

PATHWAY FORWARD

A Guide for Lake Washington School District K-5 Families



The **Lake Washington School District Guide for K-5 Families** is designed to highlight many of the ways we are modifying our operational practices as we reopen schools to keep students and staff as safe as possible.

We continue to work on plans for the return of more students to campus and will provide additional information on these plans to families and staff as they develop.

Thank you for reading this guide and partnering with us for the safety of all students and staff.

For the latest updates and information on our Pathway Forward plan, visit www.lwsd.org/Pathway-Forward.

Starting in February, we will begin bringing our youngest learners back into classrooms (as of March 3, 2021):

- Thursday, February 18: Kindergarten & First Grade Students
- Thursday, March 18 and Friday, March 19: Grade 2-3 Students
- Monday, March 29 and Tuesday, March 30: Grade 4-5 Students

Guiding Principles

The following guiding principles and commitments at the center of our work.

- Protect the health and well-being of students, staff, and families.
- Proactively address inequities related to race, ability, socio-economic status, and language that have been exacerbated by the pandemic.
- Educate each student.
- Ensure active, consistent and meaningful connections with each student.
- Engage our families.



The Return to School Task Force and workgroups have been tasked with developing flexible plans that:

- Mitigate and minimize the spread of Coronavirus in accordance with health agency guidance;
- Keep staff and students safe and support social-emotional well-being and interactions
- Prioritize inclusive access to learning for each student;
- Enable staff and students to return to learning in ways that are significantly better than during our closures this year;
- Support families.

Creating safe and healthy schools and district facilities for students and employees is our top priority. Lake Washington School District partners with Seattle/King County Public Health to make a range of decisions for our school community. This partnership includes close communication and consultation to ensure that health of students, families and staff.

Here are some of the steps we all can take to keep each other safe:

Stay Well:

- Wash your hands regularly (for at least 20 seconds each time).
- Watch your distance (maintain physical distance of six feet).
- Wear your mask.
- Stay home if you are sick.

Daily Health Check:

- Families should check their students and other family members before coming to schools.
- Employees will also be check themselves and their families prior to coming to work.
- If there is any concern that you or someone in your immediate household is sick or exhibiting possible COVID symptoms, **stay home**.

Responsible Reporting:

- If you, or someone in your immediate family, has tested positive for COVID-19, is awaiting a COVID-19 test result, or has had direct contact with a positive case of COVID-19, **please report it**.
- Employees should report a positive result to their building's COVID-19 Supervisor immediately.
- Families and students should report a positive result to the school nurse or school administrator immediately.



Lake Washington School District

4 Learning Communities
1 District
4 All Kids



According to the Centers for Disease Control (CDC), symptoms of COVID-19 include:

- fever of 100.4 or above
- cough
- shortness of breath or difficulty breathing
- chills
- fatigue
- muscle pain or body aches
- headache
- lost sense of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea, and/or
- other signs of new illness that are unrelated to a documented preexisting condition.

LWSD's COVID Safety Plan, Emergency Coordination Center (ECC), and Positive Case Response Team are in place to quickly respond to cases in our population, provide next steps and support, maximize safety, maintain privacy, and ensure continuity of learning throughout quarantine.

Face Coverings

Masks are required on all campuses and buses

Face coverings protect you from COVID-19 and helps prevent the spread of the virus to others. All employees, students and building visitors shall wear protective face coverings consistent with the order of the Washington State Department of Health and the District's Safety Plan. Face coverings are required in all public indoor spaces and outdoor spaces when people cannot remain six feet apart.

Exceptions may be made per conditions and a process outlined in the District's Safety Plan. Staff should work with their building COVID-19 supervisor regarding alternative options for face coverings.

LWSD will provide cloth and disposable face coverings to all employees and students.

Staff and students may use their own face coverings if they meet the Center for Disease Control (CDC) guidelines listed below. If a student or staff member forgets to bring, misplaces or loses their face covering, a disposable 3-ply mask will be available for use for the remainder of the day.

