Our #1 priority is to keep our Spanaway Elementary Team safe & healthy. To do so, please follow the safety guidelines below.

Thank you so much for your help! We appreciate and care about you!
Safety Resources to Use With Our Students

1) Teaching Students Safety Expectations (Hybrid)

Safety Resources for Our Team

1) Face-to-Face Instruction Resource Student Plan
2) CLICK HERE FOR DETAILED COVID 19-BETHEL SD PROTOCOL
Table of Contents

1. Magnificent 7
2. General Learning Spaces (Classrooms, Title/LAP, Sped)
3. Common Instructional Spaces (Gym, Library, Music Room)
4. Movement in the Building
5. Procedures for staff COVID-19
6. Arrival Procedures
7. Dismissal Procedures
8. Recess
9. Breakfast & Lunch
1. **Self-assessment** - All staff must self-check for the following signs and symptoms prior to heading into a building. **This staff self-assessment must be done daily on Skyward Employee Access: Wellness Screening** (center column of home screen). However, staff are responsible for assessing for any of these signs/symptoms prior to coming to work.

   ![Wellness Screening form]

   Answers default to no. If you have **ANY** symptoms of COVID-19, you will need to change your answer to yes.
   - If you answer yes to any of the questions, you will be directed to stay home along with directions on when you can return to work.
   - If unable to check temperature at home, infrared thermometers are at the buildings.
     - Clean hands with hand sanitizer
     - Hold thermometer an inch from forehead for a few seconds
     - Press and hold the SCAN button until it beeps.
     - Clean the thermometer with hand sanitizer spray or other disinfectant. **Avoid the sensor.**
   - If someone else at the school checks your temperature with an infrared thermometer, then they would need to wear gloves and a face shield or goggles.

**Symptoms of COVID-19**
- Elevated temperature (above 100.3) or chills
- Cough
- Shortness of breath or difficulty breathing
- Chest tightness/pain
- Unusual fatigue
- Unusual muscle or body aches
- New loss of taste/smell
- Sore throat
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting
- Have you been exposed (within 6 feet for at least 15 minutes) to COVID-19 or anyone experiencing symptoms of COVID-19?
  - Health care providers, EMS workers, and staff who wore proper personal protective equipment (PPE) during potential COVID-19 exposure are permitted to be on site.
  - Have you been diagnosed with COVID-19 in the last 10 days?
  - Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?

If you are experiencing any of the symptoms or answered yes to any of the questions above, **STAY HOME** and contact your supervisor.
Magnificent 7

School Reopening with COVID-19: Promote Healthy Behaviors

The key principles listed below are essential for reducing exposure in each school’s reopening plan and will serve as the baseline for this plan:

- **Keep ill people out of school.** Educate students, families, and staff to stay home when sick, and use screening methods. Helping staff and families determine when they can safely return to school.
- **Use Cohorts.** Conduct activities in smaller groups that remain together over time with minimal mixing of groups.
- **Physical distancing.** Minimize close contact (less than six feet) with other people.
- **Hand hygiene.** Frequently wash with soap and water, or use alcohol-based hand sanitizer. [CDC Hand Hygiene Recommendations](#)
- **Protective equipment.** All students, staff, and visitors must wear face coverings at all times while in the buildings, with few exceptions.
- **Environmental cleaning and disinfection.** Prioritize the cleaning of high-touch surfaces.
- **Isolation.** Isolate sick people and exclude exposed people.

Of these principles, three are important for teachers to know and understand, while four are important for teachers and staff to teach and apply.

Know and Understand

- Keep ill people out of school.
- Use cohorts.
- Isolation.

Teach and Regularly Reinforce

- Physical distancing.
- Hand hygiene.
- Protective equipment.
- Environmental cleaning and disinfection.

Key Principles FAQs Essential for Reducing Exposure

**How will I be notified if a staff member in my building has tested positive for COVID-19?**

- We rely on our health department to guide us on what communication steps need to be taken, once a positive case has been identified in a building. For the sake of privacy, we cannot share personal information throughout the building.

**What precautions can I take, should a positive case be confirmed in my building?**

- The district protocols dictate that staff, students and visitors will all adhere to appropriate social distancing, mask use and good hand hygiene. These are all precautions that become even more important, should you be notified of a positive case in your building.
General Learning Spaces

(Classrooms, Title.LAP, Resource Room, etc.)
Goal Statement

- Instructional spaces (classrooms, cafeteria, Title/LAP & Resource Room) used for instruction will be safe, orderly and support learning.

Overview

- Staff will ensure the learning environment adheres to 6-foot distancing of student desks, has sufficient cleaning supplies accessible for both teacher and students to sanitize the learning environment throughout the day, understand safety protocols of the building, and ensure students have a place for their materials apart from others and student materials are not shared. Staff and students will remain with their cohort in the instructional space throughout the day to minimize close contact (within 6-feet of for more than 15-minutes) with other staff/students outside their cohort. (Tacoma-Pierce County Health Department)
- **Library** will not be used as a classroom space and library specialist is taught remote. Students will be able to use the remote checkout system to obtain library books.
- The **gym** will not be used as a classroom space as PE will be taught remotely.
- The **music room** will not be used as a classroom space as Music will be taught remotely.

Teacher/Specialist/Classified Staff Responsibilities

- Teachers will wear mask. A face shield will also be provided for times when the 6 foot distance may be broken. *(Protective Equipment)*
- Teachers will indicate a “mask spot” for students to place their mask on their desks when they are eating. *(Protective Equipment)*
- If students need a “mask break”, teachers will take the class outside either to the dedicated “mask break zone” or to another location outside ensuring 6-foot distance. For individuals needing a mask break, contact the counselor/social worker for support.
- If students refuse to wear their mask, teachers will follow our regular discipline flow chart procedure.
- Teachers will keep student cohorts together in the classroom, at recess and at lunch time. *(Use Cohorts)*
- Specialists will provide instruction via Zoom. *(Physical Distancing & Use Cohorts)*
- Title/LAP groups will be taught via Zoom. Students who are in-person will connect to Zoom in the back of the classroom to join students from their small group connecting from home. Teachers and paras will not rotate to classrooms for small groups. *(Use Cohorts)*
- Teachers will teach, practice, monitor and enforce expectations including use of water bottles, refilling them and drinking in class.
- Teachers will determine the “traffic flow” to support appropriate spacing and social distancing while moving in the classroom space.
  - Ex. Calling on 1-2 students at a time to get materials from their cubby, get lunch, lining up, entering/exiting the classroom/row, etc. using the route that has been taught, modeled, and practiced.
  - Ex. To support students in self-monitoring social distancing, teach students to extend both arms without touching a peer when visual cues are not present. *(Physical Distancing)*
- In classroom where students are moving from one area to another in shifts, clean and disinfect the area with Alpha HP before the new group enters. *(Environmental cleaning and disinfection)*
  - Ex. Groups of resource students may be rotating through the resource room. Tables and chairs will be disinfected by using disinfecting wipes or Alpha HP before the new group may enter. If there is enough time between student groups for the Alpha HP to dry, just spray and leave it. If not, spray and wipe dry.
- Teachers will disinfect desks/tables by spraying the surface with Alpha HP and leaving to air dry at the end of the day. *(Environmental cleaning and disinfection)*
Physical Arrangement of the Room *(Physical Distancing)*
- This will NOT look like your traditional classroom set up.
- Appropriate number of desks/tables for the number of students in your cohort must be set at a distance of 6-feet all facing the same direction. Place a cohort A desk next to a cohort B desk.
- Determine places in the room that Title/LAP/Sped/Math Intervention students could sit facing away from the class (could be “sit spots,” another desk, tape on floor) during their intervention time to participate via Zoom that adhere to 6-foot social distancing.
  - If using a desk, have student wipe down with sanitizing wipes when they are done.
  - Teacher sanitize with Alpha HP at the end of the day.
- The library and cafeteria have been marked with arrows indicating entry and exits
- When small group kidney tables are used and students must face each other, a plexiglass barrier must be between the students or students and teacher. (This small group set up is not needed in classrooms. Small groups can be conducted from the student desks already placed 6 feet apart.

Materials Use
- Assign students their own desk. *(Physical Distancing)*
- Monitor students throughout the day for physical distancing. *(Physical Distancing)*
- Individual student materials (textbooks, school supplies, manipulatives, etc.) will be kept in assigned student desks, separate containers/baggies or in student cubbies.
  - Should materials be needed, designated bins marked “clean” and “used” will be available in the classroom.
  - Should materials need to be shared, “used” items will be disinfected and wiped down between uses or sprayed to air dry for the next day with Alpha HP. *(Environmental cleaning and disinfecting)*
- Staff will disinfect desks/tables by spraying Alpha HP and leaving to dry at the end of the school day or have students disinfect desks with disinfecting wipes before they leave. *(Environmental cleaning and disinfecting)*
  - Staff will hang empty bottles of cleaner on the outside door handle for custodial to refill.
  - Staff will email custodial if other supplies are needing to be refilled (hand sanitizer, disinfecting wipes, etc.)

