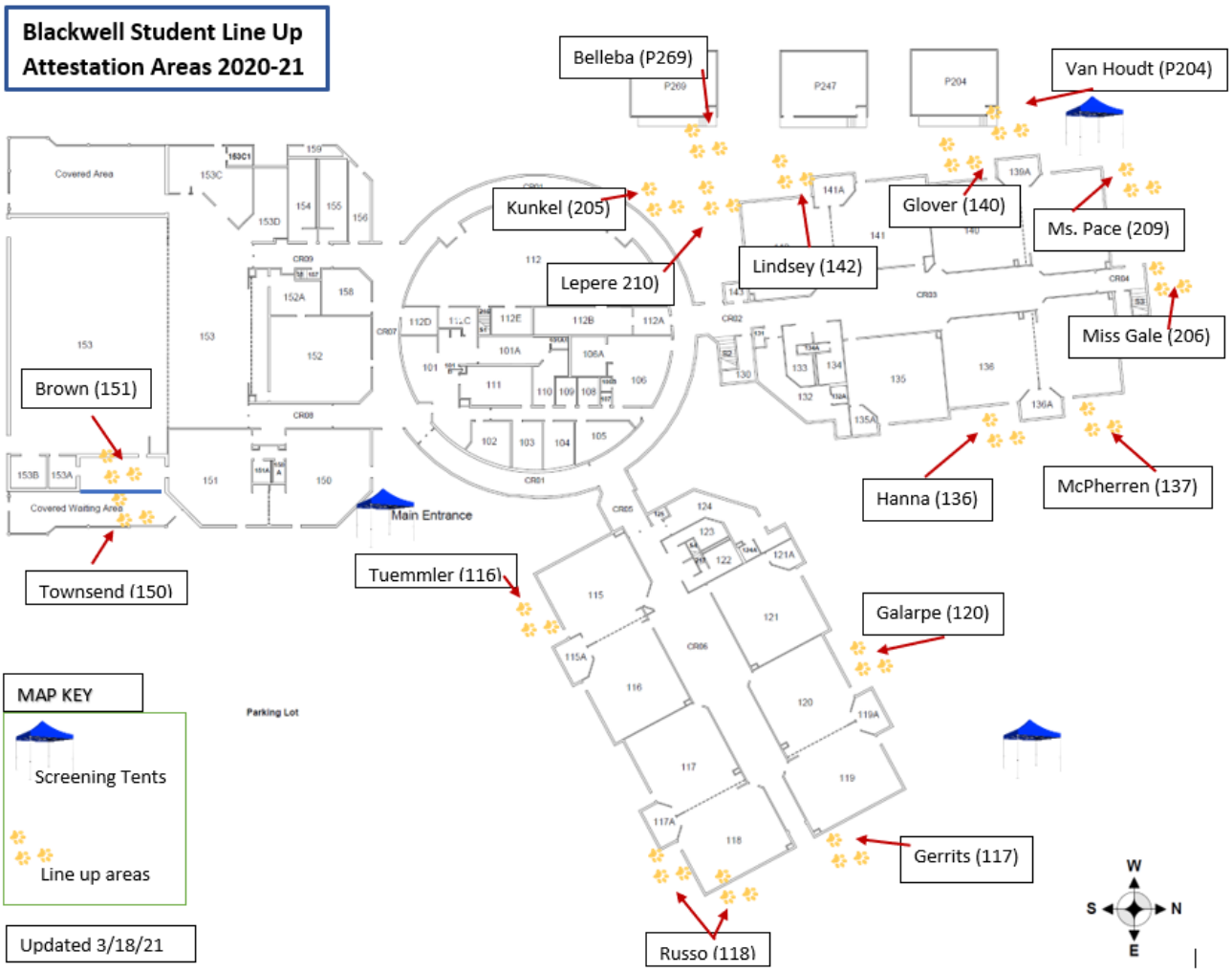


STUDENT HEALTH ATTESTATION: GRADES K-5

Students and staff are required to complete an attestation process before or immediately upon entering the building. Outlined below is the student attestation process.

Prior to arrival: Parents will need to complete a Daily Attestation form and place it the student safety pouch. Pouch is attached to the outside of the student's backpack

- **Upon arrival on campus:** Students (and up to one accompanying adult) go directly to classroom line up areas.
    - Stand on a golden "Paw"
    - 9:15 AM Attestation begins
    - Attestation Form is inspected and turned in to teacher at line up door
    - Teacher takes student temperature
    - Student enters school
- **Students who do not have their attestation completed** will go to our screening station tents. Parents/guardians will be called to verify the screening questions.
- **Late Arriving students (after 9:25):** Go with parent to front school entry to complete Attestation and entry process.



STAFF HEALTH ATTESTATION PROCESS

Staff are required to temperature check within the 2 hours before they arrive to work and to attest to our staff screening/attestation process in the front office. Thermometers are provided for staff to use if they did not temperature check before they arrived, or if they do not have access to a thermometer at home. Staff are required to report symptoms, test results, and exposure to a person who tested positive to COVID-19 to the school principal and school nurse.

