
RETURN TO WIS

A Guide for Re-Opening Washington International School
During the COVID-19 Pandemic

– August 2020 –

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The School admits qualified students without regard to race, color, national and ethnic origin, sex, sexual orientation, gender identity or expression, religion, mental or physical disability, age, or any other status protected by applicable law, including the DC Human Rights Act, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School likewise complies with all applicable laws in the selection of its Board of Trustees and in the administration of its educational, admissions, scholarship and loan, athletic, and other School-administered policies and programs.

Washington International School Re-Opening Plan

RISK REGISTER

	LOW RISK SCENARIO	MEDIUM RISK SCENARIO	HIGH RISK SCENARIO
	<ul style="list-style-type: none"> » No stay at home orders in DC, MD, VA. » No or few COVID-19 cases at WIS. » Absences on par with pre-COVID times. » Testing widely available. » Vaccine may be available. » WIS is on-campus learning only. » Restrictions on gathering size. » Possible international travel restrictions. 	<ul style="list-style-type: none"> » No DC stay-at-home (MD/VA possible). » Few/no travel restrictions. » Testing accessible to most. » Local COVID-19 cases plateaued or decreasing. » COVID-19 cases at WIS possible. » Student attendance is 80-90%. » Strict restrictions on gathering size. » Personal protective measures in place. » Hybrid Learning Model for Grades 1-12. » Early Years students on campus daily (no Early Years distance learning). 	<ul style="list-style-type: none"> » DC stay at home order imposed and/or another public health authority mandates campus closures. » Significant travel restrictions or recommendations in place. » Testing not widely available. » COVID cases increasing in DC, MD, VA; cases may be at WIS. » WIS in distance learning mode only.
General Operations	<p>Daily at-home temperature and health screening. Cloth face coverings worn only in high traffic areas.* Campus shuttle operates normally. Lunch in classrooms or outside. Normal cleaning procedures; enhanced as needed. Campus visitors undergo strict check-in procedures.</p>	<p>Daily at-home temperature and health screening. Cloth face coverings worn most of the time.* Campus shuttle at limited capacity/staggered seating. Lunch in classrooms or outside. Enhanced cleaning/safe products for classroom use. Campus visitors limited; arranged in advance.</p>	Essential personnel only/limited operations.
Student Events and Activities	<p>Co-curricular programs run as usual. Chorus, band, PE, recess — may be modified. Athletics may occur per PVAC; intramurals possible. Field trips permitted; overnight trips TBD. Large gatherings (over 50) modified as required. No field day, no sports day. Playground equipment may be used.</p>	<p>After care runs but modified; after school classes limited. Chorus, band, PE, recess — modified/outdoors. PVAC athletics unlikely; skills development focus. No field trips. No field day, no sports day. No large group on-campus events. Playground equipment not used; field access only.</p>	Limited student activities on campus may be permitted.
Parent and Large Group Events	<p>Admissions tours likely. Orientations/receptions with fewer than 50 people. No Bazaar, BTS Picnic, Int'l Dinner, Special Persons Day. Plays, concerts possible with limited seating. BTSN, conferences, parent meetings virtual. Grade 10 Project Fair and PYP Exhibition virtual or modified.</p>	<p>Virtual admissions tours; possible Saturday visits. Orientations/receptions most likely virtual. No Bazaar, BTS Picnic, Int'l Dinner, Special Persons Day. Plays, concerts virtual or modified. BTSN, conferences, parent meetings virtual. Grade 10 Project Fair and PYP Exhibition virtual or modified.</p>	<p>No on-campus parent activities/events. Virtual admissions tours. Virtual orientations and receptions. Virtual plays and concerts. BTSN, conferences, parent meetings virtual. Grade 10 Project Fair and PYP Exhibition virtual or modified.</p>
Other Activities	<p>School break camps for WIS students/siblings. Faculty/staff social gatherings TBD. Alumni Gathering TBD. Summer Camp 2021 TBD.</p>	<p>School break camps to take place virtually. Faculty/staff social gatherings cancelled. Alumni Gathering cancelled. Summer Camp 2021 virtual.</p>	No activities on campus.

* We expect this recommendation — and others — will continue to evolve.