The CDC describes a cloth face covering as:

- Fabric covering over mouth and nose.
- Fit snugly, but comfortably and against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

The CDC has found that gators, bandanas and scarves are not as protective as cloth face masks.

Therefore, they are not an acceptable form of face covering.

Signage is posted to enforce face coverings, personal hygiene and transmission prevention practices.

Classrooms: Face coverings are required for students and staff in classrooms.

- **Large Spaces:**
 - Face coverings are required for students and staff in the cafeteria, commons, gym, playground, outside and open spaces.
 - Building activities will be modified to limit large groups.
- **Recess:**
 - Face coverings are required during recess.
 - Students may remove masks to take a short "mask break" outside as long as 6 feet of social distancing can be maintained.



Health Screening/Attestation

Students and staff must complete a health check each morning to attest they have no symptoms of COVID-19 or contacts with people who have tested positive for COVID-19.

Attestation and/or screening of all persons upon entry is an effort to limit access to anyone that has symptoms of COVID-19 to district facilities. This process is required by The Office of Superintendent of Public Instruction (OSPI), as well as the Department of Labor and Industries (L&I). (Paper copies are available if needed; the Health Check website is available in multiple languages).

Here are the definitions of health screening and attestation to provide more context to these actions:

- **Screening** - the process by which a person is asked by someone else (the screener) if they have specific symptoms or have been in contact with someone with symptoms. If the person answers no to all questions, the screener takes their temperature. If their temperature is **under 100.4**, they can proceed into the facility.
- **Attestation** – the process by which a person attests (confirms) that they are symptom-free, have not been around someone with symptoms, and that their temperature is under 100.4 in the last two hours. This can be done verbally, with a submitted form, or by signing a roster.

The form is titled 'COVID-19 Elementary Student Attestation Form' and is dated 'FEBRUARY 2021'. It is a 'Supplemental Document for: COVID-19 Supervisor, Attestation & Screening Coordinator'. The form includes fields for 'STUDENT NAME', 'DATE', 'SCHOOL', and 'GRADE/TEACHER'. It contains a list of 14 symptoms to check for, such as 'Fever of 100.4 or above', 'Cough', 'Shortness of Breath or Difficulty Breathing', 'Chills', 'Loss of Taste or Smell', 'Sneezing*', 'Muscle Pain or Body Aches*', 'Headache*', 'Sore Throat*', 'Congestion or Runny Nose*', 'Nausea or Vomiting*', 'Diarrhea*', and 'Other signs of new illness that are unrelated to a pre-existing condition (such as seasonal allergies)'. It also includes a section for 'Household Exposure' and a final attestation statement signed by the parent/guardian.

The expectation is that all persons entering LWSD facilities must first provide an attestation that they meet the criteria outlined by OSPI and L&I for entering a District building. Each LWSD facility will have a station or stations set up for this purpose at predesignated area(s) to facilitate this process as quickly as possible.

- All students entering a school must have a Daily Student Attestation form submitted or complete the screening process by the Attestation Screener:
 - A parent/guardian must be called if elementary students or non-verbal students show up without a form, and they must attest over the phone. The student will then be logged as “Screened” on the log sheet.
 - Students on site for less than 15 minutes (picking up materials, for example) can enter via the visitor log with no form.
 - Secondary students can complete the form on site if they do not have a filled-out form.
- Staff will also perform a visual check, or health screening, to look for signs and symptoms of COVID-19.
- If a student or staff member exhibits any COVID-19-like symptoms, they will be asked to stay home.
- Staff members will take the temperature of students upon arrival at the school.
- A quarantine room (Q Room) will be available for students who experience symptoms at school while they await pick up.
- A separate health room will be available for any non-COVID related issues.

Attestation forms (in multiple languages) can be found on the LWSD website here:
<https://www.lwsd.org/attestation>.

