

Woodland School



Reopening Plan Fall 2020

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Overview

We believe all members of the Woodland community have a shared responsibility to care for ourselves and others. In order to prevent the spread of COVID-19, families, staff, and faculty can partner with us by monitoring themselves and their family members for a fever and watching for signs of illness at home, beginning at least two weeks before you arrive on the Woodland campus. This includes following the CDC's recommendations; washing your hands frequently, wearing a face covering, and practicing physical distancing when you are on and off campus.

This document contains our plan to welcome students to campus during the 2020-2021 school year. Please review it carefully, as it introduces new policies and procedures that prioritize our community's health and safety.

As of July 29th, 2020, the county of San Mateo was added to the County Monitoring List. In order for Woodland to open school with an in-person model, the county must be off of the watch list for 14 days and the school gains approval from the county based on any measures that are required beyond the state guidelines. As health conditions improve in San Mateo County, and schools are able to reopen per the guidelines from Governor Newsom, we will evaluate the ways in which we can safely welcome our Kindergarten-8th grade students, staff, and faculty back to our campus. We understand that this transition may come with concerns and complexities and we are committed to reorienting your children back to campus in the safest and most supportive way possible. To do so, the school will conform to all applicable laws and Executive Orders and be guided by recommendations and expectations from the Center for Disease Control (CDC), State of California, the San Mateo County Health Department, and California Child Care Licensing as applicable. See a full list of guidelines we are following in the Reference section on page 32 of this plan.

Woodland will utilize a distance learning model for the first trimester of the 2020-2021 school year for students in Kindergarten-8th grade. The Early Childhood program will begin with an in-person model as allowed by state licensing guidelines.

The start date of the school year will be delayed by three days to Monday, August 24th. From August 19th-21st, Virtual Family Conferences will be held with classroom teachers or advisors to develop relationships that foster academic, social, and emotional success throughout the year. Registration for conferences will be sent on August 5th.

When guidelines allow a return to in-person learning, Woodland will transition students by grade level. The focus of the transition days will be to introduce students and families to new campus expectations and practices to ensure the health and safety of the community. This will include staggered arrival and dismissal, daily health screenings, hygiene practices, and physical distancing. Faculty and staff will emphasize social emotional learning and team building as we come together as a school community and develop a strong sense of belonging for all students.

No students will be permitted to begin the school year without all required paperwork and current medical forms, including all updated immunizations. Please review the previous email sent July 28, 2020 for login information to Blackbaud and Magnus Health to review the forms.

Due to the fluid nature of the pandemic and family circumstances, we understand that a family's decision to attend school in-person may evolve. We want to be able to accommodate the changing circumstances of our families.

Students cannot toggle back and forth between the Flexible Learning Plan and In-Person learning because it disrupts the safety and integrity of stable groups on campus. Families can always opt for the Flexible Learning Plan and transition from In-Person learning immediately.

Please note that if you want to switch your child from the Flexible Learning Plan to In-Person learning, there are logistics and safety measures that require planning and make the switch more challenging. The timing should be coordinated in advance with Daniel Madden, Director of Student Life and Support.

Guiding Principles



Considerations for the Reopening Plan are grounded in three guiding principles. These speak to Woodland's purpose and are aligned with what we have learned from our experience with distance learning in the spring and the feedback from parents, staff, and faculty surveys.

Health and Safety: Woodland's highest priority is the health and well-being of the community, and we recognize that we have an obligation to support the health of the broader community. We are committed to doing our very best to mitigate the risks, as outlined in this document, but we cannot guarantee that community members will not be exposed to COVID-19.

Academic Excellence: We believe that children achieve their highest potential when they are in a challenging academic environment that allows them to be active, engaged learners. A continuous educational experience is vitally important to achieving this. While health circumstances may necessitate certain changes or restrictions on student life, our ultimate goal is to support our students' learning and development as seamlessly as possible.

Social and Emotional Well-being: We are living in uncertain times and understand that students have a broad range of experiences they bring to the classroom each day. Pedagogy and classroom practices will provide greater attention to student mental health and well-being to build resilience and cope with the stress or anxiety students may experience in this pandemic context. Social emotional learning will be thoughtfully woven into all aspects of the student experience and our core values of respect, integrity, curiosity, resilience, equity, and stewardship will serve as guideposts for our community.

The reopening plan must remain flexible and be able to adapt to circumstances beyond our control. It is subject to change based upon further guidance, evolving public health recommendations, and /or changes in circumstances that may occur prior to the commencement of the school year. Our overarching goal is to create a continuous learning model that is durable and will adapt to whatever the prevailing needs may be.

Families should avoid all unnecessary travel. If a student has traveled outside of the Bay Area, to a state with elevated levels of COVID-19, or out of the country, the family must notify the school and keep the student home for 10 days or quarantine, take a PCR COVID test (paid for by family) between 3 and 5 days upon return, submit the negative results to Mr. Madden and return to campus no soon than seven days after returning from travel. Continue to monitor to make sure there are no symptoms or signs of illness. The school has the discretion to determine whether a student should be excluded from campus for a period of time upon returning from travel.

Provisions will be made to support the continuity of learning from home during quarantine periods. These parameters may change depending on a shift in geographic restrictions.

Woodland remains committed to helping families who are facing unexpected costs and financial uncertainty at this time. No family could have foreseen this crisis coming. Tuition Assistance funds are available for families whose financial circumstances change significantly in the course of the school year. Please reach out to Melanie Rothenberg, Director of Admission and Tuition Assistance, with any questions.





Reopening Scenarios

In-Person Learning

On campus instruction using a stable group model with face coverings and physical distancing. Cleaning and disinfecting per CDC guidelines.



Flexible Learning Plan

The design of this program will, in part, be informed by how many students opt to participate when the rest of the school has returned to campus for In-Person learning.

Distance Learning

All school shift to online instruction due to being placed on the County Monitoring List, sheltering in place, or closure required due to COVID-19 exposure. If individual stable groups must be quarantined due to exposure, they will shift to Distance Learning.



Early Childhood

Our Early Childhood Education program is managed by state licensing guidelines and currently is allowed to operate regardless of San Mateo County's placement on the County Monitoring List.

Health and Safety

Minimizing the Spread of COVID-19



We are following state and local guidelines which provide very specific physical, facilities, and staffing requirements on how to operate a school while mitigating the potential risk of COVID-19 transmission. We must recognize that there is no such thing as **zero risk** and we cannot guarantee a zero transmission strategy. Our goal is to mitigate risk and reduce harm. A single control strategy alone cannot prevent the transmission of a disease. But, multiple strategies together layer to create a greater chance of protection and we will take steps to limit transmission chains by keeping groups intentionally small and separate, physically distancing on campus, moving meetings for employees online, limiting the number of people on campus, and increasing health related protocols.

All classroom spaces were measured to determine the number of students that could safely be housed using 6 feet of distancing. Stable group sizes range from 10-15. Two stable groups of 20 students each will be housed in the gym and lodge, allowing for ample space. Stable groups will not mix, with the exception of math in 5th and 6th grades. Dedicated areas for recess and lunch have been identified for each stable group of students.