Hand Washing Procedure *(Hand Hygiene)*
- Staff will teach, model, practice, and enforce proper hand washing.
- Staff will provide opportunities throughout the day for students to wash hands.
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted in all classrooms above the sink also in the bathroom area by the sink and when they return to the classroom using the steps posted above the sink.
  - If sink is not available, students will use hand sanitizer. Teacher needs to supervise the use of hand sanitizer. *(Hand Hygiene)* [CDC Hand Hygiene Recommendations](https://www.cdc.gov/handhygiene/)
- When students arrive into the classroom-Students can enter the classroom and then wash their hands to avoid lines in the hallway.
  - Before eating
  - After eating
  - After recess
  - Any time students return to the classroom (for example, after returning from the bathroom, recess, health room, etc.)
  - Any time students touch their face, remove their mask to blow their nose, rub their eyes, etc.
  - At designated hand washing breaks (teacher will determine these times)
**Student Responsibilities**

- Students will fully engage in learning and practicing all expectations including proper hand washing.
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in all classroom also in the bathroom by the sinks and when they return to the classroom using the steps posted above the sink.
  - If sink is not available, students will use hand sanitizer. *(Hand Hygiene)* [CDC Hand Hygiene Recommendations](https://www.cdc.gov/handhygiene/)
    - When students arrive into the classroom—Students can enter the classroom and then wash their hands to avoid lines in the hallway.
    - Before/after eating
    - Any time students return to the classroom (for example, after returning from the bathroom, recess, health room, etc.)
    - Any time students touch their face, remove their mask to blow their nose, rub their eyes, etc.
    - At designated hand washing breaks (teacher will determine these times)
- Students will assist with disinfecting desks/tables disinfectant wipes throughout and at the end of the day. Students may NOT use Alpha HP spray. *(Environmental Cleaning and Disinfection)*
- Students will wear their mask at all times in the classroom unless eating or during a designated mask break outside with their class. Student must place their mask on the designated spot on their desk. *(Protective Equipment)*
- Students will maintain a 6-foot distance from others by staying in their assigned desk. *(Physical Distancing)*
  - When moving in the classroom, students will follow the “traffic flow” routes taught by the teacher and will self-monitor by extending both arms without touching a peer to maintain social distancing.
- Students will use a water bottle, not the drinking fountain for drinks during the day. Students will follow the expectations of their teacher for refilling and drinking in class.

**Admin Responsibilities**

- Admin will provide training for teachers/staff/students during the walk-a-bout.
- Admin will provide hand washing slide deck for teachers to use to teach students. *(Hand Hygiene)*
- Admin will provide building safety protocol video for teachers to use to teach students.
- Admin will share building safety protocol video with families via email, Facebook, website
- Admin will provide cleaning materials (Alpha HP, sanitizer wipes, sanitizer, paper towels, etc.) for each classroom. They will be located in a white bin labeled, Sanitation Supplies. *(Environmental cleaning and disinfection)*
- Admin will ensure cleaning materials are replenished by custodial staff when notified. *(Environmental cleaning and disinfection)*
- Admin will follow all building safety protocols.
- Admin will ensure staff and students will follow all building safety protocols.
- Admin will provide any supports needed to staff in preparation for in-person instruction.
- Admin will wear a mask at all times. *(Protective Equipment)*

**Custodial Responsibilities**

- Custodian will provide and replenish classroom cleaning supplies when needed.
  - When empty bottles of cleaner are hanging on the outside door handle.
  - When staff email custodial staff for other supplies to be refilled (hand sanitizer, disinfecting wipes, etc.) *(Environmental Cleaning and Disinfection)*
- Custodial staff will clean and disinfect high-touch areas 3 times per day such as door jams, door hardware. *(Environmental Cleaning and Disinfection)*
- Custodial staff will wear a mask at all times. *(Protective Equipment)*
- Custodial staff will tape off drinking fountains in the classrooms.
Movement in the Building
Visitors to Spanaway Elementary Responsibilities

Our #1 priority is to keep our staff, students, and families safe & healthy. To do so, please follow our Office Safety Guidelines below. At this time we will not be allowing volunteers, PTSA or non-essential visitors to the building. This includes external groups or organizations such as Bethel Rec.

Thank you so much for your help! We appreciate you!

Requirements

1) Masks are required for every person except those who are 2 years old & younger. (Protective Equipment)

2) Everyone sanitizes hands before entering the building/breezeway/office. (Hand Hygiene)

3) Practice social distancing by keeping 6 feet away from others. Follow directional arrows and “stand here” signs. (Physical Distancing)

4) One family in the breezeway at a time. One family in the office at a time.

Visiting the Office

1) Push the outside entry button on the camera, show ID, and wait for the signal to enter the building.

2) When given signal to enter the building, use hand sanitizer to sanitize hands stopping at the “stand here” spot marked on the floor. (Hand Hygiene & Physical Distancing)

3) After sanitizing hands, look to see if other families are in the office.
   a) If others are in the office, wait in the breezeway until given signal to enter the office.
   b) If others are not in the office, walk through the “Enter Here for Office” door

4) Once in the office, walk to the counter with the plexi-glass barrier while standing on the “stand here” spots marked on the floor for social-distancing.

5) Explain the reason for your visit so staff may help you with your request.

6) If using a pen, take one from the “clean” bin and after you are done, put it in the “used” bin. This will be written in multiple languages.

7) Once request has been completed, exit office through the “Exit Office Here” door.

8) Exit the building through the “Exit Building Here” door.

Thanks for visiting and have a fantastic day!
Staff Movement

**Goal Statement**
- Once students and staff arrive in the building, every effort will be made to minimize close contact (within 6-feet for more than 15-minutes) (Tacoma-Pierce County Health Department)

**Overview of Movement**
- Staff and students will remain with their cohort (small group) in the classroom throughout the day to minimize close contact (within 6-feet for more than 15-minutes) with other staff/students outside their cohort. (Tacoma-Pierce County Health Department)

If you need to access the front office, workroom, talk with office staff/admin., check mailbox, use the staff lounge, etc. To minimize traffic to common areas/classrooms/office visits, call that person on the classroom or office phone first if you can, if not follow the traffic flow for entering the office. (Physical Distancing)

- **If you need to have a face-to-face interaction.**
  - Wear your mask. (Protective Equipment)
  - Stay 6 feet apart. (Physical Distancing)
  - Limit contact to less than 15-minutes if possible. (Physical Distancing)

**Elevators**
- Sanitize hands before pushing the button to use the elevator when you enter. (Hand Hygiene)
- 1 staff member at a time in the elevator (Physical Distancing)
- Must wear mask at all times (Protective Equipment)

**PLCs:**
- Teachers/staff can meet in PLCS face-to-face if no students are in the meeting location.
- Wear your mask. (Protective Equipment)
- Stay 6 feet apart. (Physical Distancing)
- Sanitize the area you were occupying before leaving the space using Alpha HP disinfectant that is provided in all classrooms and let it air dry. (Environmental Cleaning and Disinfection)

**Office:**
- To limit access points, enter and exit the office through the back door by the family/guardian pick up loop.
- Stand behind the plexi-glass barrier on the “stand here” spots when talking with office staff. (Physical Distancing)
- Before entering the office, sanitize hands using the sanitizer provided on the desk at the entrance and while in the office. (Hand Hygiene)

**Staff lounge:**
- Masks must be worn at all times.
- Before entering the staff lounge, sanitize hands using the sanitizer provided on the desk at the entrance to the staff lounge. (Hand Hygiene)
- Only 2 people in the staff lounge at a time. (Physical Distancing)
  - If 2 people are already in the staff lounge, please wait until someone leaves before entering. (Physical Distancing)
  - Practice social distancing by staying 6-feet apart. (Physical Distancing)
- Use the sanitizer bottle with Alpha HP and paper towels or disinfecting wipes located in the basket to disinfect all areas you touched before leaving the staff lounge. (Environmental Cleaning and Disinfection)
- No eating in the lounge. Staff may eat in the designated tables with spots marked 6 feet apart in the gym.

**Upstairs/Downstairs workroom:**
- Before entering the workrooms, sanitize hands using the sanitizer provided on the desk at the entrance to the workroom. (Hand Hygiene)
- Only 2 people in the workroom at a time. If 2 people are already in the workroom, please wait until someone leaves before entering. (Physical Distancing)
  - Practice social distancing by staying 6-feet apart.
- Use the sanitizer bottle with Alpha HP and paper towels or disinfecting wipes located in the basket to disinfect all areas you touched before leaving the staff lounge. (Environmental Cleaning and Disinfection)
Student Movement - Passes will not be used

Hallways

Classroom teacher responsibilities
- Monitor entire line while in the hallway including being able to see the front and back of the line at all times. (Physical Distancing)
- Must wear mask. (Protective Equipment)
- Monitor and remind students to wear their mask. (Protective Equipment)
- Teach, monitor, and reteach hallway expectations.
- Follow arrival and dismissal routes when moving throughout the building to reduce congestion in support of distancing. (Physical Distancing)

Admin. Responsibilities
- Admin will indicate arrival and dismissal routes and communicate them with staff and students to minimize congestion to support social distancing. (Physical Distancing)
- Reteach expectations for students needing reminders as needed.
- Post directional arrows on the floor tiles to indicate 6-foot distancing. (Physical Distancing)
- Post “Wear Mask” signs throughout the hallways and doors in the building. (Protective Equipment)
- Desks with hand sanitizer will be placed at the entrance of the downstairs hallway by the kindergarten wing, the foyer entrance by the playground and at the entrance to the cafeteria. (Environmental Cleaning and Disinfection)

