

Cathcart Safe Return Routines

Purpose Statement:

The purpose of this document is to have a detailed guide for re-opening school. It will be used as a center piece for Professional Development and as a resource document for health and safety protocols. All staff will be trained in this document, all families will receive a parent version of this document, and all students returning to campus will receive specific instruction based on the elements outlined in this document.

This is intended to be a living document and will be revised as necessary throughout our re-opening effort.

General Principles:

- All staff will be trained through presentation of this document and a work group specific walkthrough of our campus prior to the return of students (*see training schedule below*).
- Buildings will be stocked with PPE such as masks for adults and children (face shields as necessary), hand sanitizer, disposable gloves, gowns, and disinfectant sprays/wipes.
- 3-foot physical distancing is the minimum goal at all times. We recognize there may be times when students or staff are closer for brief periods of time (i.e. bus dismissal, hallways, exit/entry of doorways).
- Students and staff will not be closer than 3 feet for more than 15 minutes at a time.
- Snohomish School District policy for COVID case procedures will be used at all times for the purposes of communicating with Snohomish County Health Department, staff, and community regarding COVID cases and determining *close contacts*.
- Masks will be worn at all times around campus (masks will be optional at recesses). *Masks breaks are defined in this document*.
- Students will wash hands, or use hand sanitizer, whenever they return to their classroom (including school arrival, bathroom use, after recesses), prepare for lunch, or directed by teacher.
- Enhanced cleaning and disinfection of high touch point surfaces will be conducted.
- Air ventilation/circulation and air filter upgrades have been implemented.
- Classroom, lunchroom, playground, and restroom procedures will promote physical distancing recommended by the Center for Disease Control and Snohomish County Health Authorities.
- All questions about health/safety protocols can be directed to COVID Coordinator (Paige Hirshci) or administration (Mike Anderson or Julie Garrett)

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Cathcart Safety Leadership Team

COVID-19 Coordinator: Paige Hirschi, Nurse

COVID-19 Coordinator Backup: Julie Garrett, Admin Assistant

COVID-19 Principal: Mike Anderson, Principal

Safety Committee (CA Building Leadership Team)

Karen Emery K-2 BLT Rep

Brenda Wolf 3-4 BLT Rep

Sadie Brumley 5-6 BLT Rep

Rhonda Smith Non-cert BLT Rep

Julie Garrett, BLT Secretary (publishes minutes)

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HEALTH SCREENING / BEFORE SCHOOL

TEACHERS	SUPPORT STAFF	STUDENTS
Students or staff showing any COVID-19 symptoms should not come to school and should notify Julie Garrett directly asap.	Students or staff showing any COVID-19 symptoms should not come to school.	Students or staff showing any COVID-19 symptoms should not come to school.

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HEALTH SCREENING/ARRIVAL (page 1 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
<p>All staff must wear a mask or an acceptable alternative in the K-12 setting, as defined by the Department of Health.</p> <p>Teachers will greet students at the classroom door at 8:25am.</p> <p>Students may walk to their classroom following the identified grade level walk route maps maintaining physical distance at classrooms and waiting in lines.</p>	<p>All staff must wear a mask or an acceptable alternative in the K-12 setting, as defined by the Department of Health. Students who arrive without a mask will be provided one by EAs supervising the drop off area.</p> <p>Bus Transportation The principal and counselor will meet students at the buses every day beginning at 8:15am. All students will stay on the bus until directed by the principal to exit the bus in small groups of six to encourage physical distancing beginning at 8:22am.</p> <p>Parent Drivers Two EAs will supervise the West Parking Lot Loop where parents will drop students off beginning at 8:15am. The EAs will control students leaving their parent's cars in order to assure physical distancing as students walk directly to class beginning at 8:22am.</p> <p>Specialists and EAs will supervise walkways beginning at 8:22am focusing on providing a positive welcoming start to everyone's day. They will also cheerfully make sure all students, parents and staff are wearing a face mask safely while maintaining physical distancing. They will help any student that have not completed their Health Attestation to the Dots Line Up area outside the gym.</p>	<p>All students age 5 years and older must wear a mask or an acceptable alternative in the K-12 setting, as defined by the Department of Health.</p> <p>Students may walk to their classroom following the identified grade level walk route maps maintaining social distance at classrooms and waiting in lines.</p> <p>Students coming to the Health Room for any reason must go to the back door closest to the health room, ring the bell one time and wait for the school nurse. The school nurse will evaluate the student and make a recommendation.</p>