It is important to keep students at home if there are any signs of illness. Please let the school know if you, your child, or another member of your household tests positive for COVID-19, experiences symptoms of COVID-19, or is exposed to someone who is positive or symptomatic for COVID-19. Symptoms may appear 2-14 days after exposure to the virus. The CDC's list of COVID-19 symptoms, as well as additional guidance for minimizing the spread of COVID-19 can be reviewed at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Signs will be posted throughout campus noting any visitors are required to complete a health screening at the front office, including a temperature check.

Health Screening

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
YES - STAY HOME and seek medical care
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
YES - STAY HOME and seek medical care
3. Have you had any one or more of these symptoms today or within the past 3 days? Fever or chills, cough, loss of taste or smell, shortness of breath or difficulty breathing?
YES - STAY HOME and seek medical care
4. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason? Fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.
YES - STAY HOME and seek medical care
5. Have you experienced any symptoms that are related to baseline chronic health issues such as runny nose, watery eyes, headache, baseline shortness of breath related to asthma WITHOUT fever?
MAY BE ALLOWED ON CAMPUS. A doctor's note may be required.

Vaccination

Woodland School recommends that all persons who are eligible receive the COVID-19 vaccine at the first opportunity available.



Health and Safety

Minimizing the Spread of COVID-19

All students and staff will undergo training at the start of in-person learning to orient them to school COVID-19 health and safety protocols. This information will be shared with families in our weekly school communications. We will provide additional training sessions throughout the year as we learn about new guidelines.

Temperature Checks



UPDATE: Temperature checks are paused beginning, Monday, April 12, due to updated guidance from San Mateo County Department of Education.

Parents/guardians will be asked to check their children and themselves for fever and respiratory symptoms at home, prior to departing for school daily. We will be using a HIPPA-compliant app from our student health forms provider, Magnus Health, for daily health screening at home and self-certification. Upon arrival to campus, compliance will be checked. Employees will likewise be required to do a health self-screening at home via the Kyla app, which is our COVID-19 testing provider. Anyone who has not submitted that morning's questionnaire will be screened in person. Anyone who answers yes to any of the screening questions will be sent home. Students and employees must also pass a visual check before coming on campus and will have their temperature taken (without contact) one more time, in person. Anyone with a temperature of 100.4 or above will be sent home. No one experiencing any symptoms may enter campus.

Hand Hygiene



We know that frequent hand washing is critical to eliminate germs. In addition to the existing sinks throughout campus, we have purchased and installed 10 new portable sinks in various high traffic areas. We have hand sanitizer available at all entrances and in every classroom space. Students will routinely cleanse their hands at the start and end of each day, and before and after snack, lunch, recess, and PE. Students and teachers will undergo teaching for proper hand washing at the beginning of the year using Glo Germ.

Face Coverings



All students, staff and faculty will be required to wear face coverings while at school, with the percentage of time wearing the face coverings depending on the age of the child. While the school has purchased supplemental face coverings in the event that a student forgets or loses theirs, **parents should plan on sending their children to school each day with appropriate face coverings.** We request keeping an extra face covering in your child's backpack. Bandanas and gaiters are not adequate face coverings while on campus. Students who refuse to wear face coverings will be excluded from In-Person learning. They will shift to the Flexible Learning Plan.



Physical Distancing



The Department of Public Health recommends 3-6 feet of social distancing. In classrooms and all indoor and outdoor spaces, we are using 6 ft. as our standard, allowing spacing between students to ensure protection for both students and teachers. We have reimagined spaces and purchased new desks and partitions to reconfigure larger spaces to allow for physical distancing. Each student will be assigned a desk and all desks will be facing the same direction. Throughout the school, there will be signage to ensure proper spacing and direct traffic flow. Signage will direct students to travel one way when spacing is not adequate. Examples of signs can be found [here](#).

Personal Protective Equipment



In addition to face coverings, we will provide face shields to all employees and students which can be used in conjunction with – but not as a substitute for – mandatory face masks. We also have plexiglass barriers available for all teachers who request them. We have installed sneeze guards in the front office to mitigate spread of germs for our staff.

Infirmary



Woodland has a dedicated infirmary with direct outdoor access in a location where others do not enter or pass. This area will provide a secure, enclosed place for someone ill at school to wait, isolated away from others, until they can be picked up to receive medical attention. Face coverings will be required at all times. When a parent or guardian arrives to pick up a student, the student will walk outside to meet them instead of allowing the parent or guardian into the building. Any areas used by the sick person will be closed off for cleaning and disinfection.

COVID-19 Testing



We believe that COVID-19 testing is important to protect our community. To address adult-to-adult transmission, and adults as possible sources of infection, our COVID-19 testing goals are as follows:

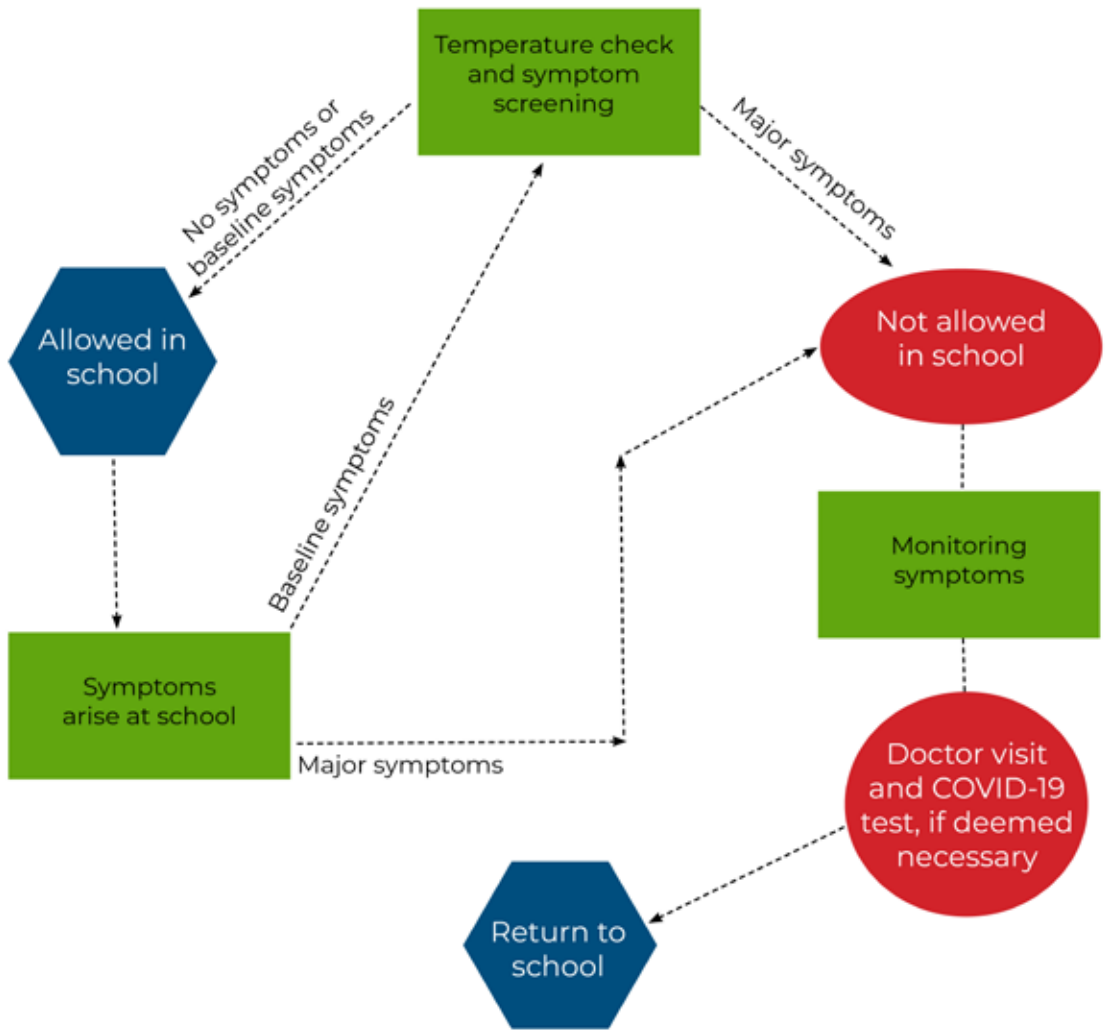
1. To ensure all employees have a verifiable negative test result for COVID-19 testing when we initially return to campus. Woodland will follow isolation and quarantine protocols as outlined on pages 12-14 of this document.
2. All employees are tested weekly. We are contracting with Curative for this service. Woodland will cover the cost of any testing that is not covered by an employee's health insurance. Test results are usually returned within 48 hours.
3. Students are tested through pooled testing weekly. Woodland is contracting with Mirimus for this service. Woodland is covering the cost of testing. Test results are usually returned within 48 hours.