Custodial Responsibilities
- Disinfect high touch areas in the hallway routinely. (for example, door handles) (Environmental Cleaning and Disinfection)

Student Responsibilities
- Students will walk in the hallways following the directional arrows marked on the floor keeping a 6-foot distance from others and will self-monitor by extending both arms without touching a peer to maintain social distancing. (Physical Distancing)
- Student must wear a mask. (Protective Equipment)
- Student will fully participate in learning and practicing hallway procedures. (Physical Distancing)
Bathrooms

Classroom Teacher Responsibilities
- Teachers will allow 1 student from their class at a time to the restroom. *(Physical Distancing)*
- Teachers will teach, model, and practice bathroom procedures with students
  - Teachers will reteach procedures when students need reminders throughout the year.
  - Teachers will have students wash their hands using soap and water for at least 20 seconds following the handwashing steps located above the sink in the bathroom and in the classroom when they return. *(Hand Hygiene)*

Student Responsibilities
- Students will ask for permission to use the restroom.
- 1 student at a time per class. *(Physical Distancing)*
  - Students in portables will use the restrooms at the end of the Kindergarten hall closest to the office.
  - Kindergarten students will use the Kindergarten restrooms.
  - All other classrooms in downstairs hallway will use the restrooms closest to the office.
  - Students in Downey and Cleary’s classes will use the restrooms at the end of the downstairs hallway closest to the office.
  - Students upstairs will use the restrooms at the end of the hallway closest to the library.
- Students will walk in the hallways following the directional arrows marked on the floor to the restroom. *(Physical Distancing)*
- Student will stand to wash their hands on the “stand here” spots marked on the bathroom floor near the sink. *(Physical Distancing)*
- If 2 students are already washing their hands, students will stand on the “stand here” spots marked on the floor off to the side near the garbage cans. *(Physical Distancing)*
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in the bathroom and when they return to the classroom. *(Hand Hygiene)* CDC Hand Hygiene Recommendations
- Students will walk back to the classroom following the directional arrows and will wash their hands. *(Hand Hygiene)*
- Student must wear a mask. *(Protective Equipment)*

Admin. Responsibilities
- Admin will post handwashing steps in all bathrooms and above the sink in classrooms. *(Hand Hygiene)*
- Admin will place “stand here” spots on the floor to indicate 6 feet distance. *(Physical Distancing)*

Custodian Responsibilities
- Custodial staff have established a cleaning schedule for all bathrooms throughout the day and in the evening. Custodians disinfect high touch areas 3 times a day. *(Environmental Cleaning and Disinfection)*

Counselor/Social Worker

Classroom Teacher/Counselor Social Worker Responsibilities
- Work to provide students with wellness breaks in the classroom if possible to minimize movement in the building.
- Work with the Counselor/Social Worker on a schedule for seeing students. Or, if urgent, call for assistance.
- Remind students to walk following the arrows marking 6 foot distance on the floor. *(Physical Distancing)*
- Any shared equipment if used, will be disinfected with Alpha HP.
- Place Sanitation Supplies bin where it is easily accessible for use. Students will need access to the hand sanitizer and disinfectant wipes. Students will sanitize their hands upon entry. *(Hand Hygiene)*
- Due to these small spaces, elevated PPE may be necessary. This could include: KN95, Surgical Masks or Dust Mask with face shield. These items will be provided to you. *(Protective Equipment)*

Student Responsibilities
- Students will follow the arrows marking 6-foot distance in the hallway. *(Physical Distancing)*
- 1 student at a time due to 6-foot distance requirements.
- Students will sanitize their hands when they enter. *(Hand Hygiene)*
- To minimize close contact, visits will be less than 15-minutes. Counselor/social worker will log student time-in and time-out.
- Most Wellness Center equipment will be put away and will not be used.
- Student must wear a mask. *(Protective Equipment)*
Health Room

Overview
The health room will be used for major first aid (head injuries, deep cuts, broken bones, etc.) and medication administration only. Not for illnesses related to COVID-19. Staff will have a small bag of minor first aid items such as: gloves, band aids, small envelopes for loose teeth, etc. to support students. If staff do not feel comfortable providing minor first aid, contact Penny x5393 and she will come to your classroom.

Staff Responsibilities
- If a student needs minor first aid, provide it in the classroom/recess setting using the first aid/mask kit provided. Staff will wear a mask and appropriate PPE for the situation (gloves provided). (Protective Equipment)
  - Contact the health clerk to replenish used first aid supplies/masks.
- If a student needs more than what can be provided in the classroom/playground, call/radio the health room x5393 first or the main office x5300. The health clerk will determine the next steps. Click here for a resource to decipher between health room or “Hawaii”. In any case, you will just send them to the office and we will decide, just wanted you to have the resource. A colored, laminated copy will be provided to all staff.
- If a student shows COVID-19 Symptoms, let the health clerk know when you call so she can check the students history to determine if the symptoms are unrelated to an existing health condition.

<table>
<thead>
<tr>
<th>Cough</th>
<th>Shortness of breath</th>
<th>Fever of 100.4 or higher</th>
<th>Chills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Sore throat</td>
<td>New loss of taste or smell</td>
<td>Muscle or body aches</td>
</tr>
<tr>
<td>Nausea</td>
<td>Vomiting</td>
<td>Diarrhea</td>
<td>Congestion</td>
</tr>
</tbody>
</table>

- Send them to the isolation room “Hawaii”, have the student walk to the hallway leading to parent pick-up where an adult will be waiting for them. (Physical Distancing)
- Teacher sanitize student desk with Alpha HP after the student leaves.

Student Responsibilities
- Students needing to see the nurse for major injuries/medication not related to COVID-19 symptoms will follow the arrows marking 6-foot distance in the hallway to the health room. (Physical Distancing)
- Student must wear a mask. (Protective Equipment)
- Student will stop on the “stand here” spot on the floor outside the health room, and wait for the health clerk if needing first aid. (Physical Distancing)
- Student will sanitize their hands using the sanitizer provided before entering the health room. (Hand Hygiene)
- Student will explain to the health clerk why they are there.
- Once admitted to the health room students will follow 6-foot distance from others by sitting on the chairs located by the “stand here” spots on the floor. (Physical Distancing)
- Student will wash their hands with soap and water for at least 20 seconds before returning to class. (Hand Hygiene)
- Student will walk to back to class following the arrows marking 6-foot distance in the hallway. (Physical Distancing)
- Students will sanitize or wash their hands for at least 20 seconds following the handwashing steps posted by the sink when they re-enter the classroom. (Hand Hygiene)
Office Staff Responsibilities

- If a staff member contacts the office requesting a student be seen in the health room get the student’s first and last name, what they need to be seen for and have the staff member send the student to the health room/isolation room if showing COVID-19 symptoms. (Physical Distancing)
  - Limit 3 students at a time in the health room.
  - If at capacity, notify the staff member to have the student sit on a bench in the foyer marked with a “stand here” spot on the floor.

- Notify the health clerk of the symptoms so she can check the student’s history to see if there is an existing health condition that could be causing the symptoms.
  - If the health clerk is not available, notify admin.
  - If the student has a head injury, deep cut, broken bones, etc. &/or needs medication that cannot be provided in the classroom/playground.
    - Have them send the student to the health room and instruct the student to wait on the “stand here” spot to check in. (Physical Distancing)
  - If the symptoms are not related to COVID-19, have staff member send the student to the health room. (Physical Distancing)
    - Limit 3 students at a time in the health room.
    - If at capacity, notify the staff member to have the student sit on a bench in the foyer marked with a “stand here” spot on the floor.

Health Clerk/Nurse Responsibilities Non-COVID Related

- When staff call/radio, check the student’s history to see if there is an existing health condition that could be causing the symptoms.
- Have staff member send the student to the health room. (Physical Distancing)
  - Limit 3 students at a time in the health room.
  - If at capacity, notify the staff member to have the student sit on a bench in the foyer marked with a “stand here” spot on the floor.
- Have the student use hand sanitizer before entering the health room. (Hand Hygiene)
- Maintain a 6-foot distance using the “stand here” spots on the floor. (Physical Distancing)
  - Limit 3 students at a time in the health room.
- Determine the need of the student as they check into the health room.
- Follow same procedures for other first aid/medication distribution as in the past. Document the health room visit in Synergy.
- Must wear a mask and appropriate PPE for the situation. (Protective Equipment)
  - If providing medication requiring aerosolization, wear a fit tested N95 mask. Discuss protocol with school nurse.
  - **N95 Reuse Guidance**
- Have the student wash their hands with soap and water for at least 20 seconds before returning to class. (Hand Hygiene)
- Send the student back to class reminding them to follow the arrows marking 6-foot distance in the hallway. (Physical Distancing)
- Sanitize high touch areas between each student visiting the health room using Alpha HP or disinfecting wipes. (Environmental Cleaning and Disinfection)
- Health clerk will wash hands with soap and water for at least 20 seconds after sending students back to class. (Hand Hygiene)
- Disinfect counters, cots and chairs at the end of the day by spraying Alpha HP and letting air dry. (Environmental Cleaning and Disinfection)
Overview
The isolation room, which is known as “Hawaii” at SE, is a room identified to serve as a waiting area for students who are showing symptoms of COVID-19.