INTRODUCTION

As we approach the beginning of the 2020-2021 school year, the world remains in a state of uncertainty, with more questions than answers regarding the evolution of the COVID-19 pandemic. While we cannot know when we will be able to resume our lives as we led them prior to 2020, we know that the best minds around the world are working toward a resolution. The rest of us will continue to do our part by remaining flexible, optimistic, and safe. We have prepared this document to help inform the community about Washington International School's plans to support and educate our students throughout a school year that will test us all, but which we can successfully navigate if we work together.

In preparing our plan, we were guided by two overarching principles:

- » As a community, we enter into a social contract to accept responsibility for others, and
- » WIS must continue to fulfill our Mission as an exemplary learning community.

WIS consulted numerous resources in preparing *Return to WIS*: plans from universities and K-12 schools around the world, the DC Re-Opening Plan, guidance prepared by health and legal experts, and recommendations from membership organizations for independent schools. We held discussions with WIS parents who are health care professionals. We will continue to gather and analyze materials, in particular seeking guidance from the American Academy of Pediatrics, OSSE (DC Office of the State Superintendent of Education), the DC government, CDC (Centers for Disease Control) and WHO (World Health Organization).

The Risk Register on the preceding page was prepared with guidance from the above resources. The Register describes conditions for low-, medium-, and high-risk scenarios. Metrics affecting the School's movement from one risk scenario to another include:

- » Increasing/decreasing trend of COVID-19 cases in the District of Columbia and immediate surrounding areas.
- » Directives or orders from the DC government and/or other health officials (such as phasing, stay-at-home orders, quarantines).
- » Cases of COVID-19 within the immediate WIS community.
- » Availability of a healthy workforce to fully staff classrooms.
- » Accessibility of PPE and other equipment/facilities to keep the community safe.
- » Community adherence to the expectations outlined on pages 3–4 of this document.

WIS will open in a high-risk status on August 24, with students distance learning until the end of September.

While WIS will not directly tie re-opening decisions to DC's phasing, the fact that DC has not moved into Phase III, coupled with statistics on the DC government's website (<https://coronavirus.dc.gov/data>) that show a trend of increasing cases in the District of Columbia, compel WIS to take a cautious approach in the interest of community health and safety. Therefore, WIS will open in a high-risk status on August 24, with students distance learning until the end of September. We will continually monitor conditions to determine when WIS can move to medium-risk operations.

COMMUNITY EXPECTATIONS

As members of a community, we all agree to forms of cooperation that lead to benefits for all, sometimes prioritizing societal good over individual freedom. Members of the WIS community are therefore expected to adhere to behaviors and rules that advance our mission to be an exemplary learning community; these standards are defined in our *Employee Handbook* and *Community Handbook*, as well as in other rules and procedures issued by the School.

As we return to campuses and classrooms for the 2020-2021 school year — before a COVID-19 cure or vaccine is in place — it is more important than ever that we have shared accountability for each other's health and safety. We must recognize that one individual's actions have the possibility to impact the entire school — and beyond.

During the 2020-2021 school year, all WIS faculty, staff, students, and parents are expected to abide by the School's safety measures and protocols, as outlined in this guide. These may include the following:

- » Daily at-home temperature checks, with a commitment to stay home when temperature is 100.4F/38C or above.
- » Staying home when sick or when experiencing COVID-19 symptoms (fever, aches, cough, shortness of breath, headache, chills, or loss of taste/smell).
- » Following physical distancing expectations established by the School.
- » Use of cloth face coverings/masks as recommended by the School.
- » Implementing heightened personal hygiene expectations, including washing or sanitizing hands frequently throughout the day and avoiding touching one's face, eyes, or mouth.
- » Agreeing to quarantine away from School as requested, or after traveling to COVID-19 hotspots, as determined by the School.
- » Complying with procedures for arriving on/departing campus and for moving within and between campus buildings.
- » Other procedures specific to events and activities, which will be communicated by email in advance.

In addition, while recognizing the School cannot monitor or control what students and families do while off campus, community members are reminded to continue safe practices at all times. As part of the cohort model described in this document, the School seeks to minimize the number of individuals community members have contact with on a regular basis. Families are advised to limit play dates and off-campus social activities. If such activities must occur, they should involve children in the same cohort and take place with proper physical distancing and mask wearing, as advised by health officials. All-grade birthday parties and similar activities are not advised.

