

# ELIZABETH BLACKWELL ELEMENTARY COVID-19 STUDENT & FAMILY HANDBOOK

UPDATED: SEPTEMBER 9, 2021

Highlighted areas are changes with this edition



# CONTENTS

Communication.....	3
Primary School Contacts .....	3
Blackwell In Person Family Handbook .....	3
LWSD Return to School Frequently Asked Questions.....	3
LWSD Return to School Videos .....	3
Health and Safety.....	4
Primary Contacts.....	4
Health Guidance .....	4
General Guidance .....	4
Student Health Attestation: Grades K-5 .....	4
Staff Health Process .....	5
Visitor Process.....	5
Masks and PPE .....	6
Too Sick for School? .....	6
Illness During the School Day.....	6
Student Travel.....	8
School Routines and Procedures .....	8
AM Arrival .....	8
AM Entry .....	8
Attendance .....	8
Unpacking .....	8
Snack .....	8
Water .....	8
RecessEs.....	9
Handwashing and Hand Sanitizer .....	9
Restroom .....	9
Packing up.....	9
PM Dismissal.....	9
Breakfast & Lunch.....	10
School Supplies .....	10
Facilities and Custodial Services .....	10
Social Distancing in the Classroom .....	10
Social Distancing in the Hallways.....	10
Cleaning and Disinfecting .....	10

## **COMMUNICATION**

### **PRIMARY SCHOOL CONTACTS**

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

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

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

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

Medical Coordinators: Anna Ellis ([aellis@lwsd.org](mailto:aellis@lwsd.org)); Merrily Foreman ([meforeman@lwsd.org](mailto:meforeman@lwsd.org))

Custodial Coordinators: Teddy Postadan ([tpostadan@lwsd.org](mailto:tpostadan@lwsd.org)); Helen Clemente ([hclemente@lwsd.org](mailto:hclemente@lwsd.org))

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

## HEALTH GUIDANCE

### GENERAL GUIDANCE

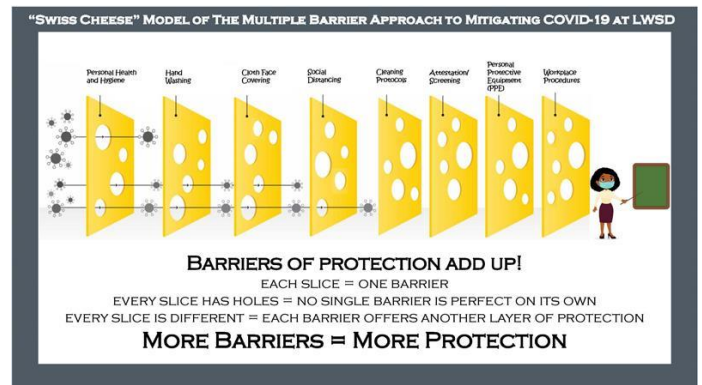
In alignment with the COVID-19 Safety plan, our school has in place processes for a multiple barrier approach to reduce exposure and transmission, which include:

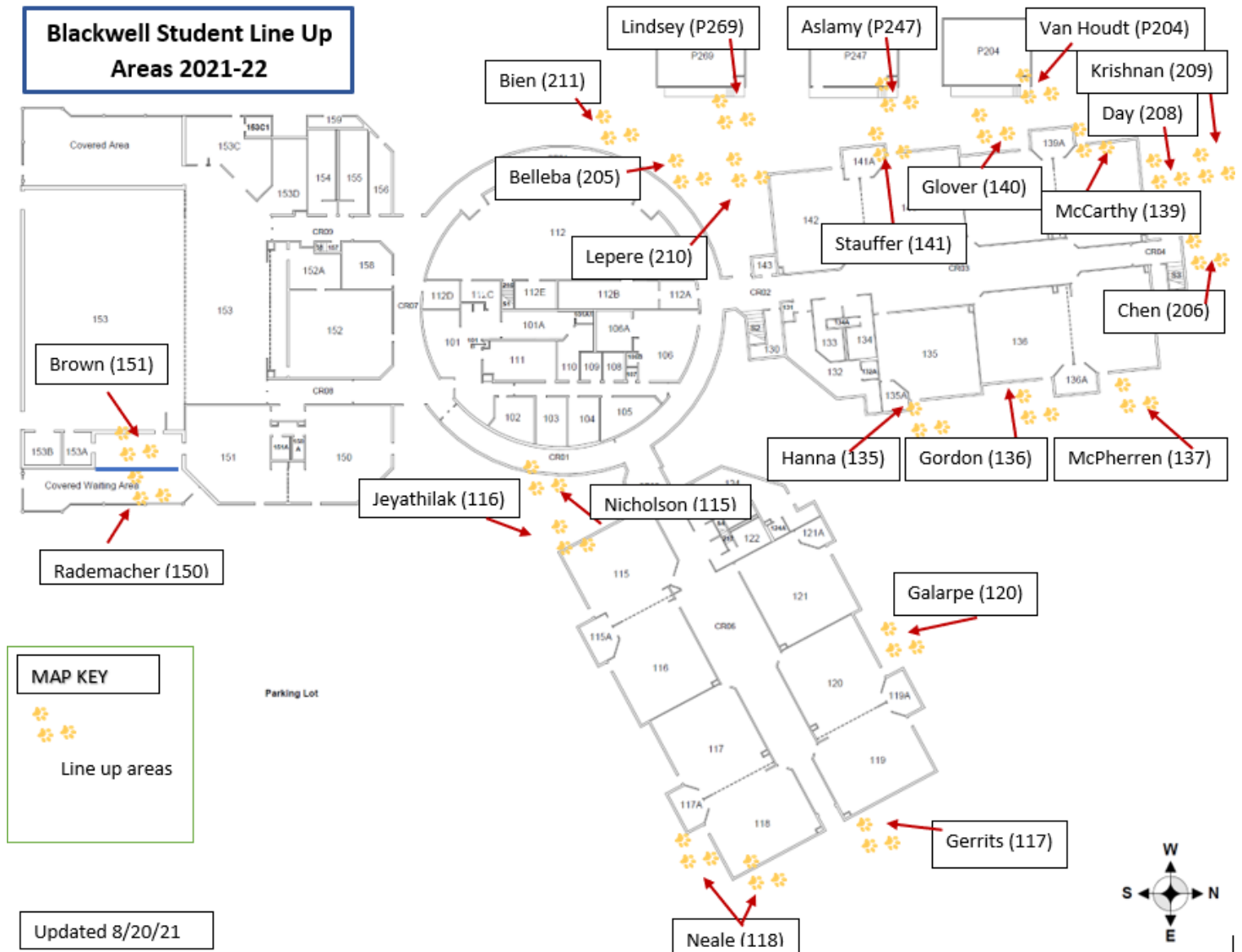
- Personal health and hygiene
- Hand washing
- Cloth face covering
- Social distancing
- Cleaning workspaces
- Personal protective equipment