Office Staff Responsibilities
- If a staff member contacts the office requesting a student be seen for symptoms not related to injury/medication and/or the student exhibits symptoms of COVID-19 have the staff member send the student to “Hawaii.” Tell the staff member to have the student walk to the hallway leading to parent pick-up where an adult will be waiting for them in the appropriate PPE.
  - N95 Reuse Guidance
- Notify the health clerk of the symptoms so she can check the student’s history to see if there is an existing health condition that could be causing the symptoms.
  - If the health clerk is not available, notify admin.

Health Clerk Responsibilities COVID-Related
- When staff call/radio, check the student’s history to see if there is an existing health condition that could be causing the symptoms.
- Have the staff member send the student to “Hawaii.” Tell the staff member to have the student walk to the hallway leading to parent pick-up where an adult will be waiting for them in the appropriate PPE.
- If the health clerk/office is notified that a student exhibits symptoms of COVID-19 that are unrelated to a pre-existing health condition:
  - Health clerk/designated trained staff member will put on appropriate PPE.
    - N95 Reuse Guidance
  - Health clerk/designated trained staff member will take walkie talkie with them to the isolation room (Hawaii)
  - Health clerk/designated trained staff member will follow ISOLATION ROOM PROCEDURES
  - Health clerk will communicate with the district nurse administrator Dawn Fox and our school nurse, DeAnn Sellers who will be in communication with the local health department to support any next steps.

Admin. Responsibilities
- If notified that a student is showing symptoms of COVID-19
  - Determine if symptoms are pre-existing by checking with health clerk if available, if not, check Synergy.
  - If symptoms are unrelated to a pre-existing health condition.
    - Contact staff supervising isolation room via walkie talkie for an update.
    - Report to the isolation room “Hawaii” to meet the health clerk/nurse if further assistance is needed.
    - If health clerk/nurse not available put on appropriate PPE, meet the student in Hawaii and follow ISOLATION ROOM PROCEDURES
- Ensure PPE supplies are available in the isolation room.
- Order and replenish PPE supplies as needed.
  - N95 Reuse Guidance
**Student Responsibilities**

- Students with COVID-19 symptoms will follow the arrows marking 6-foot distance in the hallway to the hallway leading to parent pick up to meet the adult waiting for them. *(Physical Distancing)*
- Student must wear a mask and will switch to a surgical/dust mask. *(Protective Equipment)*
- Student will sanitize hands when they enter and when they leave “Hawaii.”
- Students will walk to the side of the curtain barriers the adult tells them to in order to minimize the risk of possible transmission. *(Physical Distancing)*
- If “Hawaii” is at capacity a staff member will have the student sit in the hallway outside “Hawaii” in the waiting area at the chairs marked with “stand here” spots on the floor. *(Physical Distancing)*
- Student will explain to the health clerk/nurse/admin. symptoms they are feeling.
- Student will stay in “Hawaii” until their parent picks them up.
- Student will stay home for the recommended amount of time and/or get a COVID-19 test and provide the results to the school.

**Custodial Responsibilities**

- Disinfect all areas the student accessed using Alpha HP. *(Environmental Cleaning and Disinfection)*
  - Spray the toilet seat, flush handle, and door handles after each student uses the bathroom near “Hawaii.”
  - Chairs or cot and tables used by student will need to be sprayed with Alpha HP after they leave.
Procedure If a Staff Member Shows COVID-19 Symptoms
Staff with COVID-19 Symptoms

Staff Member Responsibilities
- To prevent ill staff from being in the building, staff will complete the district health attestation each morning. *(Keeping ill People Out of School)*
- If the staff member notes COVID-19 symptoms unrelated to any pre-existing health condition in the health attestation before coming in to work.
  - Notify principal right away.
  - You may also receive a call from Dawn Fox (District Nurse Administrator)
  - Follow next steps received from admin./nurse administrator.
- If the staff member has COVID-19 symptoms unrelated to any pre-existing health condition while at work.
  - Contact admin. Ext. 5389 or 5300
  - COVID-19 Response team (principal/assistant principal/nurse/district) will determine next steps as outlined in the [Tacoma-Pierce County Health Department Case Response](#)
  - Admin will send staff member home immediately. If the staff member cannot safely drive themselves home, their emergency contact will be notified or if severe 911 will be contacted.
  - Admin. will document information for reference when needed.

Office Staff Responsibilities
- If a staff member contacts the office stating they have COVID-19 symptoms unrelated to any pre-existing health condition, contact admin. Ext. 5389 or (253)208-4789 (cell)

Custodial Responsibilities
- Disinfect all areas the staff member accessed using Alpha HP. *(Environmental Cleaning and Disinfection)*
Arrival Procedures

Attestation/Weekly Student Wellness Screening:

The Bethel School district will be using a health screening method vetted by the Washington Department of Health. This method will consist of the following:

**Student Wellness Screener** - Parents/caregivers will sign an electronic Student Wellness Screener in ParentVue, initially every week, with revisions to the frequency provided by Risk Management. This will affirm that parents will check their children daily for all symptoms of COVID-19 and agree not to send their child to school if the child has any symptoms, is in close contact with someone with COVID-19, has tested positive for COVID-19, or has been told to self-monitor, isolate, or quarantine. School staff will verify completion of the Wellness Screener and monitor for COVID symptoms.
Goal Statement

- Arrival at Spanaway Elementary School will be efficient, safe, and orderly so that students can enter classrooms fully ready to learn.

Overview of Arrival Procedure

- Students will arrive at school either from the bus, parent pick up/drop-off or by walking. Once students arrive at school, they will walk directly to their assigned line/space with their teacher, sanitize their hands when entering the building and keep a 6-foot distance between each student as they walk to their classroom. Teachers will have students put their personal items in their desk/cubby or on the back of their chair and have students wash hands or sanitize their hands if a sink is not available in the space.

Classroom Teacher Responsibilities

- If made aware that a student has traveled out of state. Notify admin.
- Teacher will wear their mask. (Protective Equipment)
- Teacher will stand outside at their assigned location to meet their students at 10:20 am
  - Kinder teachers will stand outside their classroom door. Students will walk directly to them.
- Teacher will review the provided list of students who have not completed the health screener and will send any student on the list to Penny, who will screen students prior to building entry. Once cleared students will be sent back to their class line.
- Teachers will wait to be let into the building at a staggered time to ensure social distancing while entering the building.
- Teacher will have students sanitize their hands as they enter the building.
- Once in class, teacher will instruct students to put their personal items on the back of their chair or in their cubby/desk and wash their hands or sanitize. (Hand hygiene)
- Teacher will ensure students are wearing a mask, except when eating breakfast. (Protective Equipment)
- Teacher will observe students for COVID-19 symptoms unrelated to a pre-existing health condition, and report noticing to the office by calling the health clerk ex. 5393 or main office ex. 5300. (Keep ill people out of school)
- Throughout the day, teacher will ensure students wear their mask, use hand sanitizer, wash hands for at least 20 seconds with soap and water, and disinfect their area.

Administrator Responsibilities

- Teach, model and practice arrival expectations with students/staff.
- Monitor to ensure arrival expectations are followed by all students and staff.
- Admin. supervision begins at 10:20.
- Admin. (or designee) will be standing at the gate at bus drop off area & will cue bus drivers to let K-1 students off of the bus first.
- Admin. (or designee) will radio the main office to announce “all staff please report to your supervision location” at 10:19.
- Admin. (or designee) will ensure students are wearing a mask as they get off the bus. If they are not, one will be provided for them. (a basket with masks will be provided to take outside) (Protective Equipment)
- Admin. (or designee) will observe students for COVID-19 symptoms and report noticing to health clerk who will check the student’s health history. (Keep ill people out of school)
  - If a student shows COVID-19 symptoms unrelated to a pre-existing health condition, Admin. (or designee) will radio the health clerk to meet the student in “Hawaii.”
  - Admin. (or designee) will escort the student to the hallway leading to parent pick up.
- Admin. (or designee) will ensure students walk directly to their class line/area staying 6-feet apart. (Physical Distancing)
- Admin. (or designee) will ensure hand sanitizer is available at the entrance of the building for students to use before they walk in and that entrance doors are propped open. (Hand hygiene)
Health Clerk Responsibilities

- Have radio available to receive communication from admin. during student arrival.
- Stand in the foyer to screen any students who did not have a completed attestation.
  - Must be wearing appropriate PPE (gloves, face shield and mask) and bring a thermometer.
  - Thermometers being used should be sanitized after each use using sanitizing wipes.
  - The following questions must be asked to the student as part of the screening process:
    - Do you have any of the following symptoms within the last day, that are not caused by another condition?
      - Fever or chills (100.4 and above)
      - Cough
      - Shortness of breath or difficulty breathing
      - Fatigue
      - Muscle or body aches
      - Headache
      - New loss of taste or smell
      - Sore throat
      - Congestion or runny nose
      - Nausea or vomiting
      - Diarrhea
    - Have you been in close contact with anyone with confirmed COVID-19?
    - Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
    - Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection
- After screening the student in, place a “green dot” on the student’s hand and instruct them to show their teacher before getting back in line.
- This screening clearance is only effective for 1 day.
  - Parents of students screened will be called to complete the attestation for the remainder of the week.
- Follow Health Clerk responsibilities in “Movement in the Building” section if a students is showing symptoms of COVID-19.

