
FORWARD WITH WIS

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

– January 2021 –

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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 Pandemic Operations Plan

RISK REGISTER

<p><i>Risk level to be determined by Head of School in consultation with RE-Opening Task Force and guided by available metrics.</i></p>	<p style="text-align: center;">LOW RISK SCENARIO</p> <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; turnaround time two to three days at most. » Vaccine may be available. » WIS is on-campus learning only. » Restrictions on gathering size. » Possible international travel restrictions. 	<p style="text-align: center;">MEDIUM RISK SCENARIO</p> <ul style="list-style-type: none"> » No DC stay-at-home (MD/VA possible). » Few/no travel restrictions. » Testing accessible to most; turnaround time two to three days at 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). 	<p style="text-align: center;">HIGH RISK SCENARIO</p> <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.
<p>General Operations</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. 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>	<p>Essential personnel only/limited operations.</p>
<p>Student Events and Activities</p>	<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>	<p>Limited student activities on campus may be permitted.</p>
<p>Parent and Large Group Events</p>	<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>
<p>Other Activities</p>	<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>	<p>No activities on campus.</p>

* The low-risk recommendation regarding face coverings was updated in November 2020.

INTRODUCTION

After beginning the 2020-2021 school year in August with all students engaged in distance learning, WIS moved to the Hybrid Cohort Model in early October. As of January 2021, the School has been able to remain open consistently in the Hybrid Cohort Model, though we recognize the possibility of a future return to distance learning for all students. We will endeavor to provide the community with as much notice as possible if we believe a change in status is necessary.

We have prepared this document to help inform the community about Washington International School's plans to support and educate our students throughout an era 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 this document: 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 moved to medium-risk status on October 5, with students attending school in cohorts by week.

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.

During the pandemic — especially before the vaccine is widely distributed — 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.

Until the school returns to normal, pre-pandemic operations, 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, loss of taste/smell, diarrhea, nausea, vomiting or stomachache).
- » Participating in the school-based COVID testing program.
- » 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.

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 medical/healthcare provider.
- » 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

WIS began participating in an on-campus pooled testing program — with a rapid-result PCR test — in November 2020. Initially the program encompassed all faculty, staff, contractors, and Grades 6–12 students. In January 2021 testing expanded to include Primary School students. Early Years students test once a week, as do the adults. Grades 1–12 students, who are on campus for alternating weeks, test twice during the weeks their cohorts are on campus.

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.