VISITOR ATTESTATION PROCESS

Visitors who are on campus for 15 minutes or more are also required to complete our attestation process. We are limiting visitors/volunteers to our school to only essential visitors for special education testing, ELL testing/screening, and other rare occurrences.

MASKS AND PPE

It is required for all people on campus (students, staff and parents) to wear a mask that covers both the mouth and nose (no bandanas or gaiters). There are some instances when a student or staff member may be exempt from this requirement. If you believe your child needs an exemption, please contact the school.



TOO SICK FOR SCHOOL?

DO NOT send your student to school if they are not feeling well. Please contact our school nurse ASAP to discuss your student's illness/symptoms for further guidance. As we make the return to school happen, it is likely that children will begin experiencing normal illnesses. Any child demonstrating symptoms at school will trigger a large-scale response that is very time sensitive for the school and families. A simple call to the school office to excuse an absence can be made to avoid this (425-936-2521). **If someone in your family tested positive or was exposed to a person with COVID-19, you MUST be reported to Erica Gray (egray@lwsd.org), Claire Goveia(cgoveia@lwsd.org), and Jodi Lallas(jlallas@lwsd.org).**

ILLNESS DURING THE SCHOOL DAY

- Health Room: students who do not exhibit COVID symptoms are permitted to use the health room. This includes recess injuries.
- Q-room (Quarantine Room): Students with temperature over 100.4 and/or one or more COVID symptoms will go to the quarantine room.
- Parents will be called for any injuries or illness.

If your child is sent home during the school day, our school nurse will be in contact with you regarding next steps and when your child can return to school. Students may not return to school without clearance from the school nurse.

Help Lake Washington School District stop the spread of illness. We are required to screen all students for symptoms of COVID-19 daily prior to entry to the school. **If you answer 'YES' to any of the following questions, keep your student home and contact your school.**

1. HAS YOUR STUDENT BEEN IN CLOSE CONTACT WITH ANYONE WITH CONFIRMED COVID-19?
2. Does anyone in your household have COVID-19 like symptoms &/or is anyone in your household being tested for COVID-19?
3. Has your student had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

COVID-Like Symptoms:

If your child is experiencing any of the following symptoms within the last 24 hours. PLEASE keep them home and contact your school nurse. If they show any of the following symptoms at school, it is necessary to pick your student up as soon as possible. Return to school must be approved by the nurse after going home sick.

- Fever of 100.4 or above
- **Cough**
- **Shortness of Breath or Difficulty Breathing**
- **Chills**
- **Fatigue ***
- **Muscle Pain or Body Aches ***
- **Headache ***
- **Loss of Taste or Smell**
- **Sore Throat ***
- **Congestion or Runny Nose ***
- **Nausea or Vomiting ***
- **Diarrhea ***
- **Other signs of new illness that are unrelated to a documented preexisting condition.**

*A short-term symptom – if a student has only **one** of these symptoms and the symptom begins and resolves in less than 24 hours (without medication) AND no known COVID-19 exposure (close contact). A student can return to school if the short-term symptom has been resolved for 24 hours, please contact the school even if your student has a short-term symptom. A COVID-19 test is not required.

Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.

Additional Too Sick for School Symptoms:

IF YOUR CHILD HAS ANY OF THE FOLLOWING SYMPTOMS, PLEASE KEEP THEM HOME AND CONTACT YOUR SCHOOL NURSE

CLAIRE GOVEIA- CGOVEIA@LWSD.ORG OR JODY LALLAS- JLALLAS@LWSD.ORG

- **Scabies**
- **Rash**
- **Ear infection**
- **Eye infection**

Tips to Stay Well:

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

- **Stay home**
- **Social distancing**
- **Avoid group gatherings**
- **Wear a mask**
- **Wash hands or use hand sanitizer**
- **Avoid touching your eyes, nose, or mouth**
- **Avoid contact with people who are sick.**
- **Cover your mouth/nose when coughing or sneezing**

STUDENT TRAVEL

Washington state Department of Health is currently recommending a 14-day self-quarantine for any person travelling outside of the state or returning from another state. If you have recently travelled, or have plans to travel, outside of the state, please contact Blackwell to let us know the days that your child will not be attending in-person instruction.

While self-quarantining, students signed up for in-person learning will be able to participate in their classroom through Teams meetings and asynchronous activities provided by the teacher. A natural harvest of in-person materials will be provided in student materials pick up folders as they become available. Students self-quarantining who continue to access their daily remote education will not be marked as absent. Teachers are unable to LIVE stream in-person instruction. In addition, students cannot be placed in another, fully remote classroom, during their absence.