Office Staff Responsibilities

- Office staff will provide teachers/supervisors a list of students with missing health screenings prior to arrival to be picked up in the office at 10:15.
- Office staff will be available by radio throughout the day.
- Office staff will announce “all staff please report to your supervision location” at 10:19.
- All office staff will be in the office available for staff and family members/guardians or at their assigned supervision location.

Classified Responsibilities

- All classified staff will report to their supervision location at 10:20. See Map
- Monitor students to maintain 6-foot distance and to keep their masks on. (Physical Distancing)
- Must wear orange vest. Retrieve from office. Return vest to office after supervision and spray with Alpha HP and hang dry.
- Must wear mask. (Protective Equipment)
**Additional Supervisors-In the absence of admin. Karen Marchesini will be designee.**

- Admin. supervision begins at 10:20.
- Admin. (or designee) will be standing at the gate at bus drop off area.
- Admin. (or designee) will radio the main office to announce “all staff please report to your supervision location” 10:19.
- Admin. (or designee) will ensure students are wearing a mask as they get off the bus. If they are not, one will be provided for them. (a basket with masks will be provided to take outside) (Protective Equipment)
- Admin. (or designee) will observe students for COVID-19 symptoms and report noticings to health clerk who will check the student’s health history. *(Keep ill people out of school)*
  - If a student shows COVID-19 symptoms unrelated to a pre-existing health condition, Admin. (or designee) will radio the health clerk to meet the student in “Hawaii.”
  - Admin. (or designee) will escort the student to the hallway leading to parent pick/up.
- Admin. (or designee) will ensure students walk directly into the building staying 6-feet apart. *(Physical Distancing)*
- Admin. (or designee) will ensure hand sanitizer is available at the entrance of the building for students to use before they walk in. *(Hand hygiene)*

**Student Responsibilities**

- Students will be sure their parents have completed the health screening/attestation prior to coming to school. *(Keeping ill People Out of School)*
- Students will communicate with their classroom teacher if they have been out of state.
- Students who ride the bus will exit the bus when told by an adult.
  - Students will ensure they have their mask on. *(Protective Equipment)*
  - Students will walk to their assigned line/area and work to maintain distance by self-monitoring by extending both arms without touching a peer to maintain social distancing. *(Physical Distancing)*
  - Kindergarten students will walk directly to their classroom. *(Physical Distancing)*
- Students who are dropped off or walk to school
  - Will wear a mask *(Protective Equipment)*
  - Will walk to their designated area outside lined up by their teacher following the markings 6-feet apart. *(Physical Distancing)*
  - Kindergarten students will walk directly to their classroom. *(Physical Distancing)*
- Students will sanitize their hands before entering the building. *(Hand hygiene)*
- Students will walk in the building 6-feet apart at all times (marked with green arrow stickers) *(Physical Distancing)*
- Students will put their personal items on the back of their chair, cubby or in desks.
- Students will wash their hands for at least 20 seconds with soap and water following the handwashing steps above the sink or use hand sanitizer. *(Hand hygiene)*
- Students will not be able to use the drinking fountains and will need to bring a water bottle.

**Parent Responsibilities**

- Parents will communicate with their child’s classroom teacher if they traveled out of state.

**Custodial Responsibilities**

- Place sanitation stations outside the entry doors to the main building at the end of the kindergarten hallway, and at the top of each portable ramp.
- Open the bus area gate at 10:18.
- Ensure hand sanitizer is replaced when empty at the building entrances.
- At 10:35 close the gate to the playground.
**Teacher Responsibilities**

- Teacher will wear their mask. *(Protective Equipment)*
- Teachers will stand outside of their classrooms to meet their students at 10:20 am
- Supervisors will be posted in the foyer and at the end of the Kinder hall reminding students to sanitize hands and directing student traffic.
- Teacher will review the provided list of students who have not completed the health screener and will send any student on the list to Penny, who will screen students. Once cleared, students will be sent to their classrooms.
- Once in class, teacher will instruct students to put their personal items on the back of their chair or in their cubby/desk and wash their hands or sanitize. *(Hand hygiene)*
- Teacher will ensure students are wearing a mask, except when eating breakfast. *(Protective Equipment)*
- Teacher will observe students for COVID-19 symptoms unrelated to a pre-existing health condition, and report noticing to the office by calling the health clerk ex. 5393 or main office ex. 5300. *(Keep ill people out of school)*
- Throughout the day, teacher will ensure students wear their mask, use hand sanitizer, wash hands for at least 20 seconds with soap and water, and disinfect their area.

**Student Responsibilities**

- Students will be sure their parents have completed the health screening/attestation prior to coming to school. *(Keeping ill People Out of School)*
- Students who ride the bus will exit the bus when told by an adult.
  - Students will ensure they have their mask on. *(Protective Equipment)*
  - Students will sanitize their hands before entering the building. *(Hand hygiene)*
  - Students will walk directly to their classrooms through the doors at the end of the kindergarten hallway (Cleary/Downey enter through cafeteria doors, Corpuz, Krumwiede, Hoskins and Mallimban enter portables) and work to maintain distance by self-monitoring by extending both arms without touching a peer to maintain social distancing. *(Physical Distancing)*
- Students who are dropped off or walk to school
  - Will wear a mask *(Protective Equipment)*
  - Students will sanitize their hands before entering the building. *(Hand hygiene)*
  - Students will walk directly to their classrooms through the doors at the end of the kindergarten hallway (Cleary/Downey enter through cafeteria doors, Corpuz, Krumwiede, Hoskins and Mallimban enter portables) and work to maintain distance by self-monitoring by extending both arms without touching a peer to maintain social distancing. *(Physical Distancing)*
- Students will walk in the building 6-feet apart at all times (marked with green arrow stickers) *(Physical Distancing)*
- Students will put their personal items on the back of their chair, cubby or in desks.
- Students will wash their hands for at least 20 seconds with soap and water following the handwashing steps above the sink or use hand sanitizer. *(Hand hygiene)*
- Students will not be able to use the drinking fountains and will need to bring a water bottle.

**Supervision Responsibilities**

- Admin. End of kindergarten hallway
- Admin. at busses to dismiss students off their bus to enter the building
- Health Clerk-Penny in foyer for health screening
- Station 1-Parent drop off
- Station 2-Playshed
- Station 3-Between big toy and portables
- Station 4-By Portables
- Station 5-End of upstairs hallway by bathrooms
Spanaway Elementary Arrival Map
For Non-Rainy Days

253-683-5300

Entrance

Rm. 7 Staff Room
Rm. 5
Rm. 2 Pinopolitan
Rm. 1 Health Clerk
Rm. 15
Rm. 17
Rm. 101
Rm. 101A
Rm. 100 Conf Rm.
Rm. 100
Rm. 100
Rm. 9 Conf Rm.
Rm. 8 Conf Rm.
Rm. 305 Music
Rm. 304 Storage
Rm. 304 Take Storage
Rm. 304 Kitchen
Rm. 306 Commons
Rm. 306 Music
Rm. 306 Mech.
Office
Work Room
Restrooms
Vestibule
Office

1st - Yaseen
1st - Lebo
1st-Waldorf
3rd - Downey
4th - Hakansson
2nd - Stephani
3rd - Malarcher
2nd - Marsh
3rd - Malarcher
2nd - Willis
2nd - Hakansson

For Non-Rainy Days

Student Drop Off

Portable route

Portable route

Bus Drop Off Area

All other Ss line up at assigned teacher spots.

1 Figuracion (Guide students from parent pick up to playground)
2 Honig/Goble/Pedersen (Greeting students, give masks, Honig dismiss from busses)
3 Kosa/Dragoo
4 Collins/Ewert (monitor back of 1st grade lines)
5 Hosley/Hitt
6 Chapin/Amaral
7 Crooks/Keegan
8 Awadie (crosswalk)
9 Siertson (crosswalk)
10 Penny Lee
11 Karen Marchesini
12 Rainboth/Niederle

*Kindergarten students will go directly into the building once they arrive at school. Teachers will be standing outside their classroom door to greet students as they enter. Note: This map does not accurately reflect 6-foot social-distancing. It is not to scale.
Spanaway Elementary Arrival Map
For Rainy Days

<table>
<thead>
<tr>
<th>Symbol</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Arrow]</td>
<td>Indicates the route students will use to enter the building.</td>
</tr>
<tr>
<td>![Line]</td>
<td>Arrows indicate the direction students will walk to get into the building.</td>
</tr>
<tr>
<td>![Blue]</td>
<td>Blue indicates an area students will be dropped off to come to school.</td>
</tr>
</tbody>
</table>

**Supervisor Stations**

Report to your station at 10:20

1 Figuracion
2 Honig/Goble/Pedersen
3 Kosa/Dragoon
4 Collins/Ewert
5 Hosley/Hitt
6 Chapin/Amaral
7 Crooks/Keegan
8 Awadie (crosswalk)
9 Sivertson (crosswalk)
10 Penny Lee
11 Karen Marchesini
12 Rainboth/Niederle

*Students will go directly into the building once they arrive at school. Teachers will be standing outside their classroom door to greet students as they enter, have them put personal items on the back of their chair or cubbies, and wash hands for at least 20 seconds with soap and water following the handwashing steps above the sink or use hand sanitizer if sink not available.*

**Note:** This map does not accurately reflect 6-foot social-distancing. It is not to scale.
Dismissal Procedures

Goal Statement
- Dismissal at Spanaway Elementary School will be efficient, safe, and orderly so that students can return home safely.