At this time there is no change to our offering of transportation services, however our ability to transport all students may be limited due to special education routes and a reduced number of drivers. A survey has been sent to K-5 parents to determine who plans to have their child ride the bus and routes will be developed based on that input. We anticipate reduced ridership which will help support physical distancing. If numbers exceed our ability to transport, adjustments may need to be considered such as increasing walk zones and reconfiguring routes.



Attestation/Screening

Parents must evaluate students for symptoms of illness and take students temperature **PRIOR** to sending them to the bus stop. If their student is sick, the parent would need to keep them home from school.

Protocols for all Drivers and Students

- Bus drivers have all been trained with COVID-19 Safety Protocols.
- Students will wear a mask and maintain physical distance while waiting at the bus stop.
- Masks are required while on the bus.
- All windows at the front and rear of the bus and all roof hatches will be open to maintain proper ventilation and to create a circulation of air flow – students should dress appropriately for the bus ride.
- In the morning, at the bus stop, students will load and fill the seats from back of the bus to the front of the bus.
- Students should sit one student per seat as much as possible to maximize physical distancing. If students need to share seats, they should always remain seated and facing forward.
- Siblings/household members should always sit together in the same seat.
- At the school, the driver will remind students to remain seated. Students will exit the bus from front to back.
- In the afternoon going home, students will load the bus from back to front based on bus stop – last bus stop in the back, first bus stop in the front.
- Eating and drinking on the bus is not allowed.
- Students should maintain physical distance when entering and leaving the bus.
- Each bus will have high touch points, including seats and handles cleaned between routes and will be spray-disinfected at the end of each day.

III Student onboard

- If a student appears to be ill while onboard the student will be assigned to a specified row
- Driver will call dispatch to notify the school
- The student will be sent to the Quarantine Room or Q Room upon arrival

Bus Assignments

- Routes for Grades 2-3 will be communicated out to parents no later than March 17. Routes for Grades 4-5 will be communicated out to parents no later than March 26.
- Information can also be found on the Transportation website at <https://www.lwsd.org/programs-and-services/transportation>.

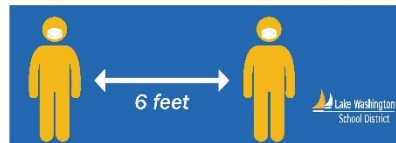
All schools in Lake Washington School District are working hard to create safe physical spaces for students and staff. The specifics of physical distancing will look different from school-to-school, here are some details that will be consistent from school-to-school:

Classroom Set-up

- Desks will be set up to facilitate 6-feet of physical distancing.
- We will limit the use of shared materials.
- Instruction will be redesigned to minimize interactions within the 6-foot zone.

Stay Healthy Reminder

Stay Six Feet Apart



Attestation/Arrivals

- Families will receive school-specific information about arrival and dismissal procedures.
- Parents/guardians who drive students to school will have a designated drop off/pick up area and should remain in their cars. Designated entry and exit points will be used to ensure physical distancing.

Recess

- Masks are required at recess.
- Students may remove masks to take a short “mask break” outside as long as 6 feet of social distancing can be maintained.
- Students will be encouraged to physically distance while staying with cohort groups.
- After recess, students will be required to wash their hands or use hand sanitizer.

Snacks

- Students will not eat or drink in the classroom.
- Students needing to eat or drink outside of scheduled times will do so in supervised, designated areas outside of the classroom. Students will remain physically distanced.
- Students will only remove their mask once they have reached the designated area and are instructed to do so. Students will use hand sanitizer before touching their masks.
- Once students are done with their food/drink they will be instructed to use hand sanitizer and then put their masks back on. Students will wash their hands or use hand sanitizer prior to returning to the classroom.
- Schools will have additional masks should a student damage or misplace their mask.

Meals

- Students who wish to receive free meals will be able to take home a grab-and-go bag consisting of a lunch and breakfast at the end of each day.