The expectations set forth by WIS, including the ones above, are based upon the most up-to-date available guidance for operating schools in person in the current environment, including but not limited to guidance from the Centers for Disease Control and Prevention (CDC) and the District of Columbia Department of Health. As circumstances and/or guidance may change in the future, these expectations may also change accordingly.

The goal of these shared expectations is to create an environment to maximize comfort working and learning in-person during a pandemic. Personal responsibility and care for all is crucial to establishing the trust necessary to come together. We look forward to welcoming everyone back to campus when conditions allow.

HEALTH AND WELLNESS

Daily Health and Symptom Monitoring

Community members will engage in daily health monitoring, as outlined in the bullets below.

- » Daily at-home temperature checks.
- » Completion of a COVID-19 symptom/contact form.
- » Families, faculty, and staff will receive a daily reminder to complete the form.
- » Form results will be reviewed by the nurses, who will follow up with individuals as needed. Those experiencing any symptoms will be expected to stay home for the length of time determined by the nurse.
- » The nurses may refer individuals demonstrating COVID-19 symptoms to a physician.
- » Nurses may conduct spot temperature checks at any point during the day.
- » As a reminder, community members who are experiencing symptoms of any communicable illness also will be expected to stay at home, per policies in the *Community Handbook*.

Universal Testing for COVID-19

The School has considered the issue of testing in light of availability and reliability of tests, as well as recommendations of health authorities. Based on current CDC recommendations, we currently do not plan to conduct universal testing of asymptomatic individuals. If cases are confirmed within the community, testing will occur as outlined below.

COVID-19 Cases in the WIS Community

A school community member who tests positive for COVID or who lives in the same household as an individual who tests positive must share this information with the division nurses.

- » The nurse will report this information to public health authorities if it has not already been done.
- » The nurse will ask a series of questions to determine if the COVID-positive individual has been on a WIS campus and/or in WIS classrooms or other spaces.
- » WIS will follow recommendations from local health authorities in regard to contact tracing, suspension of on-campus operations, and/or notifications and instructions to a classroom group, cohort, or larger segment of the community.
- » A campus or portion of campus is likely to be temporarily closed for cleaning if a COVID-diagnosed individual has been present at school.
- » WIS will follow recommendations of health officials in regard to individuals with known exposure to an individual who has had a confirmed case of COVID-19. Faculty, staff, or students who have tested positive for COVID-19 will not be permitted to return to campus until cleared by a medical provide and a WIS nurse.

Quarantining

Individuals who have been diagnosed with or exposed to COVID-19 will be expected to quarantine for at least 14 days, or (in instances of proximity to those with a positive diagnosis) to receive clearance from a medical provider to return to campus. WIS nurses will offer further guidance and must provide an “all clear” notice before quarantined individuals are able to return to campus.

WIS reserves the right to ask students and faculty/staff to quarantine at home if they have traveled to areas designated as COVID-19 hot spots or to areas governed by travel restrictions. As of the publication date of this document, the District of Columbia has imposed a mandatory quarantine on individuals who have traveled to DC from a list of designated **high-risk states**; WIS is subject to this restriction. In addition, individuals will be expected to quarantine if they have been to countries identified as **high risk by the CDC**.

Vaccinations

Students' required immunizations must be up-to-date and a list of these requirements is available on the [WIS website](#). Students who do not have the required immunizations by the 20th day of the school year will not be permitted to attend classes on campus.

Personal Hygiene

Signage will be posted throughout buildings as a reminder of proper hygiene procedures. Hand sanitizer will be available at classroom doors, in hallways, at the entrances and exits of buildings, and on the Primary School playground. Individuals entering and exiting will be expected to use sanitizer. Frequent hand washing will be encouraged, with supervision of our youngest students. Practicing proper hand washing techniques at home with children will help prepare them for returning to campus.

Face Coverings

WIS will follow recommendations from public health/CDC regarding use of face coverings, recognizing that these recommendations may change over time.