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HEALTH SCREENING/ARRIVAL (page 2 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
	<p>Parents may park in the East Parking Lot so they can walk students walk to class, beginning at 8:22am, if they wear a mask and maintain physical distancing. Parents will be encouraged to minimize their drop off and visit.</p> <p>Classroom doors and wing doors open at 8:25am. EAs will hold parent student drop off in the parking lot to 8:22 which is 3 minutes before doors open. We will do the same with buses. In our opening of school Bus Driver Orientation, we will communicate this to bus drivers so they can thoughtfully time their entrance to CA Bus Zone to minimize students having to wait on the buses.</p>	<p>Students arriving at school before 8:22am or remaining after school will need to wait on the physical distancing dots outside the gym.</p>

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ISOLATION/HEALTH ROOM

TEACHERS	SUPPORT STAFF	STUDENTS
<p>If there is a positive COVID-19 case in a classroom then district maintenance will determine the cleaning needed to disinfect the room and the time that before the classroom may be used again.</p> <p>We will have backup emergency classrooms available if we need to close a classroom for a day: Boys and Girls Club Portable 804, Music Portable 802, FP Portable 25.</p>	<p>Students who are exhibiting symptoms of COVID-19 will go to the office Isolation Room using the back door closest to the health room.</p> <p>Staff member supervising student is Isolation Room will wear face shield, disposable gown and gloves.</p> <p>Isolation room supervisor will document the student's symptoms, intervention and disposition.</p> <p>Parents will be contacted for immediate pick up, exiting out of the back door closest to the health room.</p> <p>The Isolation room will be closed after use and cleaning/disinfection protocol will be initiated.</p> <p>If needed, we will use Portable 25 as a back-up Isolation Room.</p>	<p>Students who are exhibiting symptoms of COVID-19 will go to the office Isolation Room and parents will be contacted for immediate pick up.</p> <p>Students coming to the Health Room for any reason must go to the back door closest to the health room, ring the bell one time and wait for the school nurse. The school nurse will evaluate the student and make a recommendation.</p> <p>The affected student may return to school based on Snohomish Health District Daily COVID-19 Screening Protocols.</p>

