



Health and Safety Grades School Campus Reopening Guide

Overview

We look forward to welcoming your children back to campus.

While this school year might look different than what we have grown accustomed to, the teachers are working hard to bring the same warmth, creativity, and magic that families have come to expect from our program. We will continue to deliver the very best of Waldorf education, while carefully following all required health and safety regulations. Children thrive when their emotional, cognitive, social, and physical development are supported. In such a time as this, the Waldorf education we offer innately provides the rhythm, security, freedom, and high-quality care that every child deserves.

The faculty and staff of the Westside Waldorf School is committed to offering the fullest extent of our Waldorf curriculum in a way that serves children and families in a safe, stable, and engaging environment. We understand that, like us, you are hoping to return to life as we knew it, and we want to support this as much as possible. The health and safety of our wider community is paramount in our planning, as is the healthy development, adjustment, and participation of the students in our care.

Based on guidelines from the Los Angeles County and State of California Departments of Public Health and Social Services, and the Center for Disease Control, we have made adjustments to our routines and protocols to mitigate the risks to students, faculty, staff and the wider community as we continue to face COVID-19 together. Our approach is a multi-layer preventative defense, but please know that even as we do our best to reduce the risks of transmission on school grounds, we cannot eliminate risk entirely.

Please review the information below thoroughly and note that these guidelines and policies are subject to change based on data and recommendations from Health Departments. We will of course communicate any updated protocols to you in a timely manner. While changes may occur, we can assure you that virus mitigation will be thorough and we will adhere to, or exceed, best practice guidelines. Your committed partnership and cooperation with these guidelines are essential to the success of this program.

Please note that while we will do our best to mitigate risk via physical distancing, face coverings, frequent hand washing, etc., we also expect that there will be a learning curve for all. So, there will be moments when the 6-foot distancing cannot not be observed, masks will fall or slide off, or hand washing will be imperfect. Our safety procedures will be as stringent and therefore as effective as possible, but we cannot guarantee that students will not be exposed to COVID-19.

Daily Health Screening

Daily health checks at home and upon arrival will help us to ensure that anyone with possible COVID-19 symptoms (listed below) does not enter the school:

- Parents will need to complete the daily health form for their child online before coming to campus.
- We are required to screen everyone entering the school for any signs of illness by both state and local guidelines.
- We will conduct daily temperature checks (with a contactless forehead thermometer) and ask parents to affirm the health of their child and family members at drop-off.
- All faculty, staff, and visitors will be required to undergo daily wellness checks and to complete the COVID-19 health screening form.

Prior to Arriving on Campus

- Please take your child's temperature and check for any symptoms (including runny nose, coughing, sneezing, fever, tummy ache, or fatigue) before coming to campus. Parents will need to sign and complete the daily health form for their child before coming to campus.
- If your child has a temperature of 100.4° or higher or shows other signs of illness that may be COVID-19 related, please **do not** bring them to school. Symptoms include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fever
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Congestion or runny nose
- As parents and caregivers, please wash your own hands and assist in washing of your children's hands before dropping off, prior to coming for pick-up, and when you get home.
- All visits to campus (such as during drop-off and pick-up) should be as brief as possible.
- Please apply sunscreen to your child prior to arriving at school.

Daily Drop-off and Pick-up Procedures

- WWS has established procedures for drop-off and pick-up to maintain physical distancing for all programs by minimizing the number of people who are entering or leaving the school at any given time. Due to this early arrival will not be possible.
- Vehicle traffic will be one-way through campus.
- We will have staggered drop-off and pick-up windows for each class. Drop-off and pick-up will take place at a specified location for each class.
- Parents will be asked to remain in their vehicles during drop-off and pick-up.