As of August 2020, all adults and Grades 1–12 students will be expected to wear face covering while on campus, both indoors and outdoors, except while eating. Exceptions may be permitted when individuals are alone in classrooms or offices or while engaged in vigorous activity outdoors and physically distanced from others. Early Years students will be expected to wear face coverings while indoors; while outdoors Early Years students may be permitted to remove face coverings as long as they remain properly physically distanced.

WIS will provide a cloth mask to all faculty and staff and a face shield to all faculty. Use of the face shield will be optional. Students will be expected to bring their own face coverings to school (we recommend each student should have two masks, labeled with a name, at all times).

WIS will have an emergency supply of face coverings but these should not be considered a substitute for individuals bringing their own masks to campus.

If your family's circumstances have not involved regular mask wearing for extended periods, we encourage parents to practice with their children (particularly with the youngest ones) so they become accustomed to wearing masks. We suggest you build up to longer periods of time and that parents emphasize that this is a practice necessary to help children protect themselves, their teachers, and their friends.

Staying Safe on Campus and in Classrooms

Measures to keep the community safe include:

- » Some building doors designated specifically as entrances or exits.
- » Installation of safety barriers in high traffic areas such as the Primary School lobby.
- » Staggered morning arrivals at the Primary School and procedures so students will not congregate at lockers or in hallways.
- » Extra time to allow movement between classrooms on the Tregaron Campus, to help prevent bunching up of students in hallways.
- » Traffic flow protocols and directional signage within buildings.
- » A limit of 12 people per classroom (this number is a maximum count based on current recommendations and subject to change), with desks placed at safe distances.
- » Extra furniture and classroom items removed.
- » All adults and Grades 1–12 students will wear face coverings while on campus, unless alone in a closed office. Early Years students will wear face coverings when indoors, including in classrooms.
- » Hand washing or use of hand sanitizer before entering any classroom space (with hand sanitizer available in each classroom) or when entering the building from outside.
- » Within classrooms and other areas, shared use of devices, manipulatives, books, and toys will be discouraged; most items will be designated for a particular individual or will be properly sanitized before use by another student.
- » As students and staff return to campus, they will receive appropriate training and information about health and safety measures. This will include age-appropriate guidance on wearing face coverings, keeping hands clean, and maintaining physical distance.
- » Classes will meet outdoors when possible.
- » Windows/doors may be opened when weather allows.

Students should not bring items (other than food and water bottles) from home unless needed for educational purposes. Early Years families will be provided with guidance regarding sleep blankets and other items typically used in Preschool, Pre-Kindergarten, and Kindergarten classrooms.

Counseling and Mental Health

WIS counselors and learning specialists have prepared extensive plans to support the community throughout the 2020-2021 school year, recognizing there will be different levels of anxiety about being on campus and in navigating on-campus life differently than in pre-COVID times.

ACADEMICS AND ACTIVITIES

The information below outlines expectations during a medium-risk scenario, with some details regarding a high-risk scenario, when there will be no/ extremely limited activities on campus. In either case, use of outdoor spaces will be maximized when weather permits.

Preschool, Pre-Kindergarten, Kindergarten: Early Years Model

While in a high-risk state, Early Years students will be engaged in distance learning. Lessons learned from distance learning in spring 2020 and feedback from community surveys has informed our practices. In order to prevent screen fatigue and in recognition of the need to accommodate the attention spans of our youngest learners, each day will include periods of synchronous and asynchronous learning. Distance learning protocols and schedules will be shared with families in advance of the school year and will be accessible via WIS's online platforms.

During high-risk periods, as health and safety conditions allow, the School will explore options for limited on-campus interactions or activities, in recognition of the American Academy of Pediatrics statement regarding the importance of having children physically present in school. These opportunities will be shared with Early Years families with as much lead time as possible and will be optional for students.

In a medium-risk scenario we expect all Early Years students to be on campus every day. At this time we do not have a model to offer distance learning for families who prefer to keep an Early Years child at home while the Early Years grades are educated on campus, but the School is exploring options.

Early Years classroom space will be allocated so no more than 12 people (including the teacher and assistant teacher) are in a classroom. Furniture will be set to allow for proper physical distancing. Teachers will be encouraged to balance familiar routines (e.g. Circle Time) with physical distancing, recognizing the challenges that this will present for our youngest learners.