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CLASSROOMS

TEACHERS	SUPPORT STAFF	STUDENTS
<p>If a student shares they are not feeling well during the school day, the teacher will call the office and request support.</p> <p>Students will be assigned classroom desks, with at least 3-foot separation, and separate storage areas in the classroom. Student belongings and materials will be separated from others' and placed in individually labeled containers or cubbies.</p> <p>Small group activities will continue to take place while staying physically distanced.</p> <p>Masks will be worn by students and teachers in the classroom.</p> <p>Teachers have been supplied with a tri-fold plexiglass barrier.</p> <p>Teachers may take students outside for physically distanced mask breaks.</p> <p>Throughout the day students may pass by one another (entering class, down an aisle) closer than 3 feet for brief periods of time, not to exceed cumulative 15 minutes of close proximity per day.</p> <p>Staff may be within 3 feet of students during the day to provide instructional support, not to exceed cumulative 15 minutes of close proximity per day.</p> <p>Materials in classroom will be distributed by the teacher, wearing gloves when appropriate. Student assignments/ tasks will be collected by teachers and placed in an assigned location for a duration of time</p> <p>Staff will direct all transitions along assigned walk routes while maintaining social distancing.</p>	<p>If a student shares they are not feeling well during the school day, the teacher will call the office and request support. The school nurse will evaluate the student and make a recommendation.</p> <p>Classrooms will be cleaned and disinfected daily, including touchpoints, any shared materials and surfaces such as counters and desks. Vacuuming, trash and recycling will be done daily. Classrooms will be provided with disinfection chemicals with 30 second contact time for use if needed.</p> <p>Staff will direct all transitions along assigned walk routes while maintaining social distancing.</p>	<p>Hand washing and/or hand washing alternatives is required upon entrance to the building and classrooms and other key times throughout the day (prior to and after eating, utilizing the restroom, returning from recess, etc).</p> <p>Students will enter and exit their classroom by following their established walk routes: routines established by classroom teacher. Staff will direct all transitions along assigned walk routes while maintaining social distancing.</p> <p>Students will be assigned classroom desks, with at least 3-foot separation, and separate storage areas in the classroom. Student belongings and materials will be separated from others' and placed in individually labeled containers or cubbies.</p> <p>Throughout the day students will pass by one another (entering class, down an aisle) closer than 3 feet for brief periods of time, not to exceed cumulative 15 minutes of close proximity per day.</p> <p>Students will be encouraged to bring personal water bottles with their name on it.</p>

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RESTROOMS

TEACHERS	SUPPORT STAFF	STUDENTS
	<p>Custodians will disinfect bathroom surfaces at least two times each day.</p>	<p>Large posters have been posted on each restroom door to show the maximum number of students allowed in each restroom. Outer restroom doors will remain open in order to have maximum air flow as long as personal privacy is maintained.</p> <p>Dots on ground indicate properly spaced waiting locations for restrooms.</p> <p>Students using the bathroom are expected to wash their hands with soap and water before leaving the restroom.</p> <p>Restroom sign-out logs (date/name/time) will be using in Grades 3-6).</p>

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RECESS (page 1 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
<p>Teachers will escort students to recess and in physically distanced lines to the playground entrance where supervision staff will take over.</p> <p>Teachers may leave when all of their students are on the playground in the line of sight of Recess EAs.</p> <p>At the end of recess, K-2 teachers will pick up their students at the Dot Line Up Area outside the gym. 3-6 students may walk directly back to class and immediately enter the classroom. No line ups outside of classrooms.</p> <p>Students will wash their hands or use hand sanitizer both before recess and when entering the classroom.</p>	<p>Recess EAs will greet the students as they transition from being with the classroom teacher to being at recess.</p> <p>Recess para educators will supervise students in their assigned classroom cohort areas throughout the recess.</p> <p>There will be a rotating schedule of playground areas based on weather and cohort size: covered shed/blacktop surface, big toys/swings, grass field/track.</p> <p>If students are playing tetherball or four-square, they will stay on the marked dots 6 feet apart as they wait their turn. Balls/shared equipment assigned by cohort.</p> <p>Playground equipment and structures will be used in compliance with current health and safety practices; currently including physically distanced and masked. If students are using the big equipment, they will do so as if it were an obstacle course staying 3 feet apart and following pre-taught expectations. Those waiting their turn will stand on marked dots 3 feet apart.</p>	<p>Students will wash their hands or use hand sanitizer both before recess and when entering the classroom.</p> <p>Students will face forward and use appropriate spacing while being escorted to the playground.</p> <p>Should students wish to sit and talk instead of playing in their assigned area, they may ask for permission and then proceed to the conversation area where they will stay on one of the marked dots 6 feet apart.</p> <p>If students are playing tetherball or four-square, they will stay on the marked dots 3 feet apart as they wait their turn. Balls/shared equipment assigned by cohort.</p> <p>Playground equipment and structures will be used in compliance with current health and safety practices; currently including physically distanced and masked. If students are using the big equipment, they will do so as if it were an obstacle course staying 3 feet apart and following pre-taught expectations. Those waiting their turn will stand on marked dots 3 feet apart.</p>