Please note, because testing methods, efficacy, and supplies are constantly evolving, our plans for testing are also likely to evolve.



Health and Safety

COVID-19 Infection Control Flow



Students with symptoms will be separated from other students and their guardians will be contacted to arrange for pickup within an hour. Student will wait in the infirmary. Woodland has a dedicated infirmary with direct outdoor access in a location where others do not enter or pass. This area will provide a secure, enclosed place for someone ill at school to wait, isolated away from others, until they can be picked up to receive medical attention. Face coverings will be required at all times. When a parent or guardian arrives to pick up a student, the student will walk outside to meet them instead of allowing the parent or guardian into the building. Any areas used by the sick person will be closed off for cleaning and disinfection.

What Happens If?

Confirmed or Suspected Case of COVID-19



Our protocol is based on the latest guidance from California Department of Public Health and the San Mateo County Pandemic Recovery Framework, dated September 15, 2020. These guidelines will continue to evolve with the latest health and safety information; we will update as needed.

We have designated Jennifer Warren, Head of School, to be our COVID-19 liaison with county health officials. She will schedule COVID testing, oversee the daily health screening process, and support contact tracing and documentation with San Mateo County Health. She will be the point of contact at Woodland for San Mateo County Health regarding any COVID-19 information.

If a student, faculty or staff member tests positive for COVID-19, we will send notification letters promptly via email to the appropriate distribution lists of students and employees. Individuals will be notified of possible exposure based on the following scenarios:

- 1) someone at Woodland is a contact of a confirmed case outside of school;
- 2) someone at Woodland is a confirmed case, but not in the same stable group;
- 3) someone at Woodland is a confirmed case in the same stable group.

COVID-19 Testing and Reporting Requirements

Students and staff are required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

IF Positive test results:

- ◆ Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- ◆ Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required on page 11 of this document.

IF Negative test results:

- ◆ Symptomatic students or staff who test negative for COVID-19 may return 10 days after symptom onset or 72 hours after symptoms resolve (without continued use of medication), whichever is later.
- ◆ Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- ◆ Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- ◆ Documentation of negative test results must be provided to school administration.

What Happens If?



For confirmed COVID-19 Case(s):

- ◆ School administrators should notify the County of San Mateo Public Health Department immediately of any positive COVID-19 case
- ◆ Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- ◆ Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- ◆ All students and staff within the same classroom stable group as the confirmed COVID-19 case will be COVID-19 tested approximately 7 days after the last exposure to the case and remain quarantined at home for 14 days. Testing provided by Woodland.
- ◆ For middle schools in which stable groups have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
- ◆ A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- ◆ Provide information regarding close contacts to the County of San Mateo Public Health Department.
- ◆ No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Recommendations to return to campus after COVID-19 testing:

For Positive test results

- ◆ Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- ◆ Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

For Negative test results

- ◆ Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
- ◆ Documentation of a negative test result should be provided to school administrators. (A doctor's note may be required for return to school on case by case basis)
- ◆ In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- ◆ Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case.
- ◆ If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends.

What Happens If?



General Planning Assumptions

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



Cases and Contact Tracing in the School Community

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases

Scenario	Immediate Actions
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open
<p>Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i> • School/classroom remain open



What Happens If?

General Planning Assumptions

Scenario	Immediate Actions
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close. • Send notification to affected cohort/pod

Table 2: Steps to Take in Response to Negative Test Results

Scenario	Immediate Actions
<p>A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
<p>A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
<p>A symptomatic student or staff member tests negative for COVID-19 without close contact to a case</p>	<ul style="list-style-type: none"> • Student/staff may return to school 72 hours after resolution of symptoms

What Happens If?



General Planning Assumptions

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none"> Can return to school/work immediately.

Scenario	Immediate Actions
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> date of last exposure to COVID-19 positive non-household close contact OR date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> Can return to school/work immediately.



Health and Safety

Visitor Policy and Disinfection Procedures

Visitor Policy

Parents and Guardians: Based on the guidelines provided in the Pandemic Recovery Framework from the San Mateo County Office of Education, Woodland's campus will be closed to guardians until we reach Phase 2 of the reopening plan. Should parents or guardians be called to pick up a sick child, the student will walk outside to meet them instead of allowing the parent or guardian in the building. While we are disappointed that we are unable to welcome you to campus, please know that we will keep you meaningfully engaged throughout the year.

Vendors: All service providers will wear face coverings and practice physical distancing while on school grounds. When entering the main office, vendors will have their temperature checked and be asked to sanitize their hands. Whenever possible, services will be provided when students are not on campus.

Deliveries: Whenever possible, deliveries (USPS, UPS, etc.) will be left outside campus buildings. If it is necessary to enter the main office, all visitors will wear face coverings and practice physical distancing while on school grounds. When entering the main office, visitors will have their temperature checked and be asked to sanitize their hands.

Disinfection practices will adhere to the procedures provided by the CDC

Personal Hygiene: Students, faculty, and staff will follow a regular schedule of handwashing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be available in every classroom and in other campus locations.

High-Touch Surfaces: High touch surfaces such as tables, door knobs, countertops, handles, desks, keyboards, and sink faucets will be cleaned and disinfected throughout the school day based on the level of use.

Building Amenities: Disposable wipes or similar acceptable cleaners will be available in classrooms and other shared facilities (e.g. copy machines) for wiping down surfaces.

Bathrooms: Bathrooms will be fully cleaned and disinfected at least 2 times per day. In addition to full cleaning and disinfecting, spot-disinfection of high touch surfaces will take place frequently throughout the school day. These surfaces include soap dispensers, doors and door handles of bathroom stalls, and toilet handles.

Outdoor Play Structures: High-touch surfaces on the playground structures, such as grab bars and railings, will be cleaned before each use. The CDC does not recommend cleaning and disinfecting wooden surfaces or groundcover.

Physical Education Equipment: All PE equipment (balls, jump ropes, mats, etc.) will be cleaned after each use.