Grades 1–12 During High-Risk Periods

While in a high-risk state, students will be engaged in distance learning. If health and safety conditions allow, the School will explore options for limited on-campus interactions or activities. Lessons learned from distance learning in spring 2020 and feedback from community surveys has informed our practices. Distance learning protocols will be shared with families in advance of the school year and will be accessible via WIS's online platforms.

Grades 1–12: Hybrid Learning Cohort Model (Medium-Risk Status Only)

The student body will be split into two cohorts. The cohorts will alternate weeks on campus with Cohort Red on campus one week and Cohort Blue on campus the next. Cohort lists and schedules will be published before the start of the school year, along with a cohort calendar.

In our hybrid model, faculty will be present continuously, teaching students in the classroom as well as the students at home synchronously. In order to prevent screen fatigue for the cohort at home, and ensure continuity of experience for both cohorts, each day will include periods of synchronous and asynchronous learning. During asynchronous periods, both the on-campus and off-campus cohorts will be engaged in independent activities (the teacher will be available in the room for questions).

On the Tregaron Campus (Grades 6–12), synchronous and asynchronous learning will be scheduled as follows:

PERIOD	STATUS
One	Synchronous for both Cohorts
Two	Asynchronous for both Cohorts
Three	Synchronous for both Cohorts
Four	Asynchronous for both Cohorts
Five	Synchronous for both Cohorts
Six (Grades 11-12 only)	Synchronous for both Cohorts

Grades 1–5 schedules will be distributed to families the week of August 17. The overall schedule will stay the same: a 10-day model, alternating between English and French/Spanish.

While we discourage families from opting out of the cohort model, we understand some families may wish to keep their Grades 1–12 children at home. As long as WIS remains in the cohort model, families may opt into an all distance-learning choice for their Grades 1–12 children. Distance learning will not be an option for families if all students are back on campus in a low-risk scenario, except in the instance of temporary quarantines mandated by WIS or public health authorities or in unique circumstances (such as the inability to report to WIS due to travel/visa issues).

Arrival at the Primary School

For the 2020-2021 school, when classes are in session on campus, WIS has modified the arrival procedures in order to minimize crowding at the start of the day. The School will observe the following schedule:

- » Grades 1–5 students should arrive between 8:00 – 8:20 AM. Lessons will begin at 8:20 AM.
- » Preschool, Pre-K, and Kindergarten students should arrive between 8:30 – 8:50 AM. Lessons will begin at 8:50 AM.
- » Students will proceed directly to classrooms upon arrival.

Tregaron Bell Schedule and Synchronous/Asynchronous Learning (Hybrid/Cohort Model)

The Tregaron bell schedule has been modified to allow for more passing time between periods and to create additional opportunities for community building through Assemblies and Extended Advisories.

Schedule for B, C, F, G Days

Middle School	Period	Period	Upper School
8:15–9:15 AM	1	1	8:15–9:15 AM
9:25–10:25 AM	2	2	9:25–10:25 AM
10:35–11:35 AM	3	3	10:35–11:35 AM
11:45 AM – 12:25 PM	LUNCH	LUNCH	11:45 AM – 12:25 PM
12:35–1:35 PM	4	4	12:35–1:35 PM
1:45–2:45 PM	5	5	1:45–2:45 PM
		6	2:50–3:50 PM

Schedule for A, D, E, H Days

Middle School	Period	Period	Upper School
8:15–9:10 AM	1	1	8:15–9:10 AM
9:20–10:15 AM	2	2	9:20–10:15 AM
10:25–11:20 AM	3	3	10:25–11:20 AM
11:25–11:55 AM	LUNCH	LUNCH	11:25–11:55 AM
12:00–12:30 PM	Advisory/Assembly	Advisory/Assembly	12:00–12:30 PM
12:40–1:40 PM	4	4	12:40–1:40 PM
1:50–2:50 PM	5	5	1:50–2:50 PM
		6	2:55–3:50 PM

Arrival and Dismissal for the Tregaron Campus

- » Grades 6–12 classes begin at 8:15 AM; students should not arrive on campus earlier than 8:00 AM and will go directly to their first period class upon arrival in the morning.
- » Classes conclude at 2:50 PM (Grades 11–12 students may have a sixth period class ending at 3:50 PM) and students must leave campus within ten minutes after their last period of the day.