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RECESS (page 2 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
	<p>If students need to use the restroom and cannot wait until recess is over, recess paras will grant permission and direct them to the assigned cohort restroom.</p> <p>At the end of recess, EAs will escort the students they are supervising to the outside door of their teacher or other designated area. K-2 teachers will pick up their students at the Dot Line Up Area outside the gym. 3-6 students may walk directly back to class and immediately enter the classroom. No line ups outside of classrooms.</p>	<p>If students are accessing the swings, they will wait at a marked post 3 feet apart along the fence line until all students swinging have had their turn. The group swinging will exit the swings and the group waiting along the fence line will enter for their turn.</p> <p>Students using the hopscotch area will ensure proper spacing between one another</p> <p>Students using the track will do so in a clockwise fashion, facing forward and staying 3 feet from one another.</p> <p>Playground balls are available when playing at least 3 feet apart. Playground balls are separated by recess cohorts. Playground balls will be cleaned with sanitizing spray after each recess.</p> <p>Should students need to use the restroom during recess, they will ask permission from their recess para and then use the restroom assigned to their cohort</p> <p>Students will gather any personal belongings and then follow the recess teacher who will escort them to their outside classroom door or other designated area. While returning the class, students should face forward and use appropriate spacing (arm's length apart).</p> <p>Students will follow the directions of supervision staff while engaged in appropriate recess activities.</p>

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LUNCH (page 1 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
<p>Teachers will walk students to lunch socially distanced as much as possible.</p> <p>Teachers will have students line up at the Dot Line Up Area outside the gym if they need to line up for school lunch.</p> <p>Teachers walk students who bring their own lunches directly into the gym. Students immediately sit at their assigned seats.</p> <p>Teachers return to supervise their school lunch students and take their class turn to pick up a lunch and go to their assigned seat.</p> <p>Teachers will stay with their class until their students are settled in their assigned seating.</p>	<p>The Daily Schedule provides time between lunches for the custodians to quickly sanitize tables and chairs.</p> <p>Lunchroom EAs and the custodian will have wheeled garbage cans so students can throw away trash without lining up. EA's will supervise an orderly, safe exit for students when they have finished their lunches.</p>	<p>When we return to full day school, students will wash their hands or use hand sanitizer when leaving the classroom to go to the lunchroom.</p> <p>Line up according to floor markings, facing forward, and keep appropriate spacing (arm's length apart).</p> <p>Teachers will walk their students to the lunchroom. Students will enter the north cafeteria door by the student bathrooms. Students will exit the northeast door. This will promote social distancing.</p> <p>Classroom teachers will be assigned a block of socially distanced, numbered seats. Assigned seating will help with contact tracing if needed. Seating will be at least 3 feet apart.</p> <p>Lunch and breakfasts will be available to all students for free when school is reopened.</p> <p>Students who bring their own lunch will walk directly to their assigned seat, remove their masks and may begin eating following lunchroom guidelines.</p>

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LUNCH (page 2 of 2)

TEACHERS	SUPPORT STAFF	STUDENTS
		<p>Students getting hot lunch will state and receive their lunch choice as a para educator passes with a lunch cart. Students will make their milk choice in the same manner. After receiving their lunch, students will remove masks and eat their lunch following lunchroom guidelines.</p> <p>After eating, students will put their masks on and stay seated in their lunchroom until the custodian and EAs come back with portable garbage cans so students can clean their area. EAs will excuse student to immediately exit northeast door of the lunchroom. When dismissed, students will use appropriate spacing as they are escorted from the gym and to their designated recess area.</p> <p>As weather permits, Cathcart will hold outside lunches. Students will sit on colored dots outside the lunchroom in order to maintain social distancing.</p> <p>If students need to use the restroom during lunch, they will ask permission and abide by capacity parameters.</p>