Classroom Materials: Students will be provided with personalized classroom supplies. Math manipulatives, game pieces, and other shared materials will be cleaned and disinfected after each use.

Our contracted cleaning service will clean and disinfect all classrooms and shared spaces every evening. Cleaning and disinfection will include the use of an electrostatic sprayer. If someone who has been on campus tests positive for COVID-19, disinfection protocols will be implemented, and all spaces the person was in will be closed and disinfected.

Health and Safety

Classroom and Campus Modifications



<p>Converting Spaces Into Classrooms After careful analysis of the spaces and flow of our campus, we identified additional spaces to convert into regular classrooms for the upcoming year. This allows us to create stable groups and spread them out across our campus. Each student will be assigned a classroom for the majority of the day's activities.</p>	<p>Assigned Learning Supplies Students have their own learning supplies assigned to them at the beginning of the school year to help minimize the sharing of "high-touch" materials. We keep students' belongings separated from each other to the best of our ability.</p>
<p>Using Outdoor Spaces Current evidence indicates COVID-19 transmission is less prevalent outdoors and in well-ventilated areas. To that end, we have re-imagined the available learning spaces on campus. Teachers and students will have the opportunity to step outside the classroom and into the outdoors for learning. This year, we have constructed three outdoor classrooms and we will leverage our ample outdoor space with dedicated locations for each grade level to enjoy for both play and learning.</p>	<p>Playground Schedule We have a playground schedule that limits the number of students in any particular play area and will have cleaning protocols in place between each use of the "high-touch" items on the playground. Schedules for movement through hallways, recess, and lunch are staggered to prevent mixing of stable groups.</p>
<p>Clear Acrylic Tabletop Shields Since classroom and normal student movement make it impossible to maintain a six-foot distance in every moment, we will also use face coverings/shields and clear acrylic tabletop shields as additional measures.</p>	<p>Physical Distancing The sidewalks around campus are marked in most cases as one-way paths to avoid passing near others on narrow sidewalks. Visual reminders of appropriate distancing have been placed around the campus.</p>



Health and Safety

Spacious Classrooms

Students will be seated with 6 ft of spacing between desks to minimize transmission risk.

All air filters in classroom spaces have been upgraded to MERV-13, and we will be running the ventilation system at greater frequency to have increased, regular air exchange. Classroom windows will remain open whenever possible. In addition, we have added HEPA-filter air purifying units in all classrooms and offices to further enhance air circulation and filtration.

Students and teachers will be respectful of their space and mindful moving through the classroom.

Students will be provided with their own supplies to minimize shared equipment between students. We have purchased individual sets of specialized supplies needed in classes such as PE, art, and music.

Students will keep their personal belongings with them at all times.

Students will use sinks in classrooms or outdoor spaces, washing hands regularly.

Routine cleaning and sanitation of surfaces will be built into the classroom routines.

We have contracted with an outside vendor to complete daily cleaning of all campus spaces. Cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high-touch surfaces throughout the day. See page 15 for sanitizing and disinfecting campus.

Water fountains will be turned off and students will bring their own water bottles to and from school daily. Touchless water dispensers will be available throughout campus to fill water bottles.

Bathrooms will be assigned to specific stable groups for use to minimize mixing. The number of students using a bathroom will be limited to manage density and ensure physical distancing. Bathrooms will be cleaned throughout the day.



Health and Safety

Woodland Campus



With over 10 acres of space, we have thoughtfully reviewed each classroom, office, outdoor, and multipurpose area on campus to preserve our stable group model (K-8) and social bubble model (EC) and design a plan for safe movement throughout the day for each student and every member of our faculty. Movement about campus will follow a flow defined by the guided arrows on the map; these routines will be supported in the early weeks of our school year with visual aids, social modeling, and in-class instruction/rehearsal with homeroom teachers and advisors. We will maintain an early morning recess period as well as an outdoor experience prior to, or following, school lunch time.



In-Person Learning

Early Childhood



Increased Early Childhood faculty

- ◆ Decreased overall student/teacher ratio, allowing for bubble cohorts of 12.

Cleaning Supplies and PPE

- ◆ Electrostatic sprayers and chemicals appropriate for use in early childhood settings will be utilized.

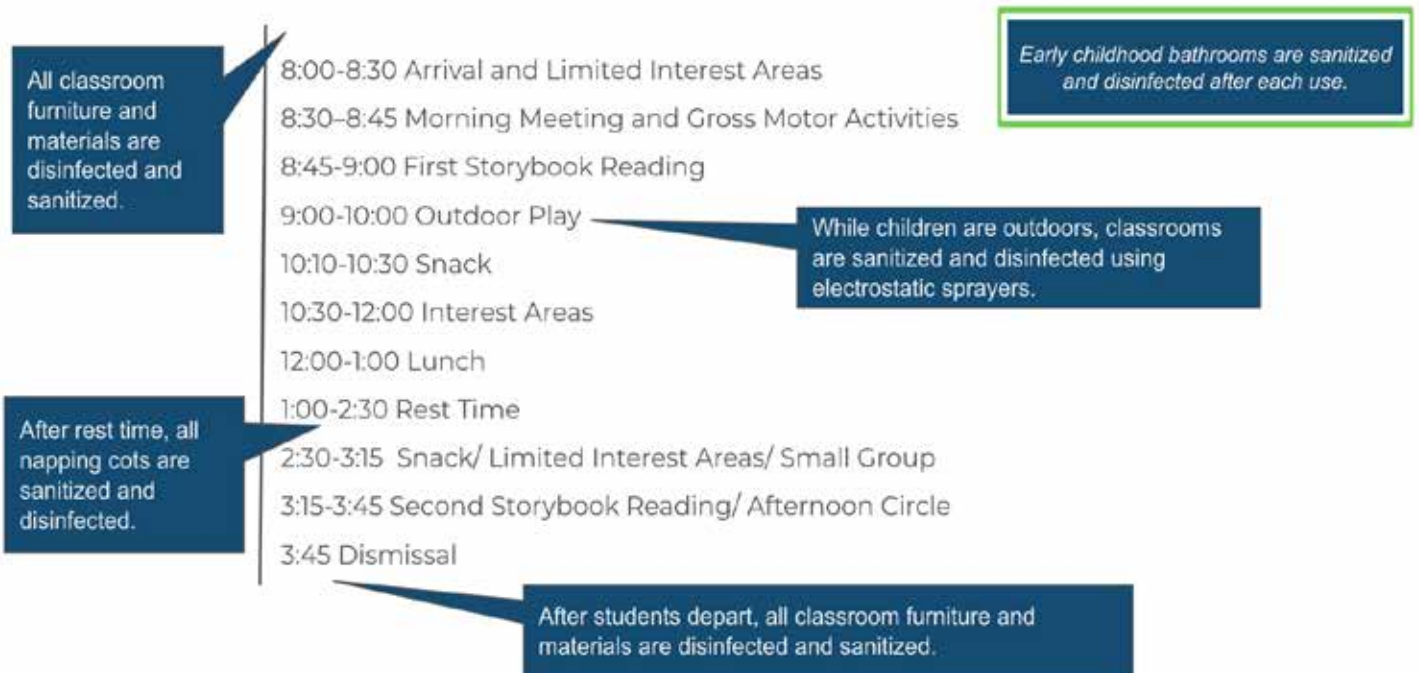
Engaged in professional development

- ◆ Early childhood faculty participated in virtual Conscious Discipline trainings throughout the summer. This research based, social emotional and self regulation curriculum offers us concrete tools to support the unique needs of our young children and their families during this challenging time.

