




WESTRIDGE SCHOOL
RETURN *to*
SCHOOL
Guide

as of April 30, 2021

RETURN *to* SCHOOL *Guide*



We are overjoyed to be welcoming all interested students back to Westridge after spring break. A year into the global pandemic, this will bring important relief to the isolation students are experiencing and more normalcy to their lives. And with many bright signs around us, we look forward to a continued evolution in our program and to bringing back more features of our program and more student activities to campus.

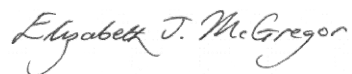
This brochure provides an overview of our campus safety protocols, the full details of which can be found online at www.westridge.org/coronavirus and in the Student Parent Handbook COVID-19 addendum. Health and safety are the school's top priority, and we encourage you to reach out with any questions you may have. In a pandemic, they are also a shared responsibility and we trust that all families whose daughters will be returning to campus will follow all public health guideline within your households.

As we have all learned this year, pandemic conditions can change rapidly. Likewise, as guidelines for schools evolve, we appreciate your understanding of changes along the way, as well as for bumps we may encounter as more students return to campus.

I want to thank our faculty, staff, and administrators who have put their hearts and souls into maintaining strong and meaningful learning while in remote, and into this spring's shift to on-campus learning. There is also a large COVID-19 response team that has spent the past year tracking changing guidelines and updating our protocols and plans to be ready for our students' return. We are grateful for their care and commitment.

As challenging as this year has been, I have been moved by the learning that has continued and the community that has held us all and I am thrilled to be where we are today--moving forward.

Surgere,



Elizabeth J. McGregor
Head of School



Guiding Principles

FOR RETURN TO CAMPUS

1. The health and safety of our community members will be our first priority and will guide our decision making.

2. We will follow the guidance of public health officials.

3. We will remain flexible and open to change as new public health information and educational best-practices emerge for schools operating during the pandemic.

4. Our planning will be grounded in the Westridge core values of integrity, respect, responsibility, and inclusion.

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Foundational Elements

**Masks
required**



**Physical
distancing
practiced**



**Frequent
hand
washing**



**Testing
for students
and
adults**



HEALTH AND SAFETY EXPECTATIONS: *Our Community Norms*




As individuals who are part of the greater Westridge community, we all have a shared responsibility to prevent the spread of COVID-19. All families of students who elect to return to on-campus learning during the pandemic must commit to following all of the health and safety procedures of the school, as provided in the following student protocols.

The commitment is part of our community value of respect for others and self, and is the right thing to do for those traveling beside us.

Steps to MINIMIZE COVID-19 ENTERING CAMPUS

 **STAY HOME** if sick or exposed to COVID-19.


 Consistently **FOLLOW STATE AND LOCAL GUIDELINES** at school and when away from campus.

 **QUARANTINE FOR 10 DAYS** after traveling out of state or country *if you are not vaccinated*. All international travelers must follow CDC testing guidance. Per LA County Public Health guidelines, non-essential out-of-state travel should be avoided.

 **SUBMIT MYMEDBOT SELF-SCREENING** for COVID-19 symptoms each morning one hour before coming to campus.

 **TAKE WEEKLY SURVEILLANCE/ ASYMPTOMATIC PCR TEST.**

We will continue to evaluate our testing program and health department testing guidance. (See www.westridge.org/return-to-campus-forms for the most up-to-date information and schedule for testing requirements.)

 **FOLLOW NO-VISITOR POLICY**
Parents may only enter campus to pick up a child who has become sick or for Help Desk appointments.

Student Protocols

STEPS TO MINIMIZING SPREAD OF COVID-19



MASKS

Students and adults are required to wear a well-fitting, 2-ply masks at all times (3-ply recommended). The school will maintain a stock of masks in case a replacement is required during the day.

PHYSICAL DISTANCING

Students and faculty and staff will maintain a safe distance of 6 feet between people. Classrooms and other campus locations have been wholly reconfigured to meet this requirement. When possible, car-line arrival and dismissal times will be staggered to minimize periods of high-density foot traffic.

LIMIT SHARED MATERIALS

Sharing of classroom materials will be minimized, and hand and material sanitation will be practiced when it is necessary. Some outdoor equipment will be shared, however, it will be sanitized between uses.

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Student Protocols

STEPS TO MINIMIZING SPREAD OF COVID-19

Handwashing and sanitizing

Handwashing stations and no-touch hand sanitizer stations have been placed throughout campus. All students will be required to sanitize their hands when entering and exiting campus, and often throughout the day. In addition to indoor bathrooms available for handwashing:

**3 OUTDOOR
HANDWASHING
STATIONS**
have been
installed.

**50 HAND
SANITIZING
STATIONS** have
been placed
across campus.

Bottles of **HAND
SANITIZER AND
DISINFECTANT
WIPES** are
available in all
classrooms.