### STUDENT HEALTH ATTESTATION: GRADES K-5

Students and staff are no longer required to complete a daily attestation process before entering the building.

- **Upon arrival on campus:** Students (and up to one accompanying adult) go directly to classroom line up areas.
  - Stand on a golden or blue "Paw" to ensure 3 ft. social distancing
  - Student enters school





## STAFF HEALTH PROCESS

There is no longer a formal daily attestation process. Staff are required to wear masks when students are present or expected to be present in the building. If staff are sick or experiencing COVID symptoms, they are expected to stay home until symptoms are gone and/or a negative COVID test is acquired.

## VISITOR PROCESS

There is no longer a formal daily attestation process. Visitors who are in the building are required to wear a mask. Visitors/volunteers will not be allowed in classrooms/shared learning spaces.

## MASKS AND PPE

It is required for all people on campus property (students, staff and parents) to wear a mask that covers both the mouth and nose (no bandanas or **single layer** gaiters). There are some possible 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](mailto:egray@lwsd.org)) and Anna Ellis ([aellis@lwsd.org](mailto:aellis@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 or health room secretary 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. **Close contacts who are fully vaccinated and do not have symptoms do not need to quarantine but should watch symptoms.**

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.

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

*\*A short-term symptom – if a student has **only one** of these symptoms and the symptom begins and resolves in less than 24 hours, no known COVID-19 exposure (close contact) then they can return to school as long as it has been 24 hours since the symptom has resolved. If a student or anyone in the household has only one of these symptoms and the symptom begins and resolves in less than 24 hours and no known COVID-19 exposure, a student can return to school.*

**Please contact the school even if your student or anyone in your household has a short-term symptom. A COVID-19 test is not required.\***

## **Additional Too Sick for School Symptoms:**

If your child has any of the following symptoms, please keep them home and contact your school nurse

**Anna Ellis** ([aellis@lwsd.org](mailto:aellis@lwsd.org))

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Scabies</b> | <input type="checkbox"/> <b>Ear infection</b> |
| <input type="checkbox"/> <b>Rash</b>    | <input type="checkbox"/> <b>Eye infection</b> |

## **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.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Stay home</b>              | <input type="checkbox"/> <b>Wash hands or use hand sanitizer</b>                |
| <input type="checkbox"/> <b>Social distancing</b>      | <input type="checkbox"/> <b>Avoid touching your eyes, nose, or mouth</b>        |
| <input type="checkbox"/> <b>Avoid group gatherings</b> | <input type="checkbox"/> <b>Avoid contact with people who are sick.</b>         |
| <input type="checkbox"/> <b>Wear a mask</b>            | <input type="checkbox"/> <b>Cover your mouth/nose when coughing or sneezing</b> |



## STUDENT TRAVEL

Washington state Department of Health is currently recommending all persons follow the [CDC Travel Guidance](#) 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.

## 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.
- Adults who wait with their student are recommended to 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](mailto:lnelson@lwsd.org) and the classroom teacher
- Please report absences to Safe Arrival (425-936-2521) or email [lnelson@lwsd.org](mailto: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

### UNPACKING

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

### SNACK

- Students are now permitted to eat or drink in the classroom. Teachers will share their process for snacks in the classroom following our current guidance.
- 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 open.
- Students may remove mask temporarily to drink water in the classroom.



## 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 are recommended to 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 be encouraged to 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
- Before and after 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 seat 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 guardians are encouraged to keep masks on, maintain physical distance, and don't form groups on campus.
- Adults picking up students are requested 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.

## BREAKFAST & LUNCH

- Students will eat breakfast and/or lunch on campus social distanced at 6 feet and to the extent possible.
- Free meals will be available to students.
- Breakfasts and Lunches will be eaten outside following safety guidance.
  - On inclement weather days, students will eat inside following safety protocols which includes being 6 feet apart.

## SCHOOL SUPPLIES

At school, students will have their own [school supplies](#) and will be encouraged to limit sharing them during the pandemic. Any shared classroom supplies (e.g. textbook) will follow safety protocols.

## FACILITIES AND CUSTODIAL SERVICES

### SOCIAL DISTANCING IN THE CLASSROOM

All classrooms have been arranged so students are sitting with 3 feet of distance between them to the extent possible. Student desks and tables are also arranged to maintain 3 feet of distance between students to the extent possible, 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 to the extent possible. Adult to student distance is always 6 feet. Close contact guidance will be followed to the extent possible throughout the day.

### 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.