Outdoor Play

- ◆ At least 1 hour of outdoor time before lunch
 - ◇ 3 classrooms will divide use of the playground between 9am-12pm
- ◆ Additional seating for outdoor lessons (new tables)
- ◆ Dedicated Class Materials
 - ◇ Class sets of outdoor art materials
 - ◇ Dedicated classroom tricycles
- ◆ Outdoor Health and Safety
 - ◇ Sanitizing and disinfecting of high touch outdoor surfaces after each use
 - ◇ Social bubbles
 - ◇ Early childhood playground dedicated to PS/PK children
 - ◇ Mid-day classroom disinfecting while students are outdoors

DAILY SCHEDULE



In-Person Learning

Lower and Middle School



Lower School Adjustments for In-Person Learning

1. Students will be assigned to a stable group with no mixing
2. Specialists will teach either live or via Zoom
3. Physical Education will be outdoors 3 times each week (see spacing plan below)
4. Students will eat lunch in classrooms and participate in physically distanced recesses in designated areas (staggered)
5. Students will have assigned learning supplies

Middle School Adjustments for In-Person Learning

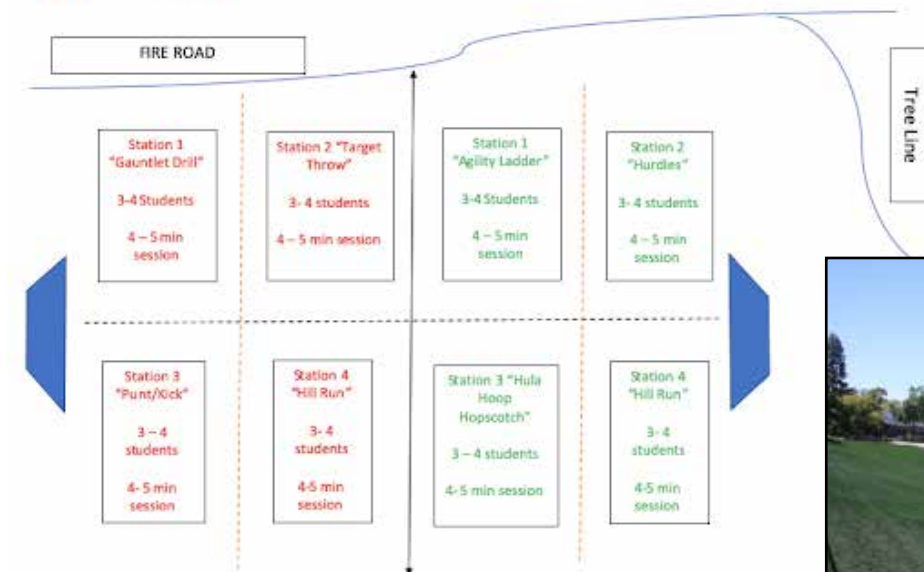
1. Students will be assigned to a stable group with mixing only for math
2. Students will stay in classrooms and teachers will rotate in and out unless students are moving to an outdoor classroom or outdoor PE
3. Physical Education will be outdoors 2 times each week (see spacing plan below)
4. Students will have assigned learning supplies

Physical Education Spacing Plan

Double Class Model Plan
Manipulative Skill Stations

Class A

Class B



Please note:

The daily schedule is consistent with previous years' schedules.



In-Person Learning

Specialists



In order to keep our Specialist Team's health as a top priority, we have created a Specialist Carousel for the Lower School grade levels that is similar in rotation to our existing Middle School carousel. Specialist teachers are limited to teaching a maximum of three grade levels at a time, and the PE Team will be assigned to teach specific stable groups of students.

- ◆ In the Lower School grades, specialists will rotate either by ½ trimester (Spanish/Science), or trimester (Art, Music, Innovation)
- ◆ In the Middle School grades, students will continue to have a full trimester with each specialty class (Art, Innovation, Music)

Physical Education

Mindfulness & Well-being

1. Check-in / Inspirational quote of the day
2. Relaxed breathing exercises
3. Meditation / Focused Listening activities

Warm-ups

1. Locomotor skills - walking, jumping, running, sliding, hopping, leaping
2. Non-locomotor skills - bending, stretching, extending, lifting, turning, twisting, pushing, pulling

Manipulative Skill Work

1. Throwing/Striking/Catching/Kicking various objects
2. Balancing
3. Volleying (either with hands, feet or another object such as a paddle or racquet)

Wrap-up & Reflections

1. Review skills learned
2. Shoutouts / recognitions



Flexible Learning Plan

Lower School/Middle School



When students return to campus for in-person learning, families will have the option for students to learn from home through the Flexible Learning Plan (FLP). Woodland's Flexible Learning Plan is designed for students who are immunocompromised, living in a household with an immunocompromised person, in isolation due to a positive COVID test or exposure to a close contact, fulfilling the 72 hour symptom free requirement when ill, quarantining after travel, or for a family decision to be in the Flexible Learning Plan for an extended period of time. This is different from a distance learning model. Our goal is to allow students who choose this option to have a well-rounded learning experience and to be integrated into in-person learning when possible. There may also be times when FLP learners will have their own experiences that are developed specifically for the digital environment. We understand the importance of helping remote students feel connected to and included with their class. We know teachers will work very hard to make that so and that is will be an ongoing process. The teachers realize that some assignments may need to be adapted for these new circumstances.

Lower School Learning Management System: Seesaw K-3rd and Schoology 4th

1. Synchronous assembly time
2. Asynchronous instruction from teachers across subject areas
3. Active engagement time with teachers
4. Synchronous group work depending on the grade, subject



Middle School Learning Management System: Schoology

1. Synchronous advisory in a stable group
2. Synchronous instruction across subject areas
3. Active engagement time with teachers
4. Synchronous group work depending on the grade, subject





Distance Learning Plan

Total Engagement Time

Planning for Woodland’s Flexible Learning and Distance Learning models requires a slight shift in how teachers plan their lessons and how students engage with skills and content taught. Teachers in each discipline are asked to factor total engagement time into their daily lessons, which combines the total number of minutes students would typically spend in class plus homework/asynchronous assignments. Time during each day has been allotted for any asynchronous (offline) work to be completed by students so that there is no homework for students beyond the hours of the school day.