Campus Protocols

STEPS TO MINIMIZING SPREAD OF COVID-19

Illness Policies and Contact Tracing

■ STUDENT ILLNESS

- Students who have a fever of 100° F or above or present with COVID-19 related symptoms will not be allowed to come to campus.
- Students who develop a fever and cough during the school day, or other symptoms consistent with COVID-19, will be moved to an isolation area and will be picked up by a parent or guardian as soon as possible.
- A nurse will be on campus at all times when students are present.
- Students who have been ill may return to school following a fever or any COVID-19 symptoms if they are:
 - fever-free without fever reducing medication, for 24 hours; AND
 - symptoms have improved; AND
 - 10 days since their symptoms began or, if asymptomatic, since their positive COVID-19 test.

Campus Protocols

STEPS TO MINIMIZING SPREAD OF COVID-19

Illness Policies and Contact Tracing

■ COVID-19 EXPOSURE

Any student who has been in contact with a person with a confirmed case of COVID also will not be able to come to campus until taking a COVID-19 test:

- If they test negative, they must complete a 10-day quarantine period as well as self-monitor days 11-14 for symptoms.
- If they test positive, they need to follow CDC guidelines for isolation.

■ CONTACT TRACING

The school has four trained contact tracers on staff who will initiate contact tracing protocols for any documented or presumed positive COVID-19 case on campus. Parents and guardians will be contacted if their child was potentially exposed.

■ STABLE GROUP QUARANTINE PROCEDURES

Stable groups will shift to remote learning and be required to quarantine at home if a positive case of COVID-19 is found in any member of the group, including the teacher.



Markers designate safe distancing for seating.



Facilities Modifications

STEPS TO MINIMIZING SPREAD OF COVID-19

■ HVAC AIR FILTERS

All filters have been upgraded to be compliant with EPA COVID-19 recommendations.

■ AIR-SCRUBBER SYSTEM

An Absorptive Photocatalytic Oxidation (APCO) with ultraviolet light technology air-scrubber system

has been installed in all buildings. (Kills 99% of bacteria, mold, spores, viruses, and VOCs/Volatile Organic Compounds in indoor air on campus.)

■ DOORS AND WINDOWS

Classroom doors and windows will be left open when weather permits to improve ventilation.

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■ PHYSICAL DISTANCING SIGNAGE

Foot-traffic patterns will be clearly marked on campus, including one-way flow where required. In locations where students queue, markers designating 6-foot intervals have been placed on the ground.

Facilities Modifications

STEPS TO MINIMIZING SPREAD OF COVID-19

■ ISOLATION ROOMS

Two isolation rooms for students who become sick while on-campus have been established.

■ CLASSROOM SEATING

Classroom seating has been reduced to facilitate physical distancing and soft surfaces have been removed to minimize materials that cannot be sanitized easily.

■ OUTDOOR LIBRARY

A mini-library will be established outside of the Learning Commons.

■ OUTDOOR DINING

Lunch and snack will be held outdoors whenever possible. When all divisions return, we may find it necessary to have “Rain Days,” where students return to remote learning temporarily.



Facilities Cleaning Protocols

STEPS TO MINIMIZING SPREAD OF COVID-19

■ **CLEANING AND DISINFECTING PROCEDURES HAVE BEEN SIGNIFICANTLY EXPANDED:**

- Two janitorial staff members will be present when students are on campus for frequent cleaning of restrooms and high-touch surfaces such as door handles, light switches, and handrails.
- All campus rooms will be cleaned nightly.
- Deeper cleaning of entire campus will occur twice each week.
- Playground equipment, which may only be used by one stable group at a time and will be disinfected between uses.

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Lower School (Grades 4-6) ON-CAMPUS LEARNING SCHEDULE SPRING 2021 (AS OF 3/25)

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 7:45 am Arrival and Check-in	7:30 – 7:45 am Arrival and Check-in	8:00 – 8:20 am Homeroom	7:30 – 7:45 am Arrival and Check-in	7:30 – 7:45 am Arrival and Check-in
7:45 – 8:30 am Facilitated Play/ Homeroom	7:45 – 8:30 am Facilitated Play/ Homeroom	8:30 – 9:30 am Study Skills/Technology/ Council/Class Meetings/ Lower School Assemblies	7:45 – 8:30 am Facilitated Play/ Homeroom	7:45 – 8:30 am Facilitated Play/ Homeroom
8:30 – 9:30 am Instructional Block	8:30 – 9:30 am Instructional Block		8:30 – 9:30 am Instructional Block	8:30 – 9:30 am Instructional Block
9:30 am – 10:15 am Snack, Homeroom, and Facilitated Recess Break	9:30 am – 10:15 am Snack, Homeroom, and Facilitated Recess Break	9:30 – 10:00 am Snack and Break	9:30 am – 10:15 am Snack, Homeroom, and Facilitated Recess Break	9:30 am – 10:15 am Snack, Homeroom, and Facilitated Recess Break
10:15 – 11:15 am Instructional Block	10:15 – 11:15 am Instructional Block	10:00 - 10:30 am Big/Little Sister Events/ All-School Assemblies	10:15 – 11:15 am Instructional Block	10:15 – 11:15 am Instructional Block
		10:30 - 11:15 am Student Clubs or SALC		
11:15 am – 12:30 pm Lunch and Recess	11:15 am – 12:30 pm Lunch and Recess	11:15 – 12:30 am Lunch	11:15 am – 12:30 pm Lunch and Recess	11:15 am – 12:30 pm Lunch and Recess
12:30 – 1:30 pm Instructional Block	12:30 – 1:30 pm Instructional Block	12:30 – 1:30 pm Flex Time 1-on-1 Meetings with Teachers or Council	12:30 – 1:30 pm Instructional Block	12:30 – 1:30 pm Instructional Block
1:45 – 2:45 pm Instructional Block	1:45 – 2:45 pm Instructional Block		1:45 – 2:45 pm Instructional Block	1:45 – 2:45 pm Instructional Block
2:45 – 3:00 pm Dismissal	2:45 – 3:00 pm Dismissal	1:30 – 5:00 pm Faculty & Staff Meetings	2:45 – 3:00 pm Dismissal	2:45 – 3:00 pm Dismissal