- A teacher or staff member will let parents know when it is their turn for drop-off or pick-up. Students will stay in the vehicles until instructed by faculty or staff to exit the vehicle. Students will go directly to their cohort classroom.
- Late arrivals will wait at the front gate and take direction from the security guard on where to wait for check-in. Parents will not be able to enter the school.
- Early student pick-up must be pre-organized with the school. Parents will call the school so the student can be ready to get into the vehicle outside the entrance gate.
- All occupants in the car will be required to wear a face covering during drop-off and pick-up. We also ask that parents follow all current guidelines and adhere to any local or state health requirements, such as wearing face coverings and maintaining physical distance in public spaces, when coming to campus.
- As always, we encourage walking or biking to school. If you plan to enter the parking lot on foot or by bicycle, please be prepared to stop at the front gate and take direction from our security guard on where to wait.

Class Cohorts

Grades 1-8 classes will remain in small, stable, non-changing groups (cohorts):

- Each cohort will remain together for all classes, outdoor time, lunch and dismissal.
- They will stay in the same classroom for specialty classes (unless scheduled for outdoors), snack, and lunch.
- Cohorts will not intermix with other cohorts during the school day and there will be no cross-class gatherings, assemblies, festivals, or performances.
- Teacher contact with cohorts will be minimized by both the number of adults with direct student contact and by everyone on campus following physical distancing.
- Accordingly, sibling wait for lower grades will be offered in the classroom by their teacher.

Physical Distancing

In the Classroom

- Our goal will be to practice physical distancing and encourage it in a compassionate manner characteristic of our education.
- Desks will be spaced six feet apart, facing the same direction, and student movement in the classrooms will be kept to the essentials.
- Student supplies will be kept at their desks.

Outdoor Spaces

- Movement activities both for main lesson, specialty classes, and recess times will be conducted in our outdoor spaces.
- Teachers may also choose to spend some scheduled main lesson times in outdoor spaces that are more conducive to activities that require students to spread out, practice speech, or engage in developmental activities.

Around Campus

- As much as possible, students will be encouraged to maintain physical distancing while moving from one place to another and during play times.

- Our hallways and yards will have signage and markings as gentle reminders.
- Recess times will be scheduled for each cohort with designated routes to and from the classrooms to the recess and dismissal areas.
- We understand that children are social creatures who want to be in close proximity to others. We will gently and kindly guide them as needed.
- Likewise, please be assured that if your child needs physical comforting or care, a faculty member will as always provide it to them.

Hand Washing and Healthy Hygiene

WWS will follow strict hand hygiene procedures at all times while at school:

- Proper hand hygiene will be encouraged by education, modeling, and scheduling.
- Arrivals, breaks and dismissals are staggered to allow for scheduled handwashing.
- All classrooms are equipped with handwashing stations. In addition, hand sanitizer is available through teachers and at the school entrances and faculty and staff areas.
- Students and employees will wash their hands upon entering the facility and frequently throughout the day, with our newly installed minimal touch faucets.
- Teachers will model and support correct hygiene around coughs, sneezes and handwashing.
- Students will have their own set of supplies such as crayons, pencils, class readers, math and science materials.

Please Note:

- Frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers should be used around children.
- Children under the age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed 1-800-222-1222.

Developing Good Habits:

- Hand washing for 20 seconds using water and soap before and after eating, after being outside, and after using the restroom
- Sneezing and/or coughing into elbows
- Using a tissue to wipe noses

Cloth Face Coverings

Students, teachers, staff, and any visitors coming on campus will wear face coverings, as required by state and local orders:

- Currently, LA county regulations require all students over age 2 to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- Students will be instructed and supervised in the wearing of a face coverings.

- By far, the biggest challenge for young children is when face coverings do not fit well. Finding a good fit is essential, and may take some time, so now is a good time to start trying different products.
- Please ensure your child is wearing a clean face-covering daily.
- Please ensure your child's face-covering is labeled and that there is a differentiation between the inside and outside of the covering.
- Please place an extra face covering in your child's backpack to change if their face covering gets soiled.

Additional disposable face coverings will be provided as needed for students and adults.

Snack and Lunch

- Students and faculty will bring their own meals and will eat their snack and lunch in their classrooms at their own desk to ensure the most hygienic approach.
- There will be no shared dishes or utensils in the classroom, so students should bring their own dishes, utensils, and reusable water bottles for use throughout the day.
- Filtered water refill stations are available in the classrooms.