Cathcart Safe Return Routines

DISMISSAL

TEACHERS	SUPPORT STAFF	STUDENTS
<p>Teachers will dismiss bus riding students following the All-Call Announcements.</p> <p>Teachers will walk Pick Up and Boys and Girls Club students to the area outside the gym.</p>	<p>Bus supervisors (Principal, Counselor) will be at buses to hang magnetic colored sign to identify the bus by 3:08pm. They will have a walkie talkie and will report when buses arrive so the office secretaries can do an All-Call Announcement to excuse students to the bus. Buses will be excused by the Principal.</p> <p>The Office will do an All Call to excused buses by color. Students will be instructed to walk directly to the bus loading area to maintain social distancing. Education Assistants will be assigned Walkways to supervise as students walk to the buses. They will direct any parent on campus to report to the Dots Line Up Area to pick up students, assist with supervision and dismissal as needed.</p>	<p>Students who will be picked up by parents will line up on the Dots outside the Gym for parent pick up. Supervision will be provided in this area by Specialists.</p> <p>For student pick up, parents may park in the east parking lot and walk onto campus to pick up their student. No community vehicles may enter the bus zone in front of the school.</p> <p>Office secretaries will use the intercom to dismiss students by bus color. (red, orange, blue, yellow and green) Teachers will stay in the classroom with their students until all have been dismissed.</p> <p>For the first two weeks of Reopening School, K-2 students will be given a colored bracelet to match their school bus assignment. This will help support staff assure that all students get on the correct bus.</p> <p>Boys and Girls Club will pick up their students at Parent Pick Up. They will instruct their students to stand in one line to easily identify their students.</p>