Hallways

- Signage encourages students to maintain 6 feet of distance in hallways and common spaces.
- Transition times will be staggered to limit the number of students in hallways at any given time.
- Signs around buildings also reinforce handwashing, physical distancing and face coverings.
- Hand sanitizer stations have been installed throughout buildings.

Bathrooms

- Bathroom capacity will be limited, and students should wait outside when capacity is reached.

Hand Washing

To prevent the spread of germs, the Centers for Disease Control recommends washing your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands. Hand sanitizer does not replace good handwashing practices.

- Students and staff will be required to wash or sanitize hands upon entering the building and will be asked to wash and/or sanitize hands frequently throughout the day.

Stay Healthy Reminder

Wash Hands Regularly



Wash for 20 seconds.



Sanitation

- We have implemented enhanced daily sanitization of high touch areas such as door handles, faucets, and railings.
- We are providing hand sanitizer stations throughout the school. In the event of an active COVID-19 case in one of our buildings, we will utilize electrostatic sprayers for deeper cleaning. (Electrostatic spray uses a solution that is combined with air and atomized by an electrode inside the sprayer. The spray contains positively charged particles that are able to aggressively adhere to surfaces and objects.)

Ventilation

- The flow of fresh air will be maximized throughout every building.
- All air filters throughout the district were replaced prior to occupancy and have a minimum rating of MERV-10.

Visitors

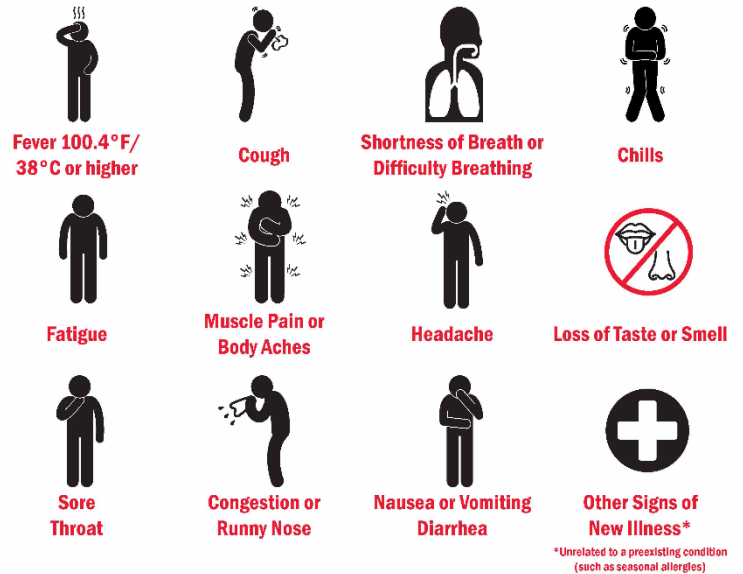
- Visitors are limited to those deemed essential.
- Parents and guardians are not permitted on campus during in-person learning.
- Drop-off of items is limited to critical items only, such as medication.
- Drop-off of items deemed non-critical are prohibited (instruments, homework, projects, etc.).

Volunteers

- For any essential in-person volunteering in our schools requested by a staff member, the volunteer:
 - must be an approved LWSD volunteer,
 - will need to go through the same attestation process/screening process as required for staff to be in the building, and
 - will follow all safety protocols, including wearing a mask at all times and meeting physical distancing requirements.

The most common symptoms per Centers for Disease Control (CDC) include:

- fever of 100.4 or above
- cough
- shortness of breath or difficulty breathing
- chills
- fatigue
- muscle pain or body aches
- headache
- lost sense of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea, and/or
- other signs of new illness that are unrelated to a documented preexisting condition.