Lower School 2020-2021 Enhancements

1. Daily instruction in core curriculum
2. Majority of live instruction in small groups; differentiated groupings assigned by teacher
3. Designated Specialist Carousel to match new on-campus Lower School program
4. SEL lessons integrated with Morning Meeting/Closing Circle routines 4x per week
5. PE classes grouped by grade level
6. Asynchronous learning time allotted throughout the day

*Synchronous learning will take place during a student’s assigned small group time, not each time listed on the sample schedule

*Whole group instructional blocks are designed for the introduction of new content and skills

*SEL and classroom community check-ins are a strong focus

SAMPLE SCHEDULE	Monday	Tuesday	Wednesday	Thursday	Friday	
	8:15 - 8:30	Assembly	Morning Meeting & SEL	Assembly	Morning Meeting & SEL	Morning Meeting & SEL
	8:30 - 9:00	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction
	9:00 - 9:15	Break	Break	Break	Break	Break
	9:15 - 9:45	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction
	9:45 - 10:15	Live Small Group Instruction	Whole Group Instruction	Live Small Group Instruction	Whole Group Instruction	Live Small Group Instruction
	10:15 - 10:45	PE	PE	PE	PE	PE
	10:45 - 11:00	Break	Break	Break	Break	Break
	11:00 - 11:30	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction	Live Small Group Instruction
	11:30 - 12:00	Whole Group Instruction	Live Small Group Instruction	Whole Group Instruction	Live Small Group Instruction	Whole Group Instruction
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 - 1:30	Live Small Group Instruction	Break	Teacher Collaboration	Break	Live Small Group Instruction	
1:30 - 2:00	Live Small Group Instruction	Specials Carousel	Teacher Collaboration	Specials Carousel	Live Small Group Instruction	
2:00 - 2:15	Break	Break	Break	Break	Break	
2:15 - 2:45	Closing Circle & SEL	Specials Carousel	Teacher Collaboration	Specials Carousel	Specials Teacher Collaboration	

Distance Learning Plan



Middle School 2020-2021 Enhancements

1. Daily instruction in core subject areas
2. Humanities double blocks and additional drop-in sessions
3. Science lab blocks
4. Designated Specialist Carousel blocks
5. PE classes grouped by grade level
6. Asynchronous learning time allotted throughout the day

Sample Schedule

	Monday			Tuesday			Wednesday		
8:30 - 8:55	Advisory			Assembly			5th Foundations		
8:55 - 9:00	Passing			Passing			Passing		
9:00 - 9:30	Humanities A			Humanities A			Humanities B		
9:30 - 10:00	Humanities B			Humanities A			Humanities B		
10:00 - 10:15	Break			Break			Break		
10:15 - 10:45	5th Math		Specials 8th	5th Math	Spanish 7	Humanities 6B	5th Math	Humanities 6A	Specials 8th
10:45 - 11:15	6th Math	Humanities	Specials 7th	6th Math	Spanish 8	Humanities 5B	6th Math	Humanities 5A	Specials 7th
11:15 - 11:45	PE			PE			PE		
11:45 - 12:15	7th Math		Specials 6th	7th Math	Spanish 5	Humanities 8B	7th Math	Humanities 8A	Specials 6th
12:15 - 1:15	Lunch			Lunch			Lunch		
1:15 - 1:40	Science 6		Spanish 5	Specials 5			Science 6		Spanish 5
	Science 8		Spanish 7	Science Lab 6			Science 8		Spanish 7
1:40 - 1:45	Passing			Passing			Passing		
1:45 - 2:15	8th Math	Humanities	Specials 5th	8th Math	Spanish 6	Humanities 7B	8th Math	Humanities 7A	Specials 5th
2:15 - 2:45	Science 5		Spanish 8	Specials 6			Science 5		Spanish 8
	Science 7		Spanish 6	Science Lab 5			Science 7		Spanish 6
2:45 - 3:15	Resource			Resource			Resource		

Technology

Woodland is committed to providing necessary technology for all students to complete coursework during distance learning. iPads and headphones are available for loan for students in Kindergarten through 3rd grade. Chromebooks and headphones are available for loan for 4th grade students. Families in need of a Chromebook or hotspot should contact Amy Shek, Director of Information Systems, for assistance. Plans for distribution of technology will be announced before the start of the school year.



What About?

Extended Care

For our reopening plan to be most effective in mitigating the risk of contracting COVID-19, it is important that we keep stable groups separate. Therefore, we will not be able to offer extended care at this time. We understand this creates a strain for working families and apologize for the inconvenience this causes.

All K-8th grade classrooms will be open beginning at 7:45am each day to receive students into their stable groups.

PE, Recess, and Athletics

- ◆ We are committed to providing opportunities for positive character development within all public health guidance. PE and recess will take place outdoors and will require students to maintain physical distancing. It may include reimagined games, aerobic activities, and yoga.
- ◆ Play structures will be cleaned regularly throughout the day and K-8th grade students will be required to use hand sanitizer before and after using them.
- ◆ All fall, early and late winter sports seasons have been cancelled per West Bay Athletic League (WBAL).

Outschool for Electives

During Trimester 1 and 2, Outschool will provide an independent study option for middle school students to explore areas of interest that may fall beyond the traditional scope of Woodland's curriculum. Outschool is a San Francisco-based online market for learning that provides students a wealth of choice and access to an unparalleled catalogue of teachers, artists, and scientists who offer a wide array of programming.

Hot Lunch

Taste Nutrition has submitted all necessary COVID-19 paperwork with the County of Santa Clara's Department of Environmental Health.

As a part of their Social Distancing Protocol, they have adapted the following practices:

- ◆ All team members receive a temperature check at the start of the work day.
- ◆ All team members must wear a mask and maintain physical distance.
- ◆ Gloves must be worn and changed frequently.
- ◆ Hands must be washed and sanitized frequently.

At Woodland, service has included individually packaged meals. We are in the process of determining how we can minimize the number of contacts before a child receives his/her lunch. Please send your child to school each day with a filled water bottle.

Outdoor Education and Service Learning

Experiences which have traditionally involved travel, such as Outdoor Education, will be reimagined for the 2020-2021 school year. Our faculty will engage students at the start of the year to identify alternative ways we can achieve the goals of the programs (building community, promoting communication) within the current COVID-19 context.

House Cup

The spirit of our houses (Cypress, Maple, Oak and Pine) will be celebrated in many ways as we maintain the wellness of our community with stable groups.

House Cup leaders will embrace opportunities for wildcats to demonstrate their resilience and integrity within their stable group.

Frequently Asked Questions



How will the decision be made to transition from on-campus instruction to distance learning or distance learning to on-campus instruction?

Many factors will be weighed, including San Mateo County's presence on the County Monitoring List, state and local mandates/requirements, and positive cases within our community. If we are required or advised by San Mateo County Health to close school for quarantine or a county-wide shutdown, we are prepared to swiftly shift into Distance Learning. We will follow San Mateo County Health's guidance and advice to help the school determine when a classroom, stable group, or school needs to be closed. School-wide closure will occur if within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

What is the travel policy?

Families should avoid all unnecessary travel. If a student has traveled outside of the Bay Area, to a state with elevated levels of COVID-19, or out of the country, the family must notify the school and keep the student home for 10 days or quarantine, take a PCR COVID test (paid for by family) between 3 and 5 days upon return, submit the negative results to Mr. Madden and return to campus no soon than seven days after returning from travel. Continue to monitor to make sure there are no symptoms or signs of illness. The school has the discretion to determine whether a student should be excluded from campus for a period of time upon returning from travel.

Provisions will be made to support the continuity of learning from home during quarantine periods. These parameters may change depending on a shift in geographic restrictions.

Will Extended Care be available?

For our reopening plan to be most effective in mitigating the risk of contracting COVID-19, it is important that we keep stable groups separate. Therefore, we will not be able to offer Extended Care at this time. We understand this creates a strain for working families and apologize for the inconvenience this causes.

All K-8th grade classrooms will be open beginning at 7:45am each day to receive students into their stable group groups.

Are students required to wear face coverings?

