

Woodside Elementary School District

School Reopening Overview for TK/K/6th Grade Parents



2020 - 2021 School Year

**Please reference the [WESD 2020-21 School Reopening Task Force Plan](#) on the school's website for more details.*

Please note that in the event San Mateo County does not approve or delays our plan to return, we may need to reschedule the return to school.



Woodside School District opened this year on August 24th, 2020 in Distance Learning for all students. However, as health conditions are expected to change frequently, the district has engaged in planning for various models of providing instruction. Using guidance from the [San Mateo County Office of Education](#), the [San Mateo County Health Department](#), and the [California Department of Public Health](#), Woodside School District is able to welcome students back to In-Person Learning beginning October 26th, 2020. Woodside School District will welcome students back in a staggered, phased manner to ensure the safety of the school's stakeholders are held to the utmost importance, and that monitoring, supporting, and communication is occurring at all times.

On October 26th, 2020 Woodside School District will welcome back the Transitional Kindergartners, Kindergartners, and 6th Grade students. It is important to understand that the situation around COVID-19 changes often; WSD will adjust planning when needed, as indicated by the county and state health guidance. Woodside School District remains nimble and responsive. Please join us in having an open and flexible mindset as we move forward. Together we will get through these challenging times.

This packet is to provide the necessary information so that you and your child are ready for the first day back to In-Person Learning on October 26th, 2020. Please prepare all questions for Woodside School District's Administrative Team for the Parent Informational Meeting on Tuesday, October, 20th at 5:00 p.m. for TK/K Families, and 6:00 p.m. for 6th Grade Families.

We look forward to meeting with you on October 20th!

Warm Regards,
The Woodside Administrative Team



School Schedules

TK/K

8:10-8:20 a.m.	<p>Mrs. Hessami's and Mrs. Virgallito's Arrival Time in front of the office</p> <ul style="list-style-type: none">● Students will walk to get their temperature checked/health screening<ul style="list-style-type: none">○ Parents stay in car unless children need help with buckles○ Keep cell phone near just in case your child has a temperature or shows Covid symptoms● Students walk along the exterior sidewalk towards the first grade classrooms, through the gate and directly into their classrooms<ul style="list-style-type: none">○ Teachers will be waiting for students in classrooms○ Support Staff will be present to direct traffic, direct students, and support morning routines in the classrooms
8:20-8:30 a.m.	<p>Mrs. McNamara's and Ms. Reilly's Arrival Time in front of the office</p> <ul style="list-style-type: none">● Students will walk to get their temperature checked/health screening<ul style="list-style-type: none">○ Parents stay in car unless children need help with buckles○ Keep cell phone near just in case your child has a temperature or shows Covid symptoms● Students will walk along the exterior sidewalk towards the first grade classrooms, through the gate and directly into their classrooms<ul style="list-style-type: none">○ Teachers will be waiting for students in classrooms○ Support Staff will be present to direct traffic, direct students, and support morning routines in the classrooms
8:30-9:15 a.m.	Instructional Time
9:15-9:45 a.m.	<p>Morning Recess Break</p> <ul style="list-style-type: none">● Each classroom has a "backyard" for the students to eat and play● Bathroom breaks are supervised by support staff

9:45-11:00 a.m.	Instructional Time
11:00-11:20 a.m.	Mid-Morning Recess Break <ul style="list-style-type: none"> • Students can eat and play in their “backyards” • Bathroom breaks are supervised by support staff
11:20-12:15 p.m.	Instructional Time
12:15-1:00 p.m.	Lunch <ul style="list-style-type: none"> • Students will be completely packed up • Eating in “backyards” • Bathroom breaks are supervised by support staff
1:00-1:10 p.m. 1:10-1:20 p.m.	All TK/K Pick-Up Time in front of the office <ul style="list-style-type: none"> • Overflow parking: Utilize the drive-through space near the 1st grade classrooms • Placards need to be displayed on dashboard • Parents remain in cars unless children need help with buckles • Follow signs to drive into your designated lane • Must arrive at specific dismissal time