For ill persons without known exposure to a confirmed COVID-19 case who are experiencing COVID-19 symptoms:

- If COVID-19 testing is not performed – stay home for 24 hours after the fever has resolved (without the use of medications) and symptoms have improved AND 10 days have passed since symptoms first showed up. Please contact the school nurse for guidance on when to return to school.
- If COVID-19 testing is negative – stay home until 24 hours after the fever has resolved (without the use of medications) and symptoms improve. Please contact the school nurse for guidance on when to return to school.

For ill persons with known exposure to a confirmed COVID-19 case who are experiencing COVID-19 symptoms:

- Stay home until 14 days after being in contact with a confirmed COVID-19 case, AND
- 24 hours after the fever has resolved and symptoms have improved, AND
- 10 days have passed since all symptoms first showed up.
- People who are ill AND had known exposure to COVID-19 should contact their healthcare provider and seek testing.

If you are sick, please stay home.

If you have questions, please contact your school.

- Parents/guardians and students – work with your school nurse on any questions.
- Staff will work with their building's COVID-19 supervisor or building administrator on any questions.
- When in doubt, remain home until you have been cleared to return to work or school.

If you are out of work or school sick and test positive for COVID-19, please notify the school right away.

Stay Healthy Reminder

Stay Home When Sick or Exposed



Stay at home when you are sick or if you have been exposed to COVID-19.

Response Protocols for Positive Cases and Suspected Cases

There may be confirmed cases of COVID-19 in our schools. The district has a plan that provides district administrators with tools to respond.

If students or staff are diagnosed with COVID-19, the COVID-19 Supervisor from that building must be notified. Once notified, the COVID-19 Supervisor will execute the following in order to abide by the district's policies of a positive case:

1. Complete COVID-19 Positive Case Intake Form with employee/student (Medical coordinator will receive a copy of the completed form).
2. Alert building COVID-19 Safety Team:
 - a. Medical Coordinator
 - i. Review completed COVID19 Positive Case Intake Form from COVID19 Supervisor
 - ii. Ensure all required template letters are sent
 - iii. Develops return to school/work plan using Return to School Information for Families and Staff Form
 - b. Custodial Coordinator
 - i. Ensures response cleaning protocols are activated
 - c. Signage Coordinator
 - i. Cordons off areas needing cleaning
 - ii. Posts signage needed
3. Alert ECC Coordinator
 - a. Initiates work orders and alerts
 - b. Responds to questions and provides support throughout response
 - c. Alert Level Director - Provides building operational support
4. Participate in Consultation Meeting to evaluate operational and/or instructional impacts.

Suspected case

A suspected case of COVID-19 is defined as a person who shows symptoms of COVID-19 and has not been tested or is waiting for test results. If a suspected case of COVID-19 is reported by someone or a rumor of a suspected case/exposure is reported, the COVID-19 Supervisor will talk with the individual directly to get the facts. If the suspected case report is accurate, the COVID-19 Supervisor will follow the Checklist for Managing Students/Staff with Symptoms of COVID-19. If the suspected case report is not accurate, the COVID-19 Supervisor will relay that information to the parties who reported the suspected case.

Anyone who has symptoms and has not been tested should remain at home and away from others for:

- At least 10 days from when symptoms began
- AND 24 hours after fever has resolved (without fever-reducing medication)
- AND symptoms have improved.
- AND has been approved to return to school or work by the school's medical coordinator.

Anyone who has symptoms and has been tested for COVID-19 and received a negative result can return after:

- 24 hours after fever has resolved (without fever-reducing medication)
- AND other symptoms have improved.
- AND has been approved to return to school or work by the school's medical coordinator.

Student, Family and Staff Communication

Lake Washington School District will strive to keep staff and families informed of COVID positive cases impacting school and district facilities, while also respecting the privacy of individuals.

- For each positive COVID case, close contacts will be notified by phone (LWSD and health department) and letter.
- After the confidential, private notification to close contacts, additional communication will be provided as directed by Public Health Seattle & King County.