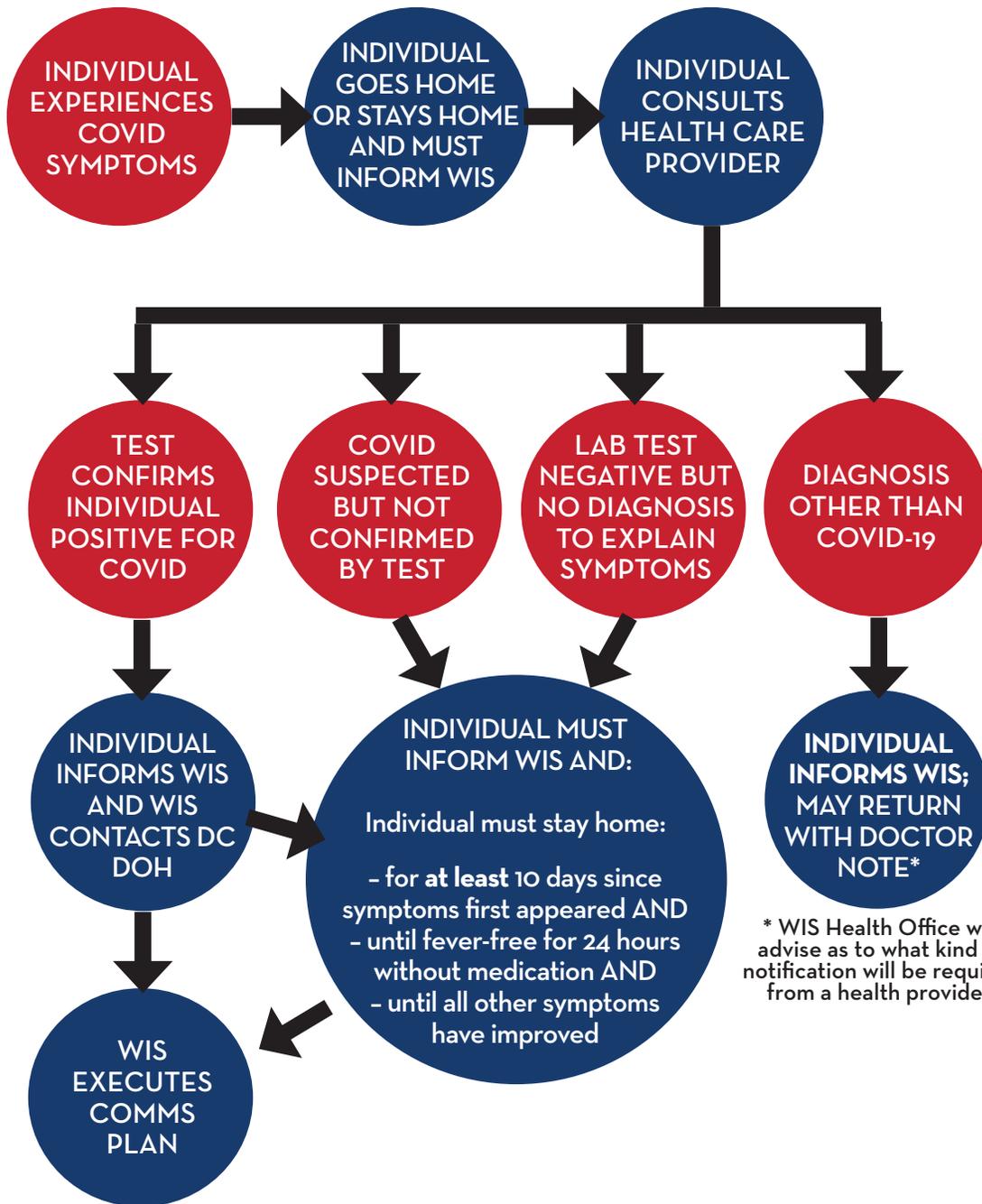
- » The nurse will report this information to public health authorities if it has not already been done.
- » The nurse will ask a series of questions to determine if the COVID-positive individual has been on a WIS campus and/or in WIS classrooms or other spaces.
- » WIS will follow recommendations from 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.
- » Faculty, staff, or students who have tested positive for COVID-19 will not be permitted to return to campus until self-isolated for at least 10 days from the start of symptoms (see details on COVID Decision Tree on the next page) or a negative test if asymptomatic and cleared by a medical provider and a WIS nurse.

Quarantining

Individuals who have been in close contact to someone with COVID-19 will be expected to quarantine for at least 14 days from last contact with that person (or longer if living with someone who has COVID-19 and continues to be a close contact). Close contact, as defined by the CDC, includes: being within six feet of a COVID-positive individual for a total of 15 minutes or more; providing care in a household to someone with COVID-19; having direct physical contact with a COVID-positive individual; sharing eating or drinking utensils with a COVID-positive individual; having been sneezed/coughed on by a COVID-positive individual. 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 14-day quarantine (or a quarantine/test procedure) 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**.