6th Grade

8:30-8:50 a.m. (Try to arrive prior to 8:45, as class begins promptly at 8:50!)	All 6th Grade Arrival Time - in front of Sellman <ul style="list-style-type: none">○ Parents stay in car○ Use both lanes and do not let your child out until your car is at the front of the line○ Keep cell phone near just in case your child has a temperature or shows Covid symptoms● Students walk to first period class<ul style="list-style-type: none">○ Social Distancing markers will be outside each classroom - students will be instructed to stand on a dot○ Support Staff will be present to direct traffic, direct students
8:50-10:50 a.m.	Instructional Time
10:50-11:10 a.m.	Recess <ul style="list-style-type: none">● Each 6th Grade cohort will have a specific area to take their recess break
11:10-12:30 p.m.	Instructional Time
12:30-1:10 p.m.	Lunch <ul style="list-style-type: none">● Each 6th Grade cohort will have a specific area to eat their lunch, and either play or take a break
1:10-3:10 p.m.	Instructional Time
3:10-3:30 p.m.	All 6th will be Picked Up in front of Main Office <ul style="list-style-type: none">● Enter the parking lot near the tennis courts● Placards need to be displayed on dashboard● Follow the directions to the area of the parking lot designated for you● Parents remain in cars● Must arrive at specific dismissal time



Drop Off and Pick Up Process for TK, K, and 6th Grade

As we begin to bring more students on to campus we ask that you follow these drop off and pick up procedures for the TK/K and 6th graders. Our goal is to ensure the safety of all students and staff during our return to school. There are a few locations for pick up and drop off, in front of the office and in front of Sellman. Parents should remain in the car for both drop off and pick up.



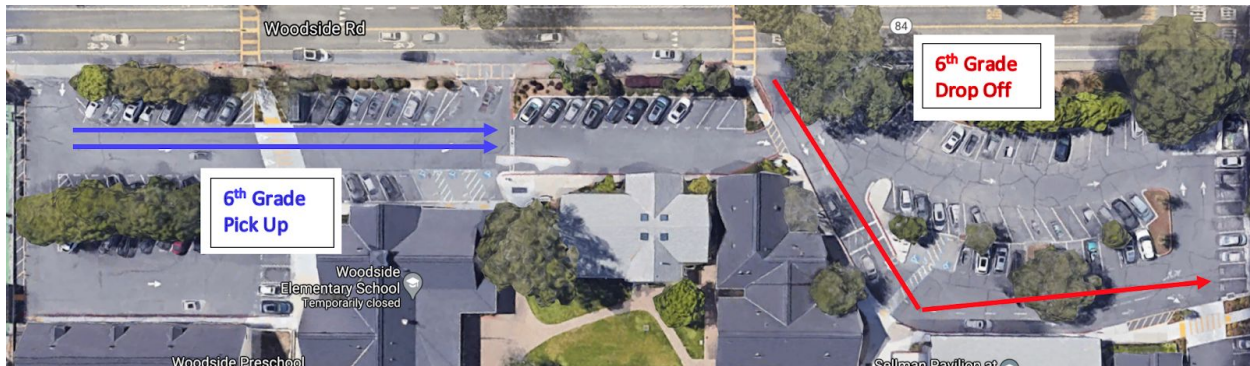
Drop off for TK/K Grade:

- Please arrive during your scheduled time
 - Hessami/Virgallito: 8:10-8:20 a.m.
 - McNamara/Reilly: 8:20-8:30 a.m.
- Enter the school parking lot near the tennis courts
- Pull into one of two lanes or as directed by staff and remain in the car
- Students exit the vehicle when the car is at the front of the line
 - After this, they will get a temperature check and walk back along the sidewalk and through the gate in between the TK/first grade classrooms and the office building (all directed by a staff member)

Pick Up for TK/K Grade:

- Please arrive during your scheduled time
 - Hessami/Virgallito: 1:00-1:10 p.m.
 - McNamara/Reilly: 1:10-1:20 p.m.
- Enter our parking lot near the tennis courts
- As cars arrive, staff will direct students to your car (please make sure you have your placard clearly visible on dashboard)
- Drive towards the office and remain in the car
- TK/K teachers will walk their class to their designated area
- *When ready to depart, exit out the nearest driveway*

6th Grade



Drop off for 6th Grade:

- Please try to arrive between 8:30 and 8:45
- Enter the school parking lot near Sellman
- Pull to the curb along the sidewalk or as directed by staff and parents remain in the car
- Students exit the vehicle on the passenger side

Pick Up for 6th Grade:

- Enter our parking lot near the tennis courts
- Please make sure you have your Last Name placard clearly visible on dashboard
- Drive towards the office/library and remain in the car
- As students are dismissed, staff will direct students to your car
- If you are picking up a 7th or 8th grader, proceed to Sellman

Please note that we may revise Drop Off and Pick Up at a later date if we determine that a more safe or efficient process is needed and we will inform you of any changes in advance.



HEALTH PROTOCOLS & OPERATIONAL SAFETY

Under the guidance of San Mateo County’s Pandemic Recovery Framework, this document provides an overview for parents about the health and safety measures Woodside Elementary School District has taken into consideration for prevention, monitoring, and containment for COVID-19, when reopening school for in-person learning. Further details are available in the [WESD 2020-21 School Reopening Task Force Plan](#).

