

ELIZABETH BLACKWELL ELEMENTARY COVID-19 STUDENT & FAMILY HANDBOOK

UPDATED: MARCH 12, 2022

Highlighted areas are changes with this edition



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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: Anna Ellis (aellis@lwsd.org); Merrily Foreman (meforeman@lwsd.org)

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

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

HEALTH GUIDANCE

GENERAL GUIDANCE

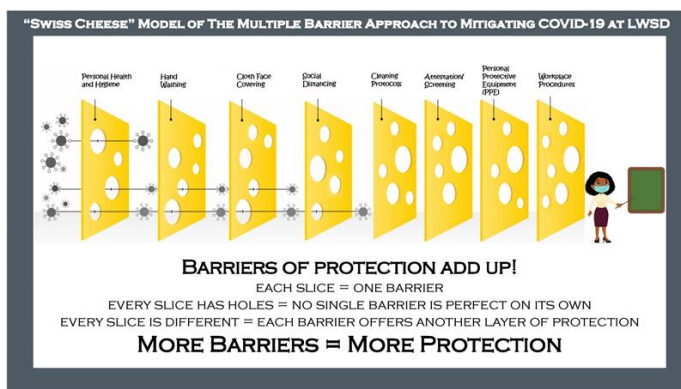
In alignment with the COVID-19 Safety plan, our school has in place processes for a multiple barrier approach to reduce exposure and transmission, which include:

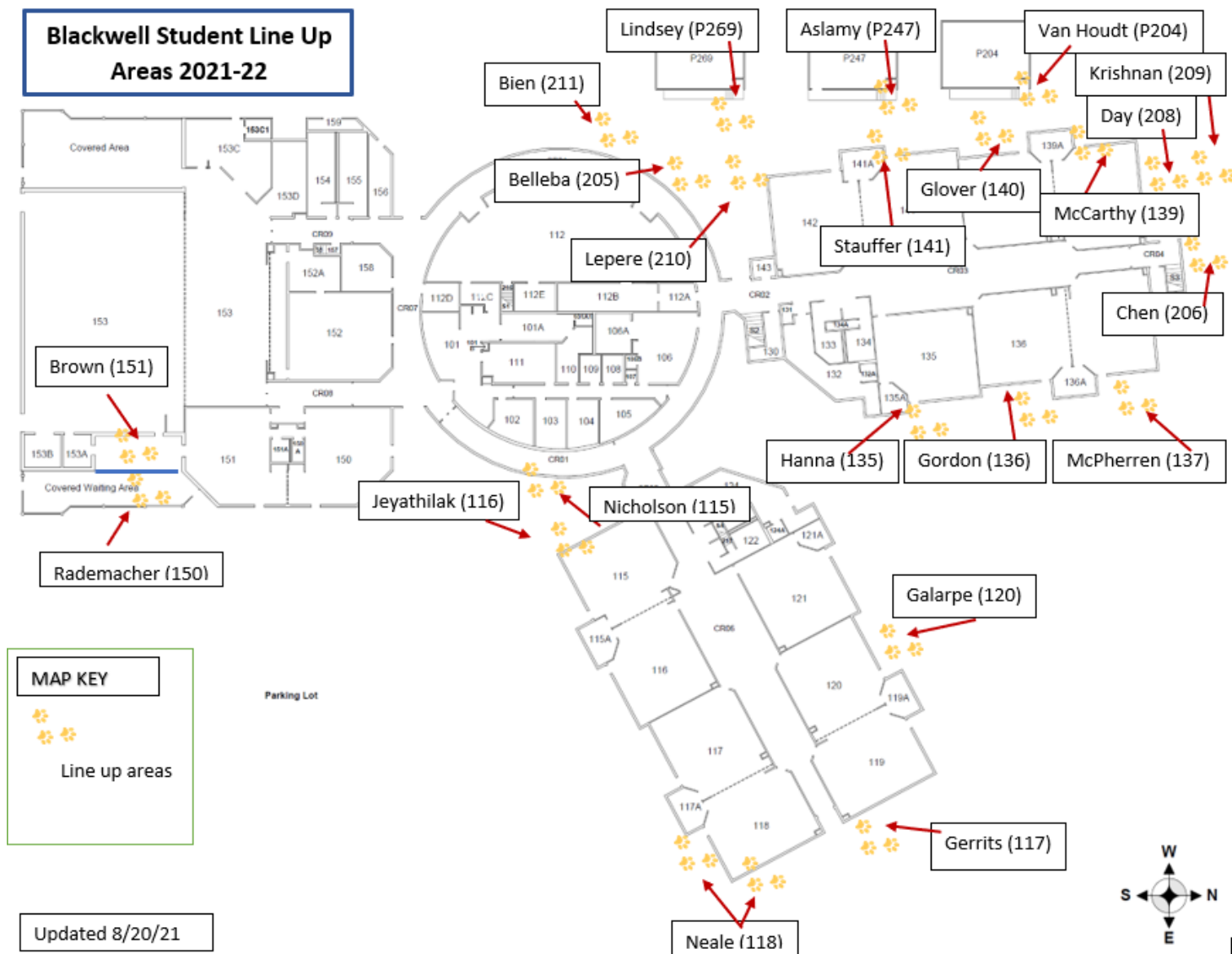
- Personal health and hygiene
- Hand washing
- Cloth face covering
- Social distancing
- Cleaning workspaces
- Personal protective equipment