Building/Operational Response

Lake Washington School District has implemented a coordinated disinfecting protocol in each school and building. If there is a scenario in which a positive COVID-19 case is identified, and there has been contact with a work space, consideration for additional action can be taken, to include:

- Continued implementation of disinfecting protocol.
- Targeted closure – close off affected areas until disinfecting protocols can be completed
- Short- or long-term closure – decision made in consultation with public health officials (this would be rare).

Quarantine Impact

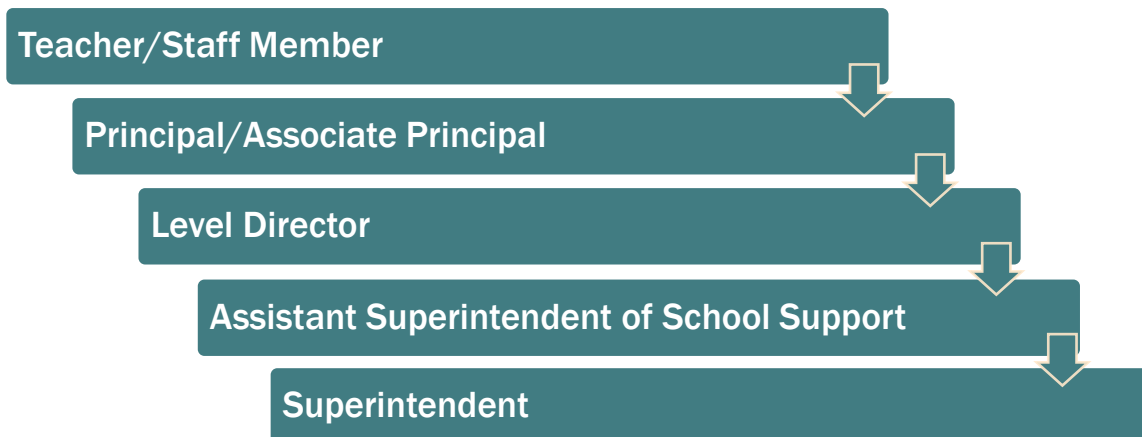
Lake Washington School District will follow required health department contact tracing and quarantine measures, in the event of a positive COVID-19 diagnosis. This could result in students and some staff moving in and out of in-person learning environments as we are directed by the health department.

As a reminder, as required by the health department, when a student or staff member receives a positive COVID-19 diagnosis, a close contact investigation will be initiated. Parents of students determined to be in close contact will be notified by phone, and the student will be required to quarantine for 14 days. Determinations will be made on a case-by-case basis for how the educational program will continue.

Total school closure will occur if advised by the health department. The school will make its best efforts to notify families of changes to in-person school as soon as possible.

To best address concerns from families, our recommendation is to start with the people closest to the situation, with the person who has the most information. Our goal is for the problem to be resolved at the first level, with the teacher or staff member closest to the concern so the problem can be resolved quickly and respectfully.

If additional people are needed to reach a resolution, move along the chain of communication:



Additional Resources:

- LWSD Website – www.lwsd.org/pathway-forward
- LWSD Pathway Forward Frequently Asked Questions (FAQ):
<https://www.lwsd.org/pathway-forward/pathway-forward-faq>
- Centers for Disease Control (CDC) website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Public Health | Seattle & King County website: <https://www.kingcounty.gov/depts/health/covid-19.aspx>
- Washington State Department of Health: Toolkit for K-12 Schools:
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DecisionTree-K12schools.pdf>

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator	Title IX Coordinator	Section 504/ADA Coordinator
Executive Director of Human Resources 16250 NE 74th Street Redmond, WA 98052 425-936-1266 civilrights@lwsd.org	Director of Athletics & Activities 16250 NE 74th Street Redmond, WA 98052 425-936-1367 titleix@lwsd.org	Director of Special Services 16250 NE 74th Street Redmond, WA 98052 425-936-1407 section504@lwsd.org