Overview of dismissal procedure
- Students will disinfect their area in their classroom with sanitation supplies given to them by their classroom teacher (disinfectant wipes—students cannot use Alpha HP Spray to disinfectant).
  (Environmental Cleaning and Disinfection)
- Students will be dismissed from school by staggering dismissal of parent pick-up/walkers, and to busses by color. (Physical Distancing)

Classroom Teacher Responsibilities
- Classroom teachers will have students grab a 2-day or 3-day meal bag to put in their backpacks. Instruct students to not open the bags until they get home. There may be peanut butter items in the bags that could trigger anyone with a peanut allergy.
- Teacher will use the provided supplies for students to disinfect their designated areas.
  (Environmental Cleaning and Disinfection)
- Teacher will have students stand next to their desks and wait for the announcement to be dismissed after disinfecting area. (Physical Distancing)
- Once announced, teacher will send their parent pick up/walkers to the played. Students will walk from their classroom to the foyer, out the foyer doors to the played. (Physical Distancing)
- Once announced, teachers will walk their bus riders to the bus loading area following the exiting the building routes through the foyer, out to the playground and to the busses. See map. (Physical Distancing)
- Teachers will wear mask. (Protective Equipment)
- Check out with admin./designee at busses once all of your students are on the bus and head back to your classroom to avoid large groups standing together following entering the building route as pictured on arrival map. (Physical Distancing)
- Disinfect student desks and chairs by spraying Alpha HP and allow to air dry. (Environmental Cleaning and Disinfection)

Administrator Responsibilities
- Teach, model and practice dismissal expectations with students/staff.
- Monitor to ensure dismissal expectations are followed by all students, staff and families.
- Supervision begins at 3:05.
- Principal (or designee) will dismiss parent pick-up/walkers to the played by grade level first by announcement at 3:05, followed by one class at a time to dismiss to busses. (Physical Distancing)
- Assistant principal (or designee) will begin calling students from the played to walk to their parent/guardian in the parent pick-up loop by exiting the played walking on the sidewalk to parent pick-up. See map. (Physical Distancing)
- Ensure all staff are at their supervision spot at 3:05
- Admin. (or designee) will wear mask. (Protective Equipment)
- Admin. (or designee) will check off teachers as they check out indicating all students are out of their classroom.
- Admin. (or designee) will release busses once all teachers have checked out.

Office Staff Responsibilities
- Office staff will be available by walkie talkie.
- All office staff will be in the office available to staff and family members/guardians.
- Must wear mask. (Protective Equipment)

Additional Supervisors
- All supervisors will report to their supervision location at 3:05. See Map
- Monitor students to maintain 6-foot distance and to keep their masks on. (Physical Distancing)
- Must wear orange vest. Retrieve from office. Return vest to office after supervision. Spray vest with Alpha-HP
- Must wear mask. (Protective Equipment)
**Student Responsibilities**

- Students will disinfect their desk with sanitation supplies given to them by their classroom teacher (disinfectant wipes - students cannot use Alpha HP disinfectant). *(Environmental Cleaning and Disinfection)*
- Students will retrieve their personal items on the back of their chair, cubby or desk.
- Students will stand behind their desks and wait for teacher instructions to be dismissed. *(Physical Distancing)*
- Students will ensure 6-foot distancing in the hallways as they leave the building. *(Physical Distancing)*

**Parent/Guardian pick up and walkers will be dismissed first.**

- Students will walk to the playshed by following the arrows marked 6 feet apart in the hallway, down the main stairwell and out through the foyer doors. Students will stand under the playshed to wait to be called ensuring 6 foot distancing while standing in line as instructed by the adult.
- Students who are walkers will check in with the supervisor and then when told will exit the playshed out the playground gate, down the sidewalk to parent pick up. They will use designated crosswalks if needed.
- Students in parent/guardian pick up waiting area under the playshed will stand 6 feet apart and self-monitor by extending both arms without touching a peer.
- Students who are parent/guardian pick up will listen for their name to be called, they will exit the playshed out the playground gate, down the sidewalk to parent pick up and walk to meet their parent/guardian at the car.

**Students will wear mask. *(Protective Equipment)***

**Students who are bus riders will follow their teacher out to the bus area keeping a 6 foot distance between themselves and others.**

**Parent/Guardian Responsibilities**

- Parent/Guardians who are picking up their child by vehicle will remain in their vehicle at all times.
  - Parents will not be permitted to park and wait for their child out of their car to minimize groupings of individuals and to maintain 6 foot distancing. *(Physical Distancing)*
  - Parents/Guardians will pull through our parent pick up loop have their child name sign visible in the front window and will wait in their car until their child comes to meet them.
  - Supervisor will call the student to meet their parent at their car.
  - Once the student is in the car, parent/guardian will leave immediately.
- Parents/Guardians who walk to pick up their child will stand at a 6-foot distance at all times. *(Physical Distancing)*
  - Once the student is with the parent/guardian they will leave immediately.

**Custodial Responsibilities**

- Open the gate on the playground at 3:00
- Close the gate to the playground at 3:15
- Place sanitation stations back in the building at the entry door to the main building at the end of the kindergarten hallway, and at the top of each portable ramp.
- Ensure hand sanitizer is replaced when empty.
- Disinfect orange vests in downstairs workroom by spraying Alpha HP and allowing to air dry. *(Environmental Cleaning and Disinfection)*
- Continue with nightly disinfecting procedures throughout the building.
**Spanaway Elementary Dismissal Map**

**Symbol**

<table>
<thead>
<tr>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrows indicate the direction students will walk to exit the building.</td>
</tr>
<tr>
<td>This color indicates an area students will be picked up to go home.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supervisor Stations</strong></th>
<th><strong>Report to your station at 3:00</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Figuracion</td>
<td>8 Levine (Crosswalk)</td>
</tr>
<tr>
<td>2 Melby</td>
<td>9 Sivertson (Crosswalk)</td>
</tr>
<tr>
<td>3 Marchesini</td>
<td>10 Elery &amp; Pederson (Radio S names to playedhs- Pederson call for Ss who are walkers.</td>
</tr>
<tr>
<td>4 Goble</td>
<td>11 Chapin (Stand by office guiding Ss to exit building)</td>
</tr>
<tr>
<td>5 Honig</td>
<td>12 Hosley (Support Ts to put Ss on busses and point parent PU Ss to the parent PU loop)</td>
</tr>
<tr>
<td>6 Crooks</td>
<td>13 Parker (Point students (Ss) from playedhs to parent pick up (PU))</td>
</tr>
<tr>
<td>7 Kosa</td>
<td>14 Hoge (Put bus color flags on fence &amp; guide Ss to parent pick up ensuring not getting on bus)</td>
</tr>
<tr>
<td>10 Elery &amp; Pederson</td>
<td>15 Nordquist upstairs outside library (Guiding Ss to walk down stairs &amp; out foyer doors)</td>
</tr>
</tbody>
</table>

*Students will be dismissed by staggering parent pick-up/walkers and busses by color. Teachers will supervise the hallways by standing outside their classroom door.*

**Note:** This map does not accurately reflect 6-foot social-distancing. It is not to scale.
## DISMISSAL ANNOUNCEMENT TIMES

At this time......may make their way to......

<table>
<thead>
<tr>
<th>TEACHER</th>
<th>Announce for Dismissal</th>
<th>Where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten and 1st Grade</td>
<td>3:00</td>
<td>Walkers and Parent Pick up may walk to the playshed</td>
</tr>
<tr>
<td>Sanders &amp; Arnold</td>
<td>3:02</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>2nd &amp; 3rd Grade and Portable Classrooms</td>
<td>3:03</td>
<td>Walkers and Parent Pick up may walk to the playshed</td>
</tr>
<tr>
<td>Smith &amp; Hardie</td>
<td>3:04</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>Lebo &amp; Waldorf</td>
<td>3:05</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>Yaseen</td>
<td>3:06</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>4th Grade and 5th Grade</td>
<td>3:07</td>
<td>Walkers and Parent Pick up may walk to the playshed</td>
</tr>
<tr>
<td>Stephani &amp; Marsh &amp; Downey</td>
<td>3:08</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>Willis &amp; Malarcher &amp; Hoskins</td>
<td>3:09</td>
<td>May walk to busses</td>
</tr>
<tr>
<td>Kupinski &amp; Hakansson</td>
<td>3:10</td>
<td>May walk to busses</td>
</tr>
</tbody>
</table>
Recess
Recess Guidelines

Goal Statement
- Recess at Spanaway Elementary School will be efficient, safe, and orderly so that students can have a learning/mask break.

Overview
- Students will have the opportunity to take a break from learning at recess with their cohort in their assigned zones. Students and staff will wear masks unless in the designated mask break zone. Students will follow all recess expectations while engaging in organized activity.