Cathcart Safe Return Routines

Cathcart recess cohort zones

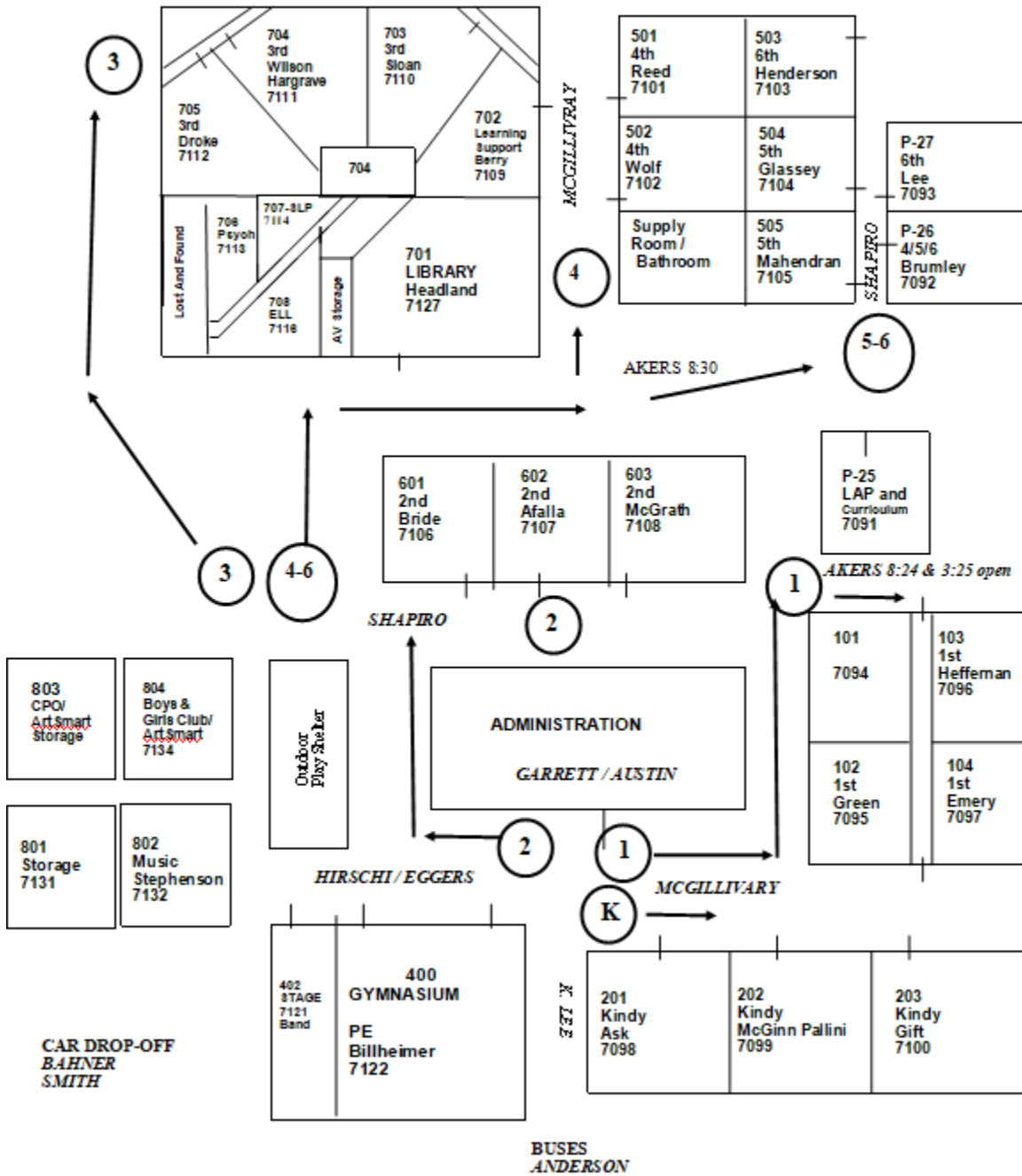


Cathcart Recess Cohort Zones

Cathcart Safe Return Routines

School Map — 2021-2022 School Year
CATHCART ELEMENTARY SCHOOL
 8201—188th St SE
 Snohomish, WA 98296