- » The following exceptions apply to the above arrival and departure times: a student may arrive early or stay on campus after classes end if a student has a scheduled appointment with a teacher, including a subject lab; if the student is enrolled in a co-curricular program (including athletics — see below); if the student is attending an advisor-supervised club meeting; or if the student has a sibling with a sixth period.
- » Congregating socially before or after school will not be allowed.
- » Students with flex periods (Grades 11–12 only) will be physically distanced around campus.

Technology Employed During Cohort Model and Distance Learning

Classrooms with interactive boards have a classroom-facing webcam mounted on top of the device. Classrooms with Apple TVs and projectors will be equipped with a webcam mounted on a mini-tripod to be placed on a desk and pointed in directions as needed by the teacher.

Students and teachers will be introduced to technology tools through a combination of live training and recorded training videos. The IT Department will assist any student who does not possess adequate technology at home with obtaining the equipment/access needed to participate in the cohort model and full distance learning.

Students New to WIS

Families new to WIS should contact the Admissions Office if they are faced with circumstances (such as a travel ban) that prevent students from attending school. Alternative arrangements may be possible depending on a child's grade. New family orientations will take place virtually, and if possible on campus. New families will receive email invitations with the dates and times for orientation events.

Faculty

Faculty members who require accommodations due to the COVID-19 pandemic have already been asked to contact the HR office. WIS also recognizes that faculty may experience unexpected emergencies due to the pandemic. We are planning for contingencies and identifying individuals who will be able to serve as regular substitutes; they will receive training preparing them to use the technology and tools for hybrid learning.

Field Trips

As long as the school remains in a medium- or high-risk state, no off-campus field trips will take place. This includes the Grade 8 and Grade 10 trips that typically take place in the spring.

Athletics

WIS engages in a competitive athletics program as a member of the Potomac Valley Athletics Conference (PVAC). The PVAC has determined that no competitive sports will be offered prior to January 2021. If conditions allow, the normal fall, winter, and spring seasons will be compressed into shorter seasons from January to June, according to the table below.

SEASON ONE January – February	SEASON TWO February – April	SEASON THREE April – June
Basketball Swimming PVAC Tournament	Boys & Girls Cross Country Boys & Girls Soccer Volleyball Girls Tennis (may move) PVAC Tournament	Baseball Softball Boys Tennis Boys & Girls Track & Field PVAC Tournament

In the absence of competitive sports, WIS hopes to offer an athletics program focused on skills development and/or fitness maintenance. The opportunities will be communicated to students and parents.

Student Activities

- » Primary School Field Days, Tregaron Sports Day, and Grade 5 Student-Parent Basketball are canceled for the 2020-2021 school year.
- » Use of Primary School playground equipment under a medium-risk scenario is still being evaluated (equipment can be used in a low-risk situation).
- » WIS would like to foster our students in the pursuit of the performing arts. Concerts and plays may be possible in a medium-risk scenario but must be planned in order to accommodate physical distancing. Audiences will not be permitted on campus until we reach a low-risk or normal state.
- » As with other events that would typically involve the congregation of large groups (over 50 people) on campus, the Grade 10 Project Fair, PYP Exhibition, Grade 12 Graduation, and Grades 5 and 8 Moving Up ceremonies would take place virtually in medium-risk or high-risk scenarios.

Co-Curricular Programming

- » When classes are in session on campus, extended day programs may be offered for Preschool to Grade 8 students if minimum registration numbers are met. Fees will be prorated from the totals included on the Schedule of Fees based on the number of days on campus.
- » When classes are in session on campus, after school classes may be offered for Preschool to Grade 8 students if minimum registration numbers are met.
- » Students may participate in on-campus after school classes only when their cohort is on campus (every day for Early Years students, as classes are scheduled).
- » On campus after school classes will be taught primarily by WIS faculty, in order to limit the introduction of new individuals to the campus environment.
- » Virtual after school classes may be offered if there is sufficient interest.
- » Music teachers will offer virtual classes.