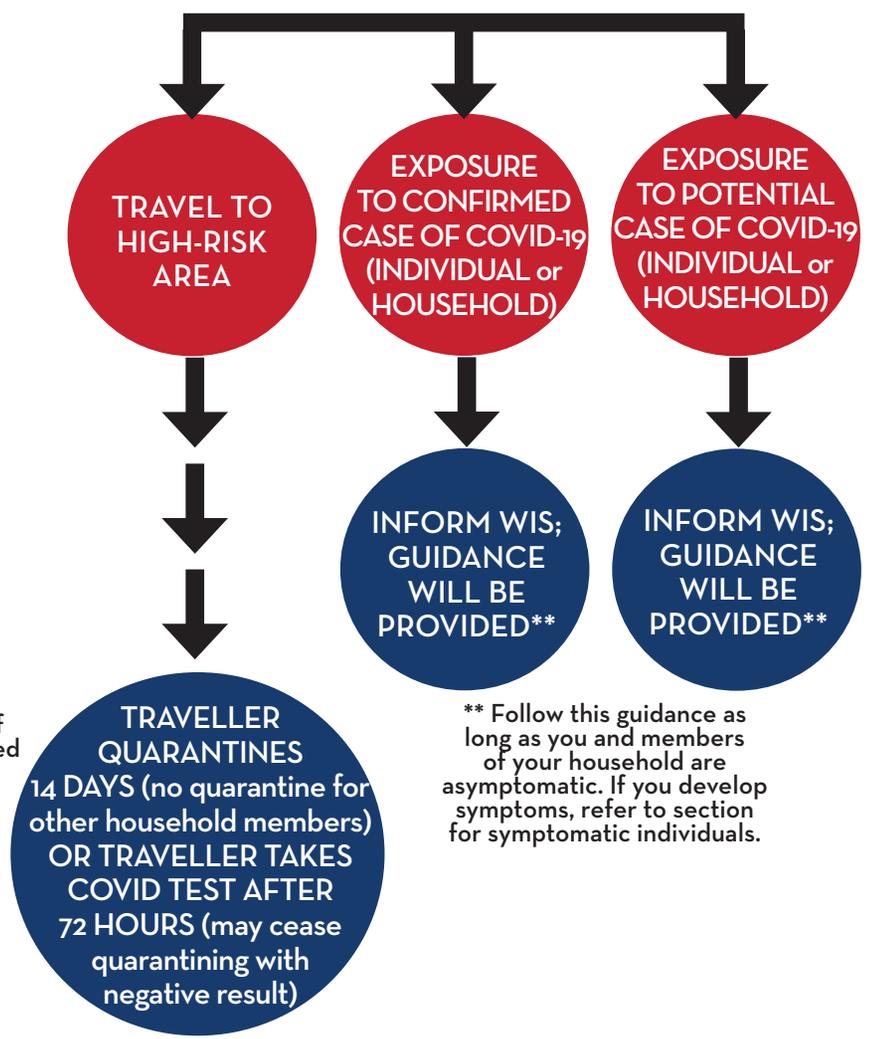
FOR SYMPTOMATIC INDIVIDUALS



COVID DECISION TREE

Updated November 2020

FOR ASYMPTOMATIC INDIVIDUALS



* WIS Health Office will advise as to what kind of notification will be required from a health provider.

** Follow this guidance as long as you and members of your household are asymptomatic. If you develop symptoms, refer to section for symptomatic individuals.