Classroom Teacher Responsibilities
- Teachers will ensure students sanitize or wash their hands before they leave for recess. Remind students to wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink. *(Hand Hygiene)*
- Teachers will walk their students to recess at their assigned start time and will leave recess at their assigned end time
  - Teachers will use the arrival/dismissal route maps to enter/leave the building. *(Physical Distancing)*
- Teacher will bring out the class recess equipment housed in the provided mesh net bag to their assigned zone.
- Teacher will use Alpha-HP to disinfect the equipment and allow to dry overnight after recess at the end of the day. *(Environmental Cleaning and Disinfection)*
- Teachers will monitor organized activities that distance students in the zone they are assigned to for that day. *(Physical Distancing)*
- Teachers will wear their mask. *(Protective Equipment)*
- Teachers will monitor students to be sure they are wearing their masks unless they are sitting/standing in the designated mask break zone. *(Protective Equipment)*
- If students need to use the restroom/or needs to see the health clerk/nurse for major injuries that cannot be provided on the playground or the student is showing COVID-19 symptoms:
  - Send students to the restroom through the doors by the kindergarten hallway. We will not be using the doors to the gym bathrooms UNLESS you’re the class in the zone assigned under the playshed (Zone 6). After seeing kids in there, we don’t want students to cross through another cohort to get into the building.
  - Tell students they must sanitize their hands before they enter the building. Remind students to wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink before they leave the restroom. *(Hand Hygiene)*
- Bring first aid kits which includes extra masks with you to recess. *(Protective Equipment)*
- Teachers will ensure students wash their hands returning from recess. Remind students to wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink before they leave the restroom. *(Hand Hygiene)*

Administrator Responsibilities
- Teach, model and practice recess expectations with students/staff.
- Monitor to ensure recess expectations are followed by all students and staff.
- Ensure teachers have equipment needed at recess.
- Ensure student friendly signage is posted and replaced on the playground where needed.
**Additional Supervisors - Recess Supervisor**
- Wear orange vest. Retrieve from office workroom.
- Get a radio from the office and return after all recesses.
- Bring first aid kits which includes extra masks with you to recess. *(Protective Equipment)*
- Monitor the mask break zone to ensure students sit/stand 6-feet apart on the benches at the spots marked “stand here.” *(Physical Distancing)*
- Let the student into the building through the kindergarten hallway doors to walk to the bathrooms closest to the foyer or to see the nurse (for major first aid or medication or COVID-19 Symptoms not related to a pre-existing health condition). Tell them they will come back to recess out the foyer doors.
  - Communicate with the health clerk/nurse/main office before sending a student into the health room so they can check the health history of the student.
    - Send student to the advised location (Health room/Hawaii)
  - Disinfect high touch surfaces made of plastic or metal such as grab bars and railings between recesses. *(Environmental Cleaning and Disinfection)*
- After all recesses are complete, return orange vest to the office workroom to be disinfected. *(Environmental Cleaning and Disinfection)*

**Student Responsibilities**
- Students will sanitize or wash their hands before they leave for recess. Remind students to wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink before they leave the restroom. *(Hand Hygiene)*
- Students will walk to recess at their assigned start time with their teacher and will leave recess at their assigned end time with their teacher.
  - Students will use the arrival/dismissal route to enter/leave the building. *(Physical Distancing)*
- Students will use the class recess equipment appropriately in their assigned zone.
- Students will follow the rules of the organized activities led by their teacher, that distance them in the zone they are assigned to for that day. *(Physical Distancing)*
  - Students will follow recess expectations as outlined in the “matrix.”
- Students will wear their mask unless they are sitting/standing in the designated mask break zone. *(Protective Equipment)*
- If student needs to use the restroom/or needs to see the health clerk/nurse for major injuries that cannot be provided on the playground or the student is showing COVID-19 symptoms:
  - Get permission from classroom teacher.
  - Students must sanitize their hands before entering the building. *(Hand Hygiene)*
  - Students will wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink before they leave the restroom. *(Hand Hygiene)*
- Students will wash their hands when they return from recess. Remind students to wash their hands for at least 20 seconds with soap and water following the handwashing steps posted above the sink before they leave the restroom. *(Hand Hygiene)*

**Custodial Responsibilities**
- Ensure hand sanitizer is replaced when empty at sanitize stations located at the entrances to the building. *(Hand Hygiene)*
- Disinfect orange vests in downstairs workroom by spraying Alpha-HP and allowing to air dry. *(Environmental Cleaning and Disinfection)*
- High-touch surfaces made of plastic or metal such as grab bars and railings, will be cleaned routinely. *(Environmental Cleaning and Disinfection)*
1) **Rainy Day Recess:** Teachers, you will call rainy day recess this year since you are supervising recess. If you want to take them out, take them out. If you don’t, then don’t on rainy days.

2) **Avoid Yellow Zone:** When you walk your students to the playground, be sure to not walk into the yellow zone. Stay to the left to get to your assigned zone. Remind your students to keep as much distance as they can while playing in their zone.

3) **Teacher Directed Activities:** Here are a few ideas. Although these activities are for rainy day recess, they can also be used outside.

4) **Student Restrooms/Health Room:** Send students to the restroom through the doors by the kindergarten hallway. We will not be using the doors to the gym bathrooms UNLESS you’re the class in the zone assigned under the playshed (Zone 6). After seeing kids in there, we don’t want students to cross through another cohort to get into the building.

5) **Garden:** You may also access our garden if you wish to do activities in there for recess instead of the zone you are assigned. One class at a time. Let Karen know in the morning if you wish to access it during recess to get a key.

Check out the **Recess Zone Assignments Schedule.** Be sure to choose the correct tab.
Recess Zones

Check out the Recess Zone Assignment Schedule.

Mask Break Zone (Red)

Note:
1) Red cones are marking every other line on the bench to accommodate 6-feet social distancing.
2) Students will either be sitting or standing between the bench and the red cones.
3) From a student’s head in the mask zone to any student’s head in the purple zone is more than 6 ft apart.
Zones for Field
Next few slides explains and shows the zones for each part of the field.

Zone 1 (Orange Cones - Field Behind Portables) Football & Soccer, etc.

Zone 1
Behind the Portables
Football, soccer, etc.

Note: The line of cones start at the base of the stairs of the portables. Cones need to be at least 6-ft apart from the other line of cones.
Zone 2 (Orange Cones - Front Field/Hill) Teacher Organized Activity

Zone 2
Front Field/Hill Teacher Organized Activity
Note: The line of cones on the left are aligned to the dirt pathway/trail on top of hill.

Zone 2 is the entire middle section.
Note: The line of cones on the right start at the end of the concrete slab of the portable.

Zone 3 (Orange Cones - Baseball Field) Kickball

Zone 3
Baseball Field Kickball
Note: The line of cones are aligned with the section of the big toy to the right. Cones need to be at least 6-ft apart from the other line of cones.
Zone 4 (Purple) Map & Running Lanes

Zone 5 (Yellow) Teacher Organized Activity
Zone 6 (Orange) Basketball &/or Teacher Organized Activity

Zone 7 (Green) Four Square & Tetherball
Zone 8 (Blue) Big Toy

Alpha HP Sprayer:

1. Set a timer 5-minutes before your recess ends.

2. Tell students to line up along the outside of the big toy and to turn around to face away from the big toy.

3. Spray the equipment using the sprayer in the corner of the big toy zone and return the sprayer to that location when done. Remind students that only adults may touch the sprayer.

4. Ask students to count how long it will take you to spray the big toy equipment or do 6 jumping jacks while you spray or to do something else while staying 6-ft apart.

Green Ropes: Play areas that have green rope will be blocked since the rope is material that is difficult to sanitize.

Double Slides: Make certain that students go down one at a time to avoid two students sliding next to each other and breaking 6-feet social distancing.

Teeter Totters: Only use one pair of teeter totters at a time.

Whatever this is ;0) Only one student at a time.
Breakfast & Lunch
Breakfast Guidelines

Goal Statement
- Meals at Spanaway Elementary School will be efficient, safe, and orderly so that students can enjoy breakfast and lunch and be fully ready to learn.

Overview of Breakfast Procedure
- Students will arrive at school either from the bus, parent pick up/drop-off or by walking. Once students arrive at school, they will line up with their teacher and walk directly into the building, sanitize their hands and keep a 6-foot distance between each student as they walk to their classroom. Breakfasts will not be served to all students in the morning when they arrive. Students who may need to eat when they arrive will be provided a breakfast.

Classroom Teacher Responsibilities
- Teacher will wear their mask and will have a face shield available to them. (Protective Equipment)
- Teacher will have a desk designated for their breakfast/lunch bin in the classroom.
- Teacher will communicate with counselor/social worker any students they hear need breakfast. This will not need to be done everyday. You know your kids best. Once we know who those students are, those breakfasts will be in the classroom waiting for the student upon arrival.
- Teacher will ensure students are wearing a mask, except when eating breakfast. (Protective Equipment)
- Teacher will have a designated mask spot labeled on the student desk for students to place their masks when they are eating. (Protective Equipment)
- Teacher will determine the procedure for students to wash hands and get their breakfast that provides 6 feet social distancing. (Physical Distancing)
- Before students eat and when students are done eating, teacher will have the student wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink. This includes portable classrooms and cafeteria classrooms. They will walk their classes to the bathroom to wash hands. (Hand hygiene)
- Teacher will have students use disinfecting wipes (with supervision) to disinfect their desks after eating. (Environmental Cleaning and Disinfection)
- Teacher will ensure food items are not shared.
- Teacher will teach, monitor and practice breakfast expectations with their students.