Students in kindergarten through eighth grade will be required to wear face coverings. Early childhood students will be required to wear face coverings while indoors, except while eating and resting.

What kind of face covering should my child wear?

We recommend a face covering that is comfortable for your child to wear for long periods of time. Acceptable face coverings are: reusable cloth face coverings, disposable medical masks, or face coverings with replaceable filters. Bandanas and gaiters are not allowed. Face coverings should not have distracting images or text. Children should arrive at school each day with two face coverings; one in case a covering is lost, damaged or soiled. As with all personal items, it is recommended that your child's name be tagged on the face covering.

Are adults required to wear face coverings?

Yes, all adults on campus are required to wear face coverings at all times.

Will visitors be allowed on campus?

No visitors, including family members and prospective families will not be allowed on campus.



Frequently Asked Questions

What times are drop off and pick up?

In order to minimize interactions across grades and decrease density at the entrance and exit of school, we are scheduling staggered arrival and dismissal. With the exception of Early Childhood, parents and guardians will not be allowed to exit their vehicles, and all adults and children over the age of 2 must wear a mask during this time. Please be flexible, on time, and adhere to our traffic procedures to ensure an orderly and safe arrival and dismissal. We advise any employees and families who carpool to do so with the same stable group of people, with windows open to maximize outdoor air circulation, and everyone in the vehicle wearing a face covering.

All K-8th grade classrooms will open at 7:45 each morning to provide a safe place for students who arrive to campus before the start of the school day. When students arrive on campus, they will follow a pre-designated path to their assigned classroom. There are no opportunities for playground use before or after school.

Grade	Arrival	M,T,Th Dismissal	Wed Dismissal	Friday Dismissal
Early Childhood	8:00am-8:15am	3:30pm-3:45pm	3:30pm-3:45pm	2:30pm-2:45pm
Kindergarten	7:45am-8:00am	2:45pm-3:00pm	11:45am-12:00pm	2:00pm-2:15pm
1st Grade	7:45am-8:00am	2:45pm-3:00pm	11:45am-12:00pm	2:00pm-2:15pm
2nd Grade	7:45am-8:00am	3:00pm-3:15pm	12:00pm-12:15pm	2:15pm-2:30pm
3rd Grade	7:45am-8:00am	3:00pm-3:15pm	12:00pm-12:15pm	2:15pm-2:30pm
4th Grade	7:45am-8:00am	3:00pm-3:15pm	12:00pm-12:15pm	2:15pm-2:30pm
5th Grade	8:15am-8:30am	3:15pm-3:30pm	12:15pm-12:30pm	2:30pm-2:45pm
6th Grade	8:15am-8:30am	3:15pm-3:30pm	12:15pm-12:30pm	2:30pm-2:45pm
7th Grade	8:15am-8:30am	3:30pm-3:45pm	12:30pm-12:45pm	2:45pm-3:00pm
8th Grade	8:15am-8:30am	3:30pm-3:45pm	12:30pm-12:45pm	2:45pm-3:00pm

What is the schedule for recess and lunch?

Early Childhood

Recess	Lunch
1A: 9:10-10:05	12:00-1:00pm
1B: 10:10-11:05	12:00-1:00pm
2: 11:10-12:05	12:00-1:00pm

Lower School

Recess	Lunch
K1: 10:30-10:40	11:30-11:50am
K2: 10:10-10:20	11:55-12:15pm
1A: 10:30-10:40	11:30-11:50am
1B: 10:10-10:20	11:55-12:15pm
2A: 10:30-10:40	11:30-11:50am
2B: 10:10-10:20	11:55-12:15pm
3A: 10:30-10:40	11:30-11:50am
3B: 10:10-10:20	11:55-12:15pm
4A: 10:30-10:40	11:30-11:50am
4B: 10:10-10:20	11:55-12:15pm

Middle School

Recess	Lunch
5A: 11:00-11:10	12:15-12:35pm
5B: 10:50-11:00	12:40-1:00pm
6A: 11:00-11:10	12:15-12:35pm
6B: 10:50-11:00	12:40-1:00pm
7A: 11:00-11:10	12:15-12:35pm
7B: 10:50-11:00	12:40-1:00pm
8A: 11:00-11:10	12:15-12:35pm
8B: 10:50-11:00	12:40-1:00pm

Frequently Asked Questions



What is the daily screening process for students and employees?

It is important to keep students at home if there are any signs of illness. Please let the school know if you, your child, or another member of your household tests positive for COVID-19, experiences symptoms of COVID-19, or is exposed to someone who is positive or symptomatic for COVID-19. Symptoms may appear 2-14 days after exposure to the virus. The CDC's list of COVID-19 symptoms, as well as additional guidance for minimizing the spread of COVID-19 can be reviewed at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. All students and employees will answer the following health screening questions and have their temperature taken when entering campus.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
YES - STAY HOME and seek medical care
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
YES - STAY HOME and seek medical care
3. Have you had any one or more of these symptoms today or within the past 3 days? Fever or chills, cough, loss of taste or smell, shortness of breath or difficulty breathing?
YES - STAY HOME and seek medical care
4. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason? Fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.
YES - STAY HOME and seek medical care
5. Have you experienced any symptoms that are related to baseline chronic health issues such as runny nose, watery eyes, headache, baseline shortness of breath related to asthma WITHOUT fever?
MAY BE ALLOWED ON CAMPUS. A doctor's note may be required.

What is the cleaning/disinfecting protocol for a reported student or employee COVID-19 case?

Following CDC guidance, Woodland will close all spaces on campus that the student or employee visited for 24 hours, opening outside doors or windows, if safe and practical. After 24 hours, all areas and items will be sanitized and disinfected.

Who will be contacted when a student or employee reports a COVID-19 case?

If a student or employee reports a COVID-19 case, local health officials will be notified, as well as all who had meaningful contact of more than fifteen minutes with the individual. If a student, faculty or staff member tests positive for COVID-19, we will send notification letters promptly via email to the appropriate distribution lists of students and employees. Individuals will be notified of possible exposure based on the following scenarios:

- 1) someone at Woodland is a contact of a confirmed case outside of school;
- 2) someone at Woodland is a confirmed case, but not in the same stable group;
- 3) someone at Woodland is a confirmed case in the same stable group. Woodland will adhere to privacy regulations, maintaining student and employee confidentiality. Areas on campus visited by the individual will be closed off for 24 hours and subsequently sanitized and disinfected.

What about the library?

While access to shared space such as the library will be restricted, access to books will continue. Classroom teachers will work with the librarian for students to access books in their classrooms.

Will students go on field trips?

Students will not participate in off-campus field trips at this time.



Frequently Asked Questions

Will hot lunch be available?

Yes. We know students look forward hot lunch and we continue to partner with Taste Nutrition. All lunches will be individually packaged and labeled for students.

In order to optimize safety and mitigate the risk during lunch, one of the few times when students will not be wearing masks, students will eat outside, spaced six feet apart. Because the health guidelines encourage eating outside, we will be eating outside even when damp or misty, and only transfer inside for severe weather.

Will Middle School students participate in Outdoor Ed?

Middle School students will not be participating in Outdoor Ed in the traditional manner. We are working on alternate plans to achieve the goals of our outdoor education program while on campus.

Will athletics be available?

The West Bay Area League has canceled all fall sports. If available, Woodland will participate in early winter, late winter and spring sports.