COVID COMMUNICATION PROCEDURES

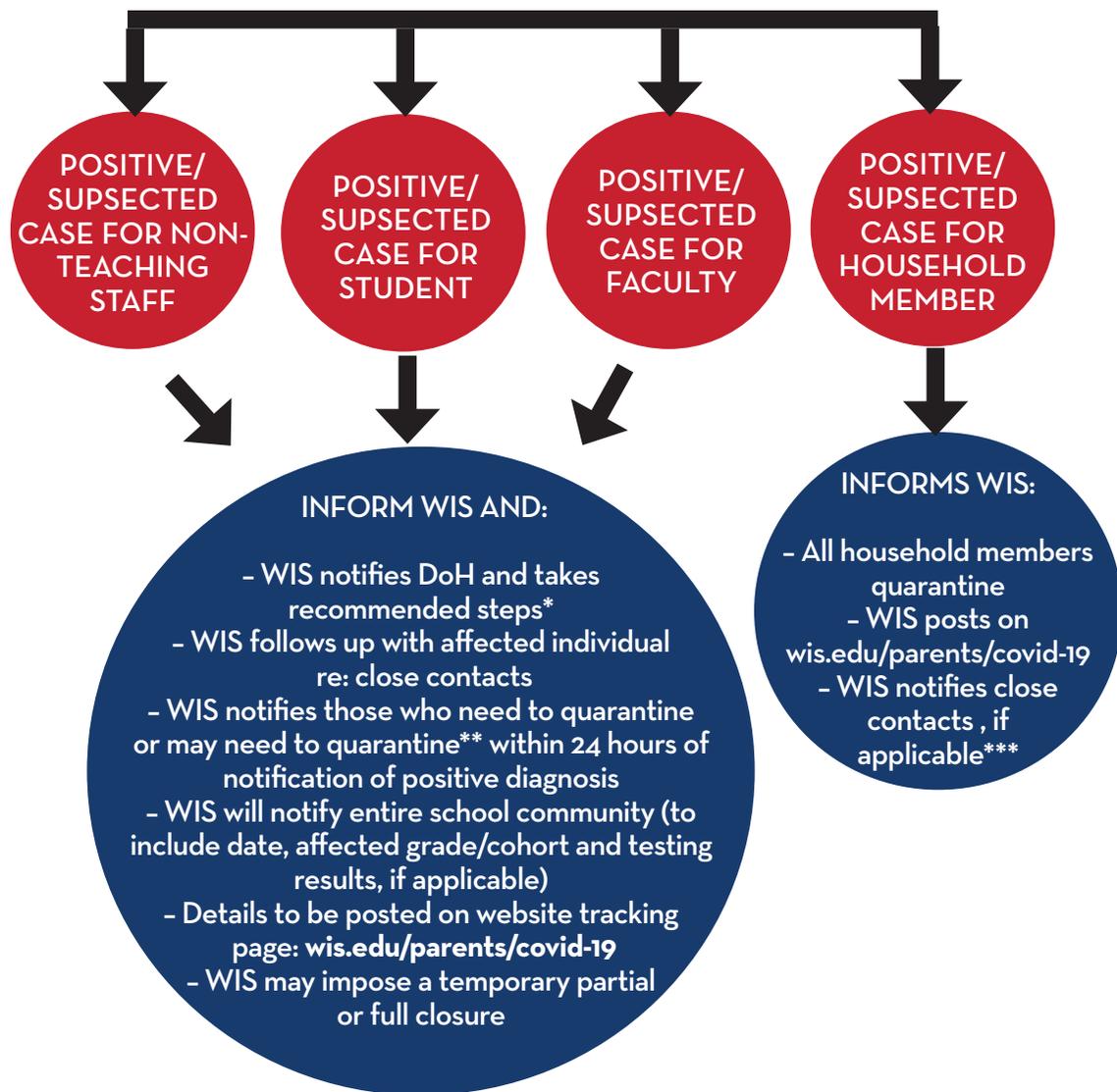
Updated November 2020

HEALTH CONTACTS

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202.495.7301

Courtenay Begert
MS/US Nurse (part-time)
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The Nurse Manager will work with the Head of School, Associate Head of School, and Director of Marketing and Communications to inform the community; every effort will be made to maintain privacy while providing the information needed to keep the community safe.



* DoH will have recommendations regarding sanitizing, cleaning, quarantining, etc. While WIS will inform DoH, this does not necessarily mean WIS will wait for DoH to proceed with next steps re: disinfection and notification to the community.

** Close contacts will need to quarantine. This may consist of entire cohort or classroom groups at the Primary School, or extend to a grade cohort on the Tregaron Campus. Individuals with intermediate risk exposure may be asked to quarantine until a negative test result is obtained.

*** If there was no potential exposure to the WIS community (e.g. no member of the household was on campus within 48 hours prior to the diagnosis), there will be no separate notification, but information will be published on the WIS website at wis.edu/parents/covid-19.

Vaccinations

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

Personal Hygiene

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

Face Coverings

WIS follows recommendations from public health/CDC regarding use of face coverings. Bandannas, neck gaiters, and masks with exhalation valves or vents are not considered acceptable face coverings.

All adults and Grades 1–12 students are expected to wear face coverings 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 are 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 provided cloth masks to all faculty and staff and a face shield to all faculty. Use of the face shield is strongly encouraged but optional. Students are 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 has 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.
- » When students and staff returned to campus in October 2020, they received appropriate training and information about health and safety measures. This included 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 were 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 pandemic, 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 are shared with families and are 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. WIS created a very limited 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 it is not a full-day program.