Restroom Protocol

- Teachers will have scheduled bathroom times for their classes and will only allow two to three students inside the bathroom at a time.
- Physical floor markers are placed inside and outside the restrooms.
- Sinks in restrooms are equipped with automated push faucets.
- Faculty and staff have assigned bathrooms near their workspace.
- Additional porta potty bathrooms have been placed in the parking lot for all visitors and the grades playground for students.

Ventilation

- Classes will take place outdoors as much as practical.
- For inside classroom spaces and offices proper ventilation will be used.
- Windows, doors will remain open, allowing proper air flow and maximize ventilation.
- All classrooms will also be equipped with air purifiers.

Cleaning and Disinfecting

We will follow a robust, thorough cleaning regimen:

- Classrooms, restrooms, and high touch areas will be thoroughly cleaned and disinfected at the end of each day when students are not present, or more frequently as needed.
- Teachers and staff will have cleaning duties for frequently touched surfaces multiple times per day (door handles, light switches, sink handles, bathrooms, tables, etc.).
- All school materials will stay at school. Students will have their own supplies where practical.

- Supplies that must be shared will be disinfected between use. Personal toys may not be brought into school.
- All employees are trained in the safe use of disinfecting and cleaning practices including the use of PPE.
- We will be using EPA list “N” approved and non-toxic cleaners, whenever possible. Harsh chemicals and cleaning products will not be used near the students.
- All cleaning products are kept out of the children's reach and the storage has restricted access.

Faculty and Staff COVID-19 Testing

- Faculty and Staff will have temperature checks and submit daily health screenings before entering school.
- WWS will cover the cost and arrange for periodic asymptomatic on campus COVID-19 testing for Faculty and Staff and make testing available onsite for students and community members according to the CDPH’s recommended schedule.
- Adults (parents, visitors, employees) are directed to work with their Health Care provider, or the LA County resources to access testing.

Training and Education

- All details of the health and safety plan will be reviewed with faculty, parents and students prior to the start of any on-campus learning.
- Faculty and staff have attended mandatory training session based on updated health and safety guidelines such as, instruction on how to properly put on and remove personal protective equipment, recognizing signs and symptoms of communicable disease, isolation of a sick child, and enhanced sanitation and disinfection protocols.
- Parents will receive the new protocols and procedures and will need to sign an Informed Consent prior to sending their child to school. Parents may request meetings with school leadership to further discuss and review any questions or concerns.

Considerations for COVID-19 Exposure /Illness

- If your child has a fever they will need to remain at home once they are fever-free without medication for at least 24 hours.
- If your child is ill with COVID-like symptoms with fever (100.4 degrees or higher), dry cough, and/or shortness of breath, we strongly suggest you consult your physician as to whether a COVID-19 test is recommended.
- If a child presents symptoms of illness during the day (runny nose, coughing, sneezing, fever, fatigue) the class teacher/assistant will escort the child to the designated isolation/quarantine room.
 - WWS will provide surgical mask and additional PPE if needed to the student and employee to ensure adequate protection.
 - The guardian (and emergency contacts) will be called to request that they pick up their child.

- The student should be picked up within 20-30 min but no later than within one hour of the call.