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 **nor a requirement to wear masks**. 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 **nor a requirement to wear masks**. Visitors/volunteers will only be allowed in classrooms/shared learning spaces providing they have shown proof of vaccination and are an approved district volunteer.

MASKS AND PPE

It is **no longer** required for all people on campus property (students, staff and parents) to wear a mask. **Masks are optional for all based on personal preference or belief.**



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..

Any child demonstrating symptoms at school will trigger a 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 should monitor family members for COVID symptoms.**

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.

Help Lake Washington School District stop the spread of illness. **Close contacts that 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. 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 guidance will be provided by school staff.

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

*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)

- 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

SUPPORT FOR STUDENTS REQUIRED TO QUARANTINE

Students who are COVID positive will be required to quarantine.

Our school has reviewed the Letter of Understanding between LWSD and LWEA (teacher's union) and have created a plan that aligns with the LWSD/LWEA agreement for students who end up in a quarantine situation.

The following supports will be provided to students who are out multiple days due to a COVID-19 quarantine. These supports should begin by the fourth calendar day.

- Instructional supports will be provided for students required to quarantine due to COVID-19 for a period longer than 4 calendar days.
- Teachers will communicate with families about what to expect for student work during absence
- Teachers will have flexibility to choose provided instructional supports as follows:
 - Synchronous online educational opportunities using Teams such as "LIVE" look-ins and/or two-way interactive communication online.
 - The schedule, instructional method, and supports provided will be determined by the teacher.
 - Asynchronous instructions using activities through Teams or district-approved digital tools.
 - Hard-copy packets supporting curriculum taught in class.

What is a "live" look-in?

A "live" look-in is a teacher-determined opportunity for a quarantined student to see/hear the instruction/activity being provided in class. In this scenario the teacher will have provided a Microsoft Teams link for the student to access during a specific time of instruction. The student would hear the teacher's instruction and see the presentation being shared, but not interact directly with the teacher/class. A "live" look-in is not concurrent instruction, meaning there is no back and forth interaction between the student and teacher.

What types of school work should be expected?

Assignments may be modified or replaced by the teacher from what was assigned in class. The goal is provided work that can be completed at home by the student independently or with the support of a parent. Examples could include practice activities, class assignment worksheets, and comprehension work, etc.

Who Qualifies?

Only students out multiple days due to a school required COVID-19 quarantine absence will qualify for support. Absences due to family vacations and/or short illness not related to COVID-19 quarantine do not qualify.

Attendance

Students on quarantine are not required to attend "live" look-in opportunities, but are encouraged to do so. Absences will be counted as excused sick absences.

Tech Support

Families having tech issues while their student is quarantining can contact [Family Technology Access Support](#). at FTaccess@lwsd.org or 425-936-1322. If your student's device is not working at all, please reach out directly to our front office for a replacement.

Accessing Microsoft Teams

Families needing a refresher course on accessing Microsoft Teams can do so at the following web page: [Parent Support – Microsoft Teams](#).