Early Years classroom space is allocated so no more than 12 people (including the teacher and assistant teacher) are in a classroom. Furniture is set to allow for proper physical distancing. Teachers are encouraged to balance familiar routines (e.g. Circle Time) with physical distancing, recognizing the challenges that this presents 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 are shared with families and are accessible via WIS's online platforms.

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

The student body has been split into two cohorts. The cohorts alternate weeks on campus with Cohort Red on campus one week and Cohort Blue on campus the next. Cohort lists and schedules are shared with the community, along with a cohort calendar.

In our hybrid model, faculty are 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 includes periods of synchronous and asynchronous learning. During asynchronous periods, both the on-campus and off-campus cohorts are engaged in independent activities (the teacher is available in the room for questions).

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

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

Grades 1–5 schedules were distributed to families prior to the return to on-campus learning. 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 year, 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 observes the following schedule:

- » Grades 1–5 students should arrive between 8:00 – 8:25 AM. Lessons begin at 8:30 AM.
- » Preschool, Pre-K, and Kindergarten students should arrive between 8:30 – 8:50 AM. Lessons begin at 8:50 AM.
- » Students 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.

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 PM	LUNCH	COMMUNITY TIME (varies by letter day)	11:25–11:55 PM
12:00–12:30 PM	COMMUNITY TIME (varies by letter day)	LUNCH	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 (Grades 11–12 only)	2:55–3:45 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 should 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 is not allowed.
- » Students with flex periods (Grades 11–12 only) are 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 are 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 were introduced to technology tools through a combination of live training and recorded training videos. The IT Department assists 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.

Faculty

Faculty members who require accommodations due to the COVID-19 pandemic have been asked to contact the HR office. WIS also recognizes that faculty may experience unexpected emergencies due to the pandemic. We have planned for contingencies and identified individuals to serve as regular substitutes.

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). As of January 2021 the PVAC had not endorsed any formal athletics activities for schools and had permanently canceled the winter sports season. The PVAC directors are in regular consultation and, if conditions allow, the normal fall and spring seasons (or some of the sports from those seasons) will be compressed into shorter seasons from March to June.

TRADITIONAL FALL SPORTS	TRADITIONAL WINTER SPORTS	TRADITIONAL SPRING SPORTS
Boys & Girls Cross Country Boys & Girls Soccer Volleyball Girls Tennis	Basketball Swimming	Baseball Softball Boys Tennis Boys & Girls Track & Field Golf

In the absence of competitive sports, WIS is offering an athletics program focused on skills development and/or fitness maintenance. The opportunities are 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 has been permitted, subject to restrictions. In a low-risk situation these restrictions may be modified.
- » WIS is fostering our students in the pursuit of the performing arts. Concerts and plays are taking place virtually in the medium-risk scenario. 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, if offered, 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 are posted on the WIS website.

Cleaning and Maintenance

Enhanced cleaning measures will be in place during medium-risk and high-risk states and may continue in a low-risk state.

- » Entry areas and common spaces are routinely cleaned and disinfected by the custodial team in buildings.
- » Hand sanitizer is 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 receive more frequent cleaning. Such areas include tables, doorknobs, light switches, counter tops, toilets, faucets, sinks, water fountains, etc.
- » Safe, approved products are available in classrooms for teacher use.
- » **HEPA have been 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

- » A small-scale lunch service is being 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.
- » Students will eat lunch in classrooms or outside, maintaining physical distance and following other specified.

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 are 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.
- » Any parent 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 (e.g. the school returns to normal operations), parents/guardians/regular caregivers will be expected to wear photo ID badges. The School will provide instructions about acquiring badges.

CREATING THE ORIGINAL RE-OPENING PLAN

The Re-Opening Task Force began meeting in early May 2020. The Task Force consulted numerous resources in creating the original *Return to WIS* document: 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. **Changes to the November 2020 version of this document were made based on a review by members of the Children’s National Hospital Return to School Taskforce. Minor updates were made to the current version, including a name change to reflect the school’s ongoing open status.**

We want to thank all of the individuals who participated in creating this plan.

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