Morning/Afternoon Transitions K—6th Grade Full Day



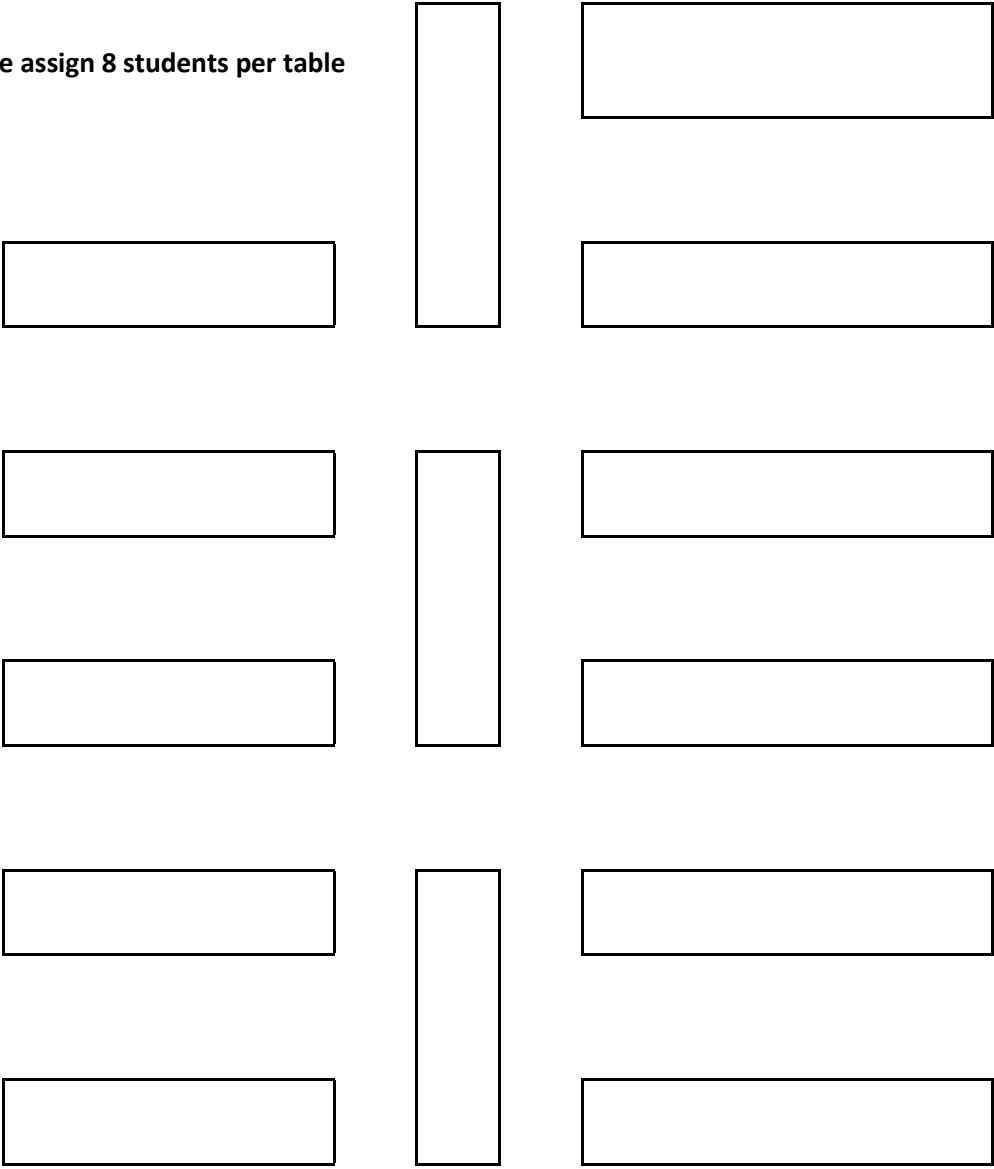
Cathcart Safe Return Routines

Lunchroom Seating V1.0

2021.08.18

1st Lunch 11:20 - 11:40	Kindergarten
2nd Lunch 11:45 - 12:05	1st - 2nd grades
3rd Lunch 12:20 - 12:40	3rd - 4th grade
4th Lunch 12:50 - 1:10	5th, 6th and HC

Please assign 8 students per table only



Cathcart Safe Return Routines



Daily Schedule

<p>Before School Supervision Bus: Anderson, K. Lee West Parking: Bahner Walkways: McGillivray, Austin Classroom Teachers at classroom doors</p> <p>Classrooms Open to Students</p> <p>School Day Begins</p>	8:15 am 8:25 am 8:35 am
<p>Morning Recess K – 2nd (Bahner, Eggers)</p>	9:50 – 10:05 am
<p>Lunch / Recess (Lunches: Akers, McGillivray, Smith and Recesses: Bahner, Eggers, Shapiro)</p> <p>Kindy Lunch Kindy Recess</p> <p>1st – 2nd Lunch 1st – 2nd Recess</p> <p>3rd - 4th Recess 3rd – 4th Lunch</p> <p>5th – 6th Recess 5th – 6th Lunch</p>	11:20 – 11:40 11:40 – 11:55 11:45 – 12:05 12:05 – 12:20 11:50 – 12:20 12:20 – 12:40 12:20 – 12:50 12:50 – 1:10
<p>Afternoon Recess K – 3rd Recess (Bahner, Eggers) 4th – 6th Recess (Bahner, Eggers)</p>	1:45 – 2:00 pm 2:05 – 2:20 pm
<p>Regular Dismissal for Students Start Bus Dismissal (Anderson, K. Lee) Parent Pick Up Dismissal (Eggers, Shapiro, Smith, all teachers)</p>	3:08 pm 3:15 pm