Will my child receive lessons from Specialists?

Yes, specialists will provide instruction for K-8 students throughout each week. Specialist classes will be taught on a "carousel" this year in an effort to limit the daily number of adults that students come in contact with. Each grade will have dedicated teachers assigned specifically to that grade and a limited number of specialist teachers who will work with no more than three grades every 6 weeks. When specialist teachers provide In-Person instruction in a classroom, the space will be disinfected before the classroom teacher returns.

Which technology platforms will Woodland use during distance learning?

Students in Kindergarten through Grade 3 will use Seesaw.
Students in Grades 4-8 will use Schoology.

Our family plans to travel at Thanksgiving/Winter Recess. Will we be required to quarantine before returning to school?

Families should avoid all unnecessary travel. If a student has traveled outside of the Bay Area to a state with elevated levels of COVID-19 or out of the country, the family must notify the school and keep the student home for 14 days. The school has the discretion to determine whether a student should be excluded from campus for a period of time upon returning from travel. For any students who have been traveling less than 14 days before returning to campus, we ask that they follow a testing protocol. Upon returning home, please self-quarantine for five days, and then get tested for COVID-19 (paid for by family); make sure to leave time to get the test result, which must be negative in order to return to campus. Continue to monitor to make sure there are no symptoms or signs of illness. Provisions will be made to support the continuity of learning from home during quarantine periods. These parameters may change depending on a shift in geographic restrictions.

What is going to happen to our Woodland Traditions (House Induction, Games, etc.)?

Although we will not be able to join together in large groups for these special occasions, tremendous efforts will be made to continue the traditions from a distance.

What will assembly look like this year?

While our observance of stable groups will prohibit school-wide and division-wide gatherings in person, assembly will remain an integral element and honored tradition. Whether the school is in an in-person or distance learning model, assembly will take place and serve as an opportunity to share announcements and spotlight the learning endeavors of our students, along with celebrating their demonstration of Woodland's virtues.

Frequently Asked Questions



Early Childhood FAQs

What processes are in place to ensure toys are safe and germ-free?

Classroom materials and high touch surfaces, such as tables and chairs, are disinfected and sanitized multiple times each day. Napping mats are sanitized after each rest time. We have procured products that are EPA-approved list “N” for use against COVID-19 and are safe for childcare settings. In addition, we have access to electrostatic sprayers to ensure consistent coverage of cleaning agents.

What is a “social bubble”?

Social bubbles are defined as 12 people or less who have agreed to limit their social activities to only each other for at least three weeks.

Does my early childhood student need to wear a mask?

Yes. Children aged 2 years and older should wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained.

Will the early childhood classrooms remain open if San Mateo County is on the state County Monitoring List?

The Governor’s recent directive does not apply to early childhood programs.

Will nap time still be offered daily?

Yes.

Is my child allowed to bring toys from home to school?

We ask that all personal items, including toys, remain at home.

Will we have Parent Teacher Conferences?

Yes! Three times a year, we look forward to sharing detailed reports on your child’s progress. Twice a year, you will have an opportunity to engage in formal parent teacher conferences to review your child’s growth and discuss activities to support learning at home.

Someone in my home has contracted COVID-19. Who do I share this information with?

Please report any COVID-19 exposures your child may have had to the Main Office or the Director of Early Childhood Education.

What should I do if my early childhood student is ill?

Students who are unable to successfully complete the COVID-19 screening protocol should remain at home and contact the Main Office for further instructions.

What happens if my early childhood student becomes ill at school?

Students who are not feeling well or appear ill while at school will be brought to our office, and we will call you immediately. Children must be picked up by a parent or guardian within 1 hour of being contacted.

My child has a birthday during the school year. May we celebrate in class?

At this time, we are unable to serve birthday treats to your child’s class. Instead, we encourage you to bring a birthday book to donate to the classroom library.



Frequently Asked Questions

What are the new drop off and pick up procedures for early childhood students?

Drop Off

When you enter the campus parking lot, please pull up to the farthest available open spot by the side gate. Once parked at the curb, please bring your child, and their belongings, to the first available ground marker. These spots are socially distanced and allow for about 3 families to wait at one time. If all of the spots are occupied, please wait in your car until one becomes available or you are directed to join the queue by a staff member.

Your child will be checked in beside the gate. At this time, you will sign your child into our log book, and their temperature will be checked. You will also be asked a series of questions regarding your child's health and any recent potential exposure to COVID 19.

Upon successful completion of the screening process, a member of your child's teaching team will escort them from the gate to their classroom.

Pick Up

When you enter the campus parking lot, once again, please pull up to the farthest available open spot by the side gate. Once parked at the curb, a staff member will identify your child by the placard on your windshield and will radio to your child's classroom. A member of your child's teaching team will escort your child to the gate. Before departing, please remember to sign your child out of the log book.

For your safety, and the safety of our faculty, we are unable to remove your child from your car or place your child in their car seat.

We encourage you to allot extra time to complete the drop off and pick up processes, especially during the first few weeks of school.

Resources



Reopening Task Force

Our planning effort has been guided by the thoughtful work of the Reopening Task Force, a team composed of members of the Woodland community.

COVID-19 Coordinator: Jennifer Warren, Head of School

Administrators/Staff:

Larry Eble - Director of Facilities

Jennie Chipparullo - Director of Curriculum, Instruction, and Innovation

Caren Drezner - Interim Director of Early Childhood

Daniel Madden - Director of Student Life and Support

Jason Schneider - Director of Athletics/Physical Education Teacher

Amy Shek - Director of Information Systems

Tanya Spishak - Director of Communications

Board of Trustees:

Michelle Gabriel - Board Chair

Roel Peeters - Treasurer

Mac Harman

Michelle Morcos Smith

Woodland Parents:

Denise Ching, M.D.

References

American Academy of Pediatrics

California Childcare Licensing

Center for Disease Control

County of Santa Clara Public Health Department

California Department of Public Health

Pandemic Recovery Framework (SMCOE)

San Mateo County Health Department

San Mateo County Office of Education

State of California Guidelines



Addendum I

This comprehensive plan was written to include the return of seventh and eighth grade students to campus, in addition to our Kindergarten through sixth grade students. No changes have been made to the plan since its approval on Thursday, October 8, 2020 by the State of California and San Mateo County. This comprehensive plan addresses all requirements and guidance from the California Department of Health, the San Mateo County Health Department and the Pandemic Recovery Framework. The plan for the return of seventh and eighth grade students includes classroom spaces (p. 8, 17), stable group sizes (p. 6), disinfection of shared areas (p.17), hand washing and hand sanitizing stations (p. 7), campus protocols, movement and routines (p. 18, 20), lunch and recess schedule (p. 27), and staggered arrival and dismissal procedures (p. 27). Prior to returning to campus seventh and eighth grade families and students will meet with Woodland's Head of School to discuss to expectations around students' return to campus to ensure the safety and wellness of our community.

Addendum 2



Changes to this plan after October 8, 2020 reflect new guidance from the COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 schools in California. The notable changes include replacing “cohort” with “stable group,” updating our map to reflect outdoor classrooms, a clarification surrounding returning to in-person learning after traveling, and a statement recommending all eligible persons receive the vaccine at the earliest opportunity. No additional major changes were made to the reopening plan.