SCHOOL ROUTINES AND PROCEDURES

AM ARRIVAL

- No students on campus before 9:05 AM. Students will not be admitted into the building until 9:15 AM. Please make sure your child is dressed for all weather accordingly.
- Students need to report directly to their classroom line up area and wait on a marked "paw" spot. Play structure and recess areas are off limits.
- Blackwell staff temp check and check attestation papers at the classroom doors.
- If no attestation form, students will be escorted to the screening area tents. Staff will call to complete attestation process with parent.
- Adults who wait with their student MUST wear a CDC-approved face covering

AM ENTRY

- Students will be admitted into the building beginning at 9:15 AM.
- Students enter building in single file line.
- Teachers/staff supervise to ensure masks are worn correctly, covering mouth and nose
- Teacher provides hand sanitizer to each student as they enter the classroom.
- Classroom dampers will be open, along with other ventilation protocols. The classrooms will be colder than usual on cool days and warmer than usual on warm days. **Please dress your child accordingly.**

ATTENDANCE

- Attendance is taken in Skyward, any change throughout day should be emailed to lnelson@lwsd.org and the classroom teacher
- Please report absences to Safe Arrival (425-936-2521) or email lnelson@lwsd.org
- Tardies will not be recorded until 9:25.
- All students who arrive late (after 9:25) should report to the front office screening station

UNPACKING

- Student will follow classroom unpacking procedures as directed by their teacher.
- Students go directly to their desk upon entering the classroom.

SNACK

- Students will eat snack outside their classroom (outdoors, hallways, commons, or non-instructional classrooms) prior to or at the conclusion of recess; students are not permitted to eat or drink in the classroom.
- Students must bring snack from home.
- **Students must be able to open snack packaging without help.**

WATER

- Students may bring a recyclable or reusable water bottle; drinking fountains are closed.
- Students may not drink water in the classroom. Water is only permitted to drink outside the classroom or at snack time.

RECESSES

- Recess is being redesigned to occur in designated zones with only their classroom cohort.
- Students may not bring personal recess equipment from home.
- Classes will be assigned playground zones to play in each day.
- Students must wear masks and keep recommended social distancing during recess.
- Modified games will be taught to students to adhere better to social distancing.

HANDWASHING AND HAND SANITIZER

Students will wash hands with soap and water:

- Upon reentering classroom from recess if visibly dirty.
- In the restroom after using the bathroom.
- After coughing or sneezing
- Whenever hands are visibly dirty.

Students will use sanitizer or wash hands:

- Prior to eating or drinking
- When entering the classroom upon arrival
- After water breaks
- Between snack and recess
- Upon reentry to class from another space
- Prior to leaving the classroom for dismissal

RESTROOM

- Students always keep mask on in the restroom.
- Classrooms will be assigned to nearest restroom.
- Limited number of students in the restroom. Students may wait on a designated area outside the restroom.
- Students will wash hands with soap and water after using the restroom.
- Students get pump of hand sanitizer upon entering the classroom or use a touchless dispenser.

PACKING UP

- Students pack their own belongings.
- Students wait at desk until teacher dismisses the class.
- Items that travel between home and school should be minimized.

PM DISMISSAL

- Adults meet students outside their classroom doors (walkers) or at the car pick up line.
- Students and adults keep masks on, maintain physical distance, and don't form groups on campus.
- Adults picking up students are required to wear a CDC-approved face covering while on campus.
- Parents/guardians are encouraged to pick up students and promptly leave campus; our playground and play structure remains closed until 4:00pm.

LUNCH

- Students will eat lunch on campus social distanced at 6 feet.
- A free Grab and Go lunch will be available to students.
- Lunches will be eaten outside following safety guidance.
    - On inclement weather days, students will eat lunch inside following safety protocols.

SCHOOL SUPPLIES

Blackwell will provide all typical school supplies for classroom use. At school, students will have their own school supplies and will not share them during the pandemic. Any shared classroom supplies will follow safety protocols.

FACILITIES AND CUSTODIAL SERVICES

SOCIAL DISTANCING IN THE CLASSROOM

All classrooms have been arranged so students are sitting in individual desks with 3 feet of distance between them. Student desks are also arranged to face in the same direction, and most other furniture has been removed from the classrooms to allow for additional space when students need to walk through the room. Student to student distance is 3 feet unless eating, then 6 feet. Adult to student distance is always 6 feet.

SOCIAL DISTANCING IN THE HALLWAYS

Hallways have been designed to encourage social distancing and traffic flow. Students will be taught to use the proper direction when moving throughout the building. When transitioning with a class, students may use a knotted rope to maintain social distance.

CLEANING AND DISINFECTING

Our custodial staff will clean and disinfect classrooms daily. Teachers also have access to disinfecting spray. In the event of a positive case, the classroom will be evacuated to a different learning space and a deep clean of the classroom will occur. The school will follow health/safety and notification procedures outlined in the COVID-19 Safety Plan.

Students will have access to touchless hand sanitizer stations, pump hand sanitizer, and opportunities to wash their hands built into the school day schedule. Students will be taught to wash hands for 20 seconds, and to use good personal hygiene. Sinks will be supplied with soap and paper towel.