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Middle School

ON-CAMPUS LEARNING SCHEDULE SPRING 2021 (AS OF 3/25)

Grades 7 on campus	Grades 7 on campus	On- and off-campus SEL activities*	Grades 8 on campus	Grades 8 on campus
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:50 am Advisory	8:30 – 8:50 am Advisory	8:30 – 8:50 am Physical Education	8:30 – 8:50 am Advisory	8:30 – 8:50 am Advisory
9:00 – 10:15 am A Block	9:00 – 10:15 am E Block	9:00 – 9:45 am Class Meeting/MS Assembly 10:00 – 10:30 am Activities/Assemblies	9:00 – 10:15 am A Block	9:00 – 10:15 am E Block
10:25 – 11:40 am B Block	10:25 – 11:40 am F Block	10:30 – 11:30 am Clubs	10:25 – 11:40 am B Block	10:25 – 11:40 am F Block
11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch	11:30 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch
12:30 – 1:45 pm C Block	12:30 – 1:45 pm G Block	12:30 – 1:00 pm Student Government 12:30 – 1:30 pm Conferencing	12:30 – 1:45 pm C Block	12:30 – 1:45 pm G Block
1:55 – 3:10 pm D Block	1:55 – 3:10 pm H Block	1:30 – 5:00 pm Faculty & Staff Meetings	1:55 – 3:10 pm D Block	1:55 – 3:10 pm H Block

Drop-off 8-8:30 am / Pick-up 3:15-3:30

* Grade 7 on campus Wednesday, April 14. 9-11 am.
Grade 8 on campus Wednesday, April 21. 9-11 am.

ON-CAMPUS LEARNING SCHEDULE
SPRING 2021 (AS OF 3/25)

(Students return to campus April 12)

Grades 10 & 12 on campus	Grades 10 & 12 on campus	On- and off-campus SEL activities	Grades 9 & 11 on campus	Grades 9 & 11 on campus
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:50 am Free Period	8:30 – 8:50 am Advisory	8:30 – 8:50 am	8:30 – 8:50 am Advisory	8:30 – 8:50 am Free Period
9:00 – 10:15 am A Block	9:00 – 10:15 am E Block	9:00 – 9:45 am Town Meeting/Class 10:00 – 10:30 am Activities/Assemblies	9:00 – 10:15 am A Block	9:00 – 10:15 am E Block
10:25 – 11:40 am B Block	10:25 – 11:40 am F Block	10:30 – 11:30 am Clubs/Leadership	10:25 – 11:40 am B Block	10:25 – 11:40 am F Block
11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch	11:40 am – 12:30 pm Lunch
12:30 – 1:45 pm C Block	12:30 – 1:45 pm G Block	12:30 – 1:00 pm Affinities	12:30 – 1:45 pm C Block	12:30 – 1:45 pm G Block
1:55 – 3:10 pm D Block	1:55 – 3:10 pm H Block	1:30 – 5:00 pm Faculty & Staff Meetings	1:55 – 3:10 pm D Block	1:55 – 3:10 pm H Block

Drop-off 8-8:30 am / Pick-up 3:30-3:50 pm

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Important Details

- Families *do not* need to commit to either remote or on-campus learning for the remainder of the year. Instead, you will commit in two-week periods. Division offices will provide online forms to be filled out for each period.
- Uniforms **are not** required—free dress code applies.
- Students must bring their laptop and headsets daily. If you need to purchase headsets and that creates an obstacle for a student's return, please contact your division director.
- Students must bring their own lunch, snacks, and water bottles. Until further notice, no on-campus food service will be offered.



- Viability of offering bus service this spring is still under evaluation. Information will be provided after spring break.

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Contacts

■ FOR QUESTIONS ABOUT HEALTH & SAFETY

Health & Wellness Office
healthoffice@westridge.org

■ FOR QUESTIONS ABOUT THE LOWER AND MIDDLE SCHOOL PROGRAMS

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Director of Lower and Middle School
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■ FOR QUESTIONS ABOUT THE UPPER SCHOOL PROGRAM

Gary Baldwin
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■ FOR QUESTIONS ABOUT TESTING

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■ FOR QUESTIONS ABOUT MYMEDBOT

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