Administrator Responsibilities
- Teach, model and practice breakfast expectations with students/staff.
- Monitor to ensure breakfast expectations are followed by all students and staff.
- Admin will ensure breakfast is available to students if they need it.
- Admin will be sure all classrooms have a desk in the classroom for breakfast/lunch bin.

Student Responsibilities
- Students will wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink before eating their breakfast. This includes students in the portables and cafeteria. (Hand hygiene)
- Students will wear their mask when they are not eating. When students are eating they will place their mask in the top corner of their desk where it is labeled to do so. (Protective Equipment)
- Students will pick up their breakfast, walk to their desks and begin eating. (Hand hygiene)
- When students finish eating they will put their mask back on. (Protective Equipment)
- Students will ensure food items are not shared.
- Students will participate fully in learning and practicing breakfast expectations.

Custodial Responsibilities
- Place a desk in the classroom for breakfast bin.
- Empty trash and recycle.
- Ensure hand sanitizer is replaced when empty in classrooms.
- Ensure sanitizing wipes and disinfecting Alpha HP spray are replenished in classrooms.
- Disinfect desk that holds breakfast items as well as high-touch surfaces students touched to prepare for and clean up after breakfast (i.e. sink handles, soap and paper towel dispensers, etc.) (Fumigation and Chemical Sanitation Infection Control Plan)
Counselor/Social Worker Responsibilities
- Work with classroom teachers to determine which students may not have eaten breakfast in the morning. This will not need to happen everyday. Once we know the students, a breakfast can be placed on the student desk prior to their arrival.
- Deliver breakfast/snack to the student in the classroom.
- Counselor/Social worker will wear a face mask (Protective Equipment).
- Maintain 6 foot social distance. (Physical Distancing)

Goal Statement
- Meals at Spanaway Elementary School will be efficient, safe, and orderly so that students can enjoy breakfast and lunch and be fully ready to learn. Students

Overview of Lunch Procedure
- Lunches will be delivered and served in the classroom. Students will either eat their sack lunch from home or will be provided a school lunch. At their designated lunch start time, students will wash their hands, and get their lunches from the designated bin in their classrooms. All students will be provided a 2 day and 3 day lunch pack and MAY take it if they choose. When students are done eating, they will take care of their lunch trash, disinfect their area, and wash their hands.

Classroom Teacher/Lunch Supervisor Responsibilities
- Teacher will leave their lunch bin in the lunchroom hallway in a designated spot.
- Take hot lunch count while taking attendance in Synergy.

At lunch time:
- Prepare desks for eating. Have students clear all items off their desk.
- Teacher will wear their mask and will have a face shield available to them. (Protective Equipment)
- Teacher will have a desk designated for their breakfast/lunch bin in the classroom. Lunches will be delivered to the classroom and placed in that spot.
- Teacher will ensure students are wearing a mask, except when eating breakfast. (Protective Equipment)
- Teacher will determine the procedure for students to wash hands and get their lunch that provides 6 feet social distancing and will monitor this process. (Physical Distancing)
- Before students eat and when students are done eating, teacher will have the student wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink. This includes portable classrooms and cafeteria classrooms. They will walk their classes to the bathroom to wash hands. (Hand hygiene)
- Teacher will have students take out their lunch bag from home or grab a sack lunch from the lunch
- Teacher will have a designated mask spot labeled on the student desk for students to place their masks when they are eating. Teacher will ask students to remove their mask when they are ready to eat. (Protective Equipment)
- Teacher will remind students to put mask back on after eating. (Protective Equipment)
- Teacher will have students use disinfecting wipes (with supervision) to disinfect their desks after eating. (Environmental Cleaning and Disinfection)
- Teacher will ensure food items are not shared.
- Teacher will teach, monitor and practice breakfast expectations with their students.

Student Responsibilities
- Students will wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink before eating their breakfast. This includes portable classrooms and cafeteria classrooms. They will walk their classes to the bathroom to wash hands. (Hand hygiene)
- Students will wear their mask when they are not eating. When students are eating they will place their mask in the top corner of their desk where it is labeled to do so. (Protective Equipment)
- Students will pick up their lunch following teacher directions, walk to their desks, take out their next day breakfast bag, place it in their backpack and begin eating. (Social Distancing)
- When students finish eating they will put their mask back on. (Protective Equipment)
- Students will pick up all food items, throw away/recycle and disinfect their desk using the disinfecting wipes. (Environmental Cleaning and Disinfection)
- Students will ensure food items are not shared.
- Students will participate fully in learning and practicing breakfast expectations.
Administrator Responsibilities

- Teach, model and practice lunch expectations with students/staff.
- Create a lunch schedule and who will deliver lunches to classrooms as well as the 2 day and 3 day meals.
- Monitor to ensure lunch expectations are followed by all students and staff.
- Communicate lunch process with families.

Custodial Responsibilities

- Empty trash and recycle at the end of the day.
- Ensure hand sanitizer, Alpha HP and disinfecting wipes are replaced when empty in classrooms.
- Disinfect high-touch surfaces students touched to prepare for and clean up after lunch (i.e. sink handles, soap and paper towel dispensers, etc.) (Environmental Cleaning and Disinfection)

Support Staff Responsibilities

- Deliver lunch bins and 2 day and 3 day meal packs to classrooms at designated times.
Filling a teacher absence - What is the process?
**Classroom Teacher Responsibilities**

- To prevent ill staff from being in the building, staff will complete the district health attestation each morning. *(Keeping ill People Out of School)*
- If a staff member answers "yes" to any of the health attestation questions, stay home.
- Staff must notify admin. right away.
- Be prepared to receive a call from our district nurse administrator, Dawn Fox, inquiring about the nature of your illness.
- Follow all next steps received by admin. or nurse administrator.
- Put absence into the AESOP Absence Management System so a guest teacher can be secured.
- Ensure detailed plans are available for your guest teacher. Email them to Mandi and Karen. Plans MUST include:
  - Student seating chart
  - Health information/Plans
  - Safety Procedures
  - Explanation of Jaguar Paws and how to use them
  - What to do if a student is struggling with behavior
  - Lesson Plan—remember, this person has not been in our building and will need very detailed explanations.
- In case of a last minute absence where complete plans are not available, all teachers MUST have an emergency lesson plan/kit available. Notify Karen/Mandi of it’s location.

**Administrator Responsibilities**

- Once notified of a teacher absence, ensure there is a guest teacher assigned.
- If a guest teacher is not available the following staff members will be asked to divide up the day and carry out the lesson plan provided by the classroom teacher as best they can:
  - **Specialists**—May be asked to cover a portion of a class. Specialists will have their partner teacher continue their zoom for that portion rather than canceling class.
  - **K-3 Specialist** — Support math instructional block. Communicate with small groups scheduled at that time they will not have group that day.
  - **Counselor/Social Worker**
  - **Admin**

**Classified Responsibilities (Classified Staff Systems)**

- To prevent ill staff from being in the building, staff will complete the district health attestation each morning. *(Keeping ill People Out of School)*
- If a staff member answers “yes” to any of the health attestation questions, stay home.
- Staff must notify admin right away. (i.e. text, email, etc.)
- Be prepared to receive a call from our district nurse administrator, Dawn Fox, inquiring about the nature of your illness.
- Follow all next steps received by admin. or nurse administrator.
- Put absence into the AESOP Absence Management System so a sub can be secured.
- Be sure to mark “YES” for Substitute Required in AESOP if your role requires a sub. See picture.

Be sure it says “YES” for “Substitute Required”.
Safety Communication Plan (Students and Families)
Staff
1. All staff were trained in building safety protocols prior to students coming into the building for small groups in person.
2. Staff have access to Jag Life with the links to our complete Safety Guidelines.
3. Jan. 27 staff will have a comprehensive training on all safety guidelines.
4. Ongoing training will occur as safety guidelines are updated by the Pierce County Health Department and CDC.
5. Weekly Safety Updates are provided to all staff in our SE Weekly newsletter.

Students
1. All teachers began teaching safety expectations using a prepared google slide deck in their remote learning zoom sessions to prepare students for the shift to Hybrid the week of Jan. 25.
2. Admin will conduct grade level assemblies prior to the shift to Hybrid. Included in this assembly will be how to properly remove and care for their mask.
   a. Jan. 28-29 (K-1)
   b. Feb. 11 & 17 (2-3)
   c. Feb. 25-26 (4-5)
3. Classroom teachers will review the safety expectations, model and practice during the first weeks of students returning to in person.
4. Safety expectations will be reviewed throughout the year.

Families
1. Communication in the Paw Print Newsletter on Jan. 29 will provide an explanation of safety procedures and what to do if their child or a family member has been exposed to COVID-19 and who to contact at the school. The health attestation process that must be completed each week before sending their child to school will also be explained. Included in the Paw Print will be how to properly remove and care for their mask. This will be communicated in English, Spanish and Russian.
2. Admin will conduct grade level assemblies prior to the shift to Hybrid.
   a. Jan. 28-29 (K-1)
   b. Feb. 11 & 17 (2-3)
   c. Feb. 25-26 (4-5)
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