OPERATIONS

Campus Hours

Campus hours may be adjusted based on the risk scenario. Hours for each campus will be posted on the WIS website.

Cleaning and Maintenance

Enhanced cleaning measures will be in place during medium-risk and high-risk states.

- » Entry areas and common spaces will be routinely cleaned and disinfected by the custodial team in buildings.
- » Hand sanitizer will be readily available at the entrances of buildings, as well as in hallways and classrooms.
- » Cleaning processes and products have been enhanced to help counter possible transmission of the virus, per public health guidelines.
- » High touch areas will receive more frequent cleaning. Such areas include tables, doorknobs, light switches, counter tops, toilets, faucets, sinks, water fountains, etc.
- » Safe, approved products will be available in classrooms for teacher use.
- » **HEPA units will be installed in all classrooms to maximize air filtration.** This is in addition to use of MERV-13 filters in the HVAC systems for most buildings.

Signage

Signage posted throughout both campuses includes:

- » Reminders emphasizing safe practices such as hand washing, face coverings, physical distancing, etc.
- » Indicators for areas that have been cleaned/sanitized.
- » Directional signs regarding flow of traffic through buildings.
- » Guides to indicate where furniture should be placed/where students should sit in classrooms.

Lunch

- » Hot lunch service will not be offered during the 2020-2021 school year.
- » There will be no parent volunteer-provided lunches on campus (e.g. Tregaron Grill or pizza).
- » Community members will be encouraged to bring lunch to school.
- » Our current lunch provider, Brock, will provide a limited box lunch option to be ordered in advance. (Supplies will be available to accommodate students who forget their lunch.)
- » Students will eat lunch in classrooms or outside.

Campus Shuttle

The shuttle will operate in low- and medium-risk scenarios. Seating will be managed in order to maintain proper physical distancing. Extra buses will be used if required.

Campus Visitors

In order to limit exposure, campus visitors will be discouraged in a medium-risk state.

- » Anyone planning to visit the campus will need to complete the health screening form in advance.
- » Parents will be asked not to enter buildings unless necessary.
- » At the start of the school year, parents of Early Years students may be permitted in the playground area and possibly in classrooms, for students who need help acclimating to the classroom environment.
- » Any parents who enters a campus building must wear a face covering and practice physical distancing in accordance with School policy.
- » Parent volunteers will be permitted in buildings but must be pre-approved.
- » Once visitors to campus are permitted, parents/guardians/regular caregivers will be expected to wear photo ID badges. The School will provide instructions about acquiring badges.

CREATING THE RE-OPENING PLAN

The Re-Opening Task Force began meeting in early May 2020. The Task Force consulted numerous resources in preparing *Return to WIS*: plans from universities and K-12 schools around the world, publications from OSSE (DC Office of the State Superintendent of Education), the DC government, CDC (Centers for Disease Control) and WHO (World Health Organization), guidance prepared by health and legal experts, and recommendations from school membership organizations. We held discussions with WIS parents who are health care professionals.

The Task Force made recommendations on the topics covered in this document (and more). Those ideas were then reviewed by the Re-Opening Red Team and sent back to the Task Force. The Task Force continued to meet throughout the summer and will meet throughout the 2020-2021 school year as needed. New versions of this document will be shared if/when substantial changes are required.

We want to thank all of the individuals who participated in creating this plan and we look forward to your continued input.

TASK FORCE MEMBERS

Kimberly Bennett, Director of Marketing and Communications
Molly Foa, Nurse Manager
Suzanna Jemsby, Head of School
Javid Majdi, Director of Information Technology
Mary Hastings Moore, Director of Admissions and Financial Aid
Bethany Neumann, CFO
Dale Temple, Director of Facilities and Operations

RED TEAM MEMBERS

Natasha Bhalla, Associate Head of School
Susan Chung Fontaine, Upper School Teacher
Colleen Hackett, Primary School Nurse
Marissa McCauley, Middle School Teacher
Jenny Minich, Executive Assistant to the Heads of School
Hainey Price-Staley, Primary School Teacher
Mabel Ramirez, Early Years Teacher
Kerri Redding, Upper School Teacher and Community Service Coordinator
Jim Reese, Director of the PDC @WIS
Lauren Wright, Middle School Teacher



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