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

ARRIVALS AND DEPARTURES

Our morning drop offs and afternoon pick ups are very busy times. If you are participating with your child, it is very important to be very aware as you enter and exit our school. Here are a few things to keep in mind to best ensure the safety of our staff and students:

- Cross only at our staffed crosswalks – darting across the street mid-block or at non-staffed corners is very dangerous.
- If parking in our main lot, please only cross over to the school at the staffed crosswalk.
- Please watch and follow this [guidance in video](#) when driving to school.
- If students are riding bikes or scooter, they must wear a helmet. Only students in 4th and 5th grade are permitted to ride to school without an adult. Please review and complete [this application](#) with your child if they are riding bikes.

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 will not supervise to ensure masks are worn correctly
- 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 9:21.
- All students who arrive late (after 9:20) 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 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.

RECESSES

- Recess occur regularly and are no longer assigned to zones.

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.

PM DISMISSAL

- Adults meet students outside their classroom doors (walkers) or at the car pick up line.
- Parents/guardians are encouraged to pick up students and promptly leave campus; our playground and play structure remains closed until 4:00pm.

BREAKFAST & LUNCH

We are incorporating the guidance from the CDC for breakfast and lunch services. Students will eat six feet apart. We will eat outside whenever possible picnic style on our campus. On days when the weather doesn't allow for outside eating, we will be eating six feet apart in the gym and commons area. Breakfast and lunch services will continue to be free of charge for any student. Students wanting just milk will be charged \$0.50. The food offered will include multiple choices including a vegetarian option (see [menu](#)). **Student selected extra entrees are not free.** Food will be pre-portioned and ready for student pick up in our Commons serving areas. We developed a process to have students enter, collect, and sit/eat that meets our safety and distancing guidance. Students will be seated in classroom cohorts on the floor/ground, picnic style.

Lunch details:

- 20 minute lunch time period – additional time will be available for slower eaters as needed
- K-1 11:40-12:00
- 2-3 12:10-12:30
- 4-5 12:40-1:00
- Hot lunches are pre-plated for ease of selection and pick up
- Students will wear masks until they are seated, eat, and then put masks back on
- Students will go directly from recess at the end of the lunch period

Although lunch and breakfast meals are free this year, there is a charge for milk (if purchased separately) or extra entrees. The preferred option for payment is through [MySchoolBucks](#). Please click [here](#) for access to the LWSD lunch menus and payment information if you think your child will buy milk or extra entrees this year.

Additionally, we offer optional student check out for parents wishing to pick up students for “in car” lunches at school as well as optional opt-in outside eating locations for students whose families wish to remain outside regardless of weather.

Families can also elect to eat lunch outside in our front covered area on days we eat inside as a school. To be part of the “opt into outside every day” group, please complete this [electronic form](#).

Students wishing to get a daily breakfast can come to the Commons to pick up the breakfast from 9:05-9:20. This will be eaten prior to entering the classroom.

THREE PLY MASKING WHEN SINGING IN MUSIC

As part of our safety plan, when students attend music **they have the option to wear** a 3-ply face mask whenever they are singing. Due to the nature of “increased exhalation” when singing, we **make available** a 3 ply mask. Your child can self-identify if they **wish to wear** a 3 ply mask on music singing days. If they do not know or are unsure, we will have students add a 3 ply disposable mask over their normal mask in Music class.

SCHOOL SUPPLIES

At school, students will have their own [school supplies](#) and will be encouraged to limit sharing them during the pandemic.

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. .

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.

CLEANING AND DISINFECTING

Our custodial staff will clean and disinfect classrooms daily. Teachers also have access to disinfecting spray. 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.

VOLUNTEERS AT SCHOOL

We will be following Governor Inslee's vaccination mandate regarding K-12 volunteers. As of October 18, volunteers in our schools will have to be vaccinated. The LWSD Volunteer office

works to verify vaccination status for volunteers. We will be able to re-open some volunteer activities that previously were covered in Tier 2 (after October 18). Once these requirements are met by a volunteer, they can begin helping at our schools. The requirements are:

- Be an approved LWSD Volunteer
- Present vaccination confirmation

Details for how volunteers can apply and confirm their vaccination status is on the LWSD Volunteering webpage.