COVID-19 Response Team / COVID-19 Compliance Task Force

- The COVID-19 Response Team is overseen by Leadership Council. The Response Team is comprised of Faculty and Administrative Staff.
- The Covid-19 response team will handle notifications in case of a COVID-19 case/exposure among faculty, staff, student or visitors.
- This response is triggered when notification is received that a WWS faculty, staff, student or visitor has tested positive for, or has symptoms consistent with COVID-19:
 - Leadership Council will be informed and will work with the Response Team members and the Los Angeles County Department of Health to implement next steps. The need for cleaning, partial closure, or complete closure of the school will be examined, per CDPH guidelines.
 - If an **employee** is still onsite, the employee will be directed to immediately leave campus, return home, and self-isolate.
 - If a **student** is onsite exhibiting symptoms of illness this should be reported to their teacher.
 - Teacher/assistant will escort the child to the designated isolation/quarantine room.
 - WWS will provide surgical mask and additional PPE if needed to the student and employee to ensure adequate protection.
 - Assigned employee will telephone guardian (and emergency contacts) to request that they pick up their child.
 - The student should be picked up within 20-30 min but no later than within one hour of the call.
 - *Student Quarantine Notice* will be sent to advise parent that child must stay at home and not to return until they have met LA County criteria, including 3-2 days with temperature below 100.04 F and 10 days since symptoms first appeared. Notice will include:
 - Fact sheets
 - Regulations governing self-isolation
 - Links to sites with further information, including how to access testing.
- The student or staff member who tested positive will be instructed to remain home and follow the guidance of their healthcare provider regarding treatment and quarantine/isolation. The student or staff member will not be allowed to return to school until cleared by their healthcare provider and per the direction of CDPH and LADH guidance.
- Students or staff members who have been in close contact with a person diagnosed with COVID-19 will also be instructed to stay home and consult with their healthcare provider regarding further evaluation testing and/or isolation.

- Leadership Council will communicate with the school community, while maintaining HIPAA and FERPA compliance to protect the person’s identity.

Exposure Management.

- Any identified individuals who were in direct contact (see definition below) with a confirmed case will be notified and required to quarantine. The school will follow the LA County Health Department Exposure Management Plan for K-12 Schools.
- A negative test during the quarantine period does not shorten the quarantine period; the quarantine period is always for 14 days from date of last exposure.
- WWS will track all cases.
- Leadership Council will implement the **Full or Partial** Closure of In-person School Plan, as directed by the DOH. The school will resume remote learning for any cohort of students who must quarantine due to Covid-19.
- WWS will follow the Decision Pathways for 1) Symptomatic Children, (2) Contacts of a Potentially Infected Child, (3) Children and Employees with Laboratory Confirmed COVID-19, and (4) Contacts of Persons with Laboratory Confirmed COVID-19 at Educational Institutions Los Angeles County Department of Public Health:
<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

Further details are highlighted below from the CDPH framework for reopening document:

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who was within 6 feet of an infected person for at least 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Three Learning Models for the 2020/21 School Year

- **In-Person Learning** where students are present at school with social distancing and safety protocols in place.
- **Year-Round Remote Learning** presents an alternative for parents who do not feel comfortable sending their children back to school. That learning model will incorporate a combination of live-streamed and recorded lessons. Main Lessons are zoomed synchronously while other lessons will be available through asynchronous postings via our learning platform Google Classroom.
- **Teacher-Directed Distance Learning** is remote learning with all lessons delivered via a combination of Zoom and recorded lessons for most subjects, supported by project-based learning activities. It points to the educational experience WWS will provide their students in the event of a mandated closure.

Tips for Parents

Even our most diligent disinfection work at school cannot minimize the spread of disease without equal attention to physical distancing and disinfecting protocols at home. In order to maintain the same expectations for health and safety at home, we ask that you:

- Ensure your child thoroughly washes their hands with soap and water for twenty seconds before and after eating, after playing outside, after sneezing or coughing, and after using the restroom.
- Encourage your child to sneeze or cough into their elbow or a tissue.
- Use a tissue to wipe their nose.
- Practice wearing face coverings at home so your child develops a comfort level both with wearing face coverings and with seeing others in face coverings. Remember, in young children, fit is the most important factor in encouraging consistent use.

Resource Links:

CADH School Reopening Document:

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Los Angeles County Department of Public Health Reopening Protocols for K-12 Schools Appendix T1:
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf

Los Angeles County Department of Public Health Decision Pathways for 1) Symptomatic Children, (2) Contacts of a Potentially Infected Child, (3) Children and Employees with Laboratory Confirmed COVID-19, and (4) Contacts of Persons with Laboratory Confirmed COVID-19 at Educational Institutions:
<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

Los Angeles County Department of Public Health Exposure Management Plan K-12:
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf