



# Eastside Christian School

*ACADEMIC EXCELLENCE • COMMITMENT TO CHRIST*

## **Safe Return to School Plan**

**August 2021**

## **INTRODUCTION**

Eastside Christian School is committed to providing a safe school environment for students to learn, grow, fellowship within a Christian community, and strengthen their relationship with God. With that commitment in mind, we have created a safe return to school plan based on guidelines released by the Centers for Disease Control, the Washington Department of Health, and the Office of Superintendent of Public Instruction for the 2021-2022 school year. It is the purpose of this document to outline our plan for students to attend a full day of school at ECS, while implementing practices, protocols, and safety procedures allowing students and staff to feel safe while on campus as well as minimize the spread of COVID-19.

## **SAFE RETURN TO SCHOOL, SEPTEMBER 2021**

Plan principles include:

- The safety and well-being of students, staff, and ECS families while on the ECS campus is paramount.
- We will maintain the rigor and excellence of the ECS academic program.
- All school personnel, volunteers, visitors, and students will wear face coverings while on the ECS campus.
- We will maintain a physical distance of three feet or more between students in classroom settings to the degree possible and six feet between all persons in all other settings.
- We will provide a Temporary Remote Learning Option to accommodate students who need to quarantine.
- If a member of the ECS Community is known to have contracted the virus, they will be required to quarantine. Individuals in close contact with anyone who contracts the virus will also be required to quarantine.
- We will keep up to date on all information, data, and changes surrounding COVID-19 and related educational efforts and review and change policies and practices as needed.

## SAFE RETURN TO SCHOOL POLICIES AND PRACTICES

### SCREENING FOR SICK STUDENTS AND STAFF

- Students and/or staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and seek medical evaluation, which may include testing for COVID-19 and other respiratory infections.
- If symptoms develop during the school day, students will quarantine on-site until parents are able to pick them up from school.
- Students and/or staff who have exhibited symptoms (fever, coughing, sneezing, etc.) that are determined not to be COVID-19 related, may return to school following the [Seattle & King County Public Health COVID-19 Return to Work/School Flow Chart](#).

### FACE COVERINGS, DESK SHIELDS, AND DIVIDERS

- A face covering is anything that completely covers the mouth and nose and fits securely on the sides of the face and under the chin. It should be made of two or more layers of tightly woven fabric with ties or straps that go around a person's head or behind their ears. Gaiters and masks with exhalation valves are not acceptable.
- Families are to provide their children with face masks every day. ECS will provide face shields to each student for use at specified times throughout the day. If preferred, students may bring their own face shield for use during these specified times. A doctor's note is needed for a face shield with drape to be used in lieu of a cloth mask when cloth masks are expected to be worn.
- Face coverings are to be worn by both adults and students at all times.
  - Masks are required during arrival, transitions, classroom time, and dismissal.
  - Face shields may be used, in lieu of masks, during small group work in the classroom (combined with tri-fold desk shields provided by the school).
  - Masks are required for teachers except when instructing at the front of the classroom (when they may use face shields and have a six feet safety distance from the students) or when instructing in small groups (using face shields and tri-fold desk shields).
  - All one-to-one teacher student interactions require the use of a face mask.
  - The school will provide table dividers when students sit across from each other at tables that are less than three feet wide.
  - Face shields may be worn for recess and outdoor activities when physical distance of six feet between persons is possible.

### SAFE LEARNING SPACES

- Students will be expected to have their own school supplies, and these will be kept in their desks, backpacks, cubbies or other containers.
- Any supplies and equipment provided by the school, such as classroom computers and art supplies, will be used by one group of students at a time and then will be cleaned and disinfected between use.
- Hand sanitizer will be available in classrooms and commons areas.
- Teachers will have access to a temporal thermometer.

## **CLEANING PROTOCOLS**

- Regular hand washing will be encouraged through campus-wide signage, training, and direction. Teachers will set aside times during the day when hand washing is to occur. Students will use hand-sanitizer or wash their hands upon arrival, during major classroom transitions, lunch, recess, and dismissal.
- Ongoing cleaning of high-touch surfaces in the classroom and in frequently used common areas will be performed by facilities staff and volunteers throughout the day.
- Daily and nightly cleaning will occur throughout the facility on a consistent basis.
- Staff and students will sanitize desks, tabletops, and common classroom areas at least twice a day.
- Water fountains have been turned off – students must bring a water bottle from home.

## **DROP-OFF PROCEDURES**

- Student drop-off time is between 8:20 am and 8:40 am.
- Students should be dropped off at the following locations:
  - Preschool: Classroom exterior doors facing playground (parking required in west parking lot)
  - Kindergarten: Outside the gym doors (drive through)
  - 1<sup>st</sup> and 2<sup>nd</sup> grades: By the 2<sup>nd</sup> grade portable (drive through)
  - 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades: At the mural in the east parking lot (drive through)
  - 6<sup>th</sup> to 8<sup>th</sup> grades: Middle School gate (drive through)
- No family members will be allowed beyond the drop-off points. Preschool parents are the exception; they will walk their children to the outside doors of their children's classrooms.

## **PICK-UP PROCEDURES**

- For after school pick-up, parents will either go to the assigned areas near their children's classrooms or wait in the drive-thru pick-up line.
- Students should be picked up at the following locations:
  - Preschool: Preschool classroom front doors (parking required in west parking lot)
  - Kindergarten: Assigned area by the gym (parking required in west parking lot)
  - 1<sup>st</sup> grade: Assigned area by the playground (parking required in west parking lot)
  - 2<sup>nd</sup> grade: By the 2<sup>nd</sup> grade portable (drive through)
  - 3<sup>rd</sup> grade: Assigned area by the 3<sup>rd</sup> grade classrooms (parking required)
  - 4<sup>th</sup> and 5<sup>th</sup> grades: At the mural in the east parking lot (drive through)
  - 6<sup>th</sup> to 8<sup>th</sup> grades: Middle School gate (drive through)

## **LUNCH**

- K-5th grade students will eat lunch in their classrooms (with physical distancing and using personal desk shields) or at an outside location, supervised by the grade-level aide. Ordered lunches will be delivered to their classrooms.
- Middle School students will eat lunch in their classrooms (with physical distancing and using personal desk shields), an outside location, or in the gym with physical distancing measures.

## RECESS, PLAYGROUNDS, AND OUTSIDE AREAS

- During recess and breaks, students will be kept in grade-level zones as much as possible.
- Face shields can be worn during recess in lieu of facemasks.
- Students will be encouraged to participate in touch-free activities such as jumping rope, hula hoops, hopscotch, four-square, soccer, running and other similar activities.

## AFTER-SCHOOL ACTIVITIES

- After-school activities and clubs will not be offered during the first trimester but may be offered later if the COVID situation allows.
- Before-school care will not be available this year.
- After-school care will be available until 5:30 pm. Parents must register for this program in advance. Drop-in care will not be available.
- Middle School Athletics will be offered with safety protocols in place.

## LARGE-GROUP GATHERINGS AND VISITORS

- All in-person gatherings will be limited to staff and students only until further notice.
- Chapels will be held in-person with social distancing enforced and grade-level groups separated.
- If groups of students need to travel across campus, they will walk outside and not through the halls to the extent feasible.
- Limits will be placed on non-essential visitors and their access to the ECS campus.
- The ECS campus will be closed to parents/guardians and visitors with limited access to pre-scheduled appointments and/or volunteers.
- Parents are encouraged to take care of school business by phone or email. Any parent business that must be done in-person will be completed at the front office.
- Conferencing can be conducted virtually or by phone.

## TEMPORARY REMOTE LEARNING OPTION

- During the 2021-22 school year, ECS will no longer offer a permanent online program. However, students in quarantine may request to be on a Temporary Remote Learning Option (TRLO).
- TRLO allows students to receive instructions for Reading, Writing, and Math for a minimum of three school days and a maximum of ten school days.
- In Middle School: The TRLO request must be submitted to Mrs. G at [agay@ecswa.org](mailto:agay@ecswa.org). Middle school students may start TRLO on the day they submit the request. Electives are not accessible while on TRLO.
- In Elementary School: The TRLO request must be submitted to the classroom teacher. When a request for TRLO is made, that is considered Day 1. The student is not online on Day 2 as the teachers are preparing the material. TRLO starts at 8:40 AM on Day 3. Specialist classes are not accessible while on TRLO.
- TRLO is not to be used for vacation. If quarantine is necessary after a vacation, you may request TRLO.
- We will use Microsoft Teams for Kindergarten to 3<sup>rd</sup> grade, and Teams and OneNote for 4<sup>th</sup> to 8<sup>th</sup> grade.
- Tech support for virtual learning platform is available via [helpdesk@ecswa.org](mailto:helpdesk@ecswa.org).

## **PRESCHOOL**

- For drop-off, parents will accompany their children to the back doors of the classrooms where check-in procedures will occur.
- For pick-up, parents will wait by the back doors of the classrooms until their children are sent out.
- Individual age groups will be self-contained cohorts with teachers, aides, and students.
- Preschool cleaning procedures follow the State of Washington's early education licensing standards with additional cleaning and sanitizing measures taken throughout the day.

## **TRAVEL AND QUARANTINE**

- The health and safety of the ECS community depends upon each member taking personal responsibility to help keep both students and staff safe.
- If students and/or staff members travel by private car, they do not need to quarantine.
- For domestic travel:
  - If students and/or staff members travel by plane and are unvaccinated, they are advised to quarantine for 10 days, which can be reduced to 7 days, with a negative COVID test. The test must be taken 3-5 days after travel.
  - If students and/or staff members travel by plane and are fully vaccinated, they are advised to self-monitor for symptoms; and isolate and get tested if symptoms develop.
- For international travel:
  - If students and/or staff members travel by plane and are unvaccinated, they are advised to quarantine for 10 days, which can be reduced to 7 days, with a negative COVID test. The test must be taken 3-5 days after travel.
  - If students and/or staff members travel by plane and are fully vaccinated, they are advised to get tested 3-5 days after travel.
- Please follow the recommended CDC guidelines related to COVID testing and quarantine for [domestic](#) and [international](#) travel.

## **IF A STUDENT AND/OR STAFF MEMBER TESTS POSITIVE FOR COVID-19**

- Students and/or staff members that test positive for COVID-19 will be removed immediately from campus and will follow [Seattle & King County Public Health COVID-19 Return to Work/School Flow Chart](#).
- If a student and/or staff member tests positive for COVID-19, all close contacts of the positive individual will be required to quarantine.
- For an impacted family with students in multiple grade levels, other students in the family may continue to attend school, but efforts should be made to limit the exposure of those children to the sibling from the impacted grade level.
- The principal will notify community members of any positive COVID-19 tests in their grade level and any necessary next steps.
- The Department of Health will also be informed of any positive test results.

## **FORMS**

- All families who participate in on-campus schooling will sign a waiver indicating they understand the risks related to participating in on-campus schooling.