Section I- Pillar 1: Health & Hygiene
Section II- Pillar 2: Face Coverings
Section III- Pillar 3: Physical Distancing
Section IV: Limited Gatherings
Appendix A: Health Guidance (sick policy) for Teachers, Staff and Students

***Please note:** As conditions and public health orders change, WESD’s Reopening Plan and the content and guidance in this overview may change as well.*

The District’s ability to comply with state and county health guidelines, including the four pillars is paramount to the safe reopening of school. Woodside’s unique community - with its small student population, small class sizes, large campus/facilities, and strong district financials, allows the District to readily implement the four pillars with integrity and safely reopen school.

Complying With State and County Health Guidelines: The Four Pillars

Pillar One: Health and Hygiene Protocols

Hygiene protocols are essential to avoiding the spread of disease and require careful planning, purchasing of supplies, and training of staff, students, and parents, guardians, and families in order to be implemented effectively. It is important that students arrive at school on time, as they need to go through a mandatory health and temperature screening each day. The office will inform tardy students of late-arrival protocols. As before, parents must notify Tina if their child is going to be absent.

Daily Hygiene Routines

- District leadership will provide hand washing/hand sanitizing stations around campus to prevent traffic in bathrooms.
- Students and staff will sanitize their area before and after using desks, stations, etc.

Temperature Taking/Entry Protocol

- The temperature of all students and staff coming onto campus will be taken daily via a walk-through or handheld temperature scanner.
- Each day, students and staff will be asked a series of screening questions related to symptoms, exposure, travel.
- District leadership will deny campus entry to people who have a new cough or a fever (100.4°F)
 - Students that do not pass the health or temperature screening when they arrive on campus, will be moved to a secure room where they will be isolated and socially distanced. Parents will be contacted immediately, and they are expected to pick up children within ten minutes of drop-off.
- Students or staff that do not meet the health requirements should consult with their doctor to determine the next steps.
- District will provide PPE for people taking temperatures and asking screening questions.
- People who are allowed on campus after the health screening must immediately wash hands or use hand sanitizer. Students will be directed to a station to do this.

Essential PPE

- District leadership will provide transparent plexiglass dividers for high traffic areas: i.e. front office, librarian desks, etc.
- Each classroom will be equipped with: Hand sanitizer, disinfecting wipes, touchless hand sanitizer dispensers, soap, paper towels, a touchless thermometer, disinfectant spray, and gloves.

- Each staff member shall be provided with: 5 washable masks, 1 clear reusable mask, N95 masks, and face shields. We will also have access to disposable masks for students and staff, as needed.
- 20 freestanding hand sanitizer dispensers will be placed around campus, and we are in the process of procuring hand-washing stations.

COVID Testing

- All staff members on campus will be tested at least once per month, on a District-assigned schedule.
- Testing will be conducted on-site through Ambry Genetics, and any positive results will be shared with the District.
- Ambry Genetics' services include daily staff health screenings, which are conducted through a virtual system.
- Additional testing will be available to staff members as needed or as requested.
- WESD is currently exploring the possibility of offering routine testing on an optional basis for students.
- If students present symptoms of any kind, or are sent home for displaying symptoms, WESD recommends that you contact your child's doctor for next steps, including the possibility of testing.

Cleaning/Sanitation

- District leadership will limit the use of communal areas to one person at a time (bathrooms, sinks, etc). Bathrooms are assigned by grade level and cohort area and will be cleaned on an hourly basis.
- District will provide handwashing stations around campus to prevent traffic in bathrooms.
- Communal drinking fountains will be shut down, but bottle-filling stations will remain operational. Students are encouraged to bring a reusable bottle to school each day.
- The protocol for cleaning and disinfection will follow [CDC guidance](#) and [San Mateo County's COVID Cleaning and Disinfection Procedures Manual](#).
- WESD will develop a checklist based on CDC and SMC guidelines for classrooms, bathrooms, and other areas that need to be cleaned.
- WESD will create a disinfection schedule for maintenance staff to follow to ensure that communal areas, such as bathrooms, are sanitized on an hourly basis.
- Paper towels will be placed in every bathroom, and hand dryers will not be used.
- A database of PPE and cleaning supply stock will be regularly maintained to ensure that essential supplies are always on hand.
- Disinfectants and cleaning chemicals will only be used by staff who have completed proper training; staff engaging in disinfection and cleaning will be provided with proper PPE and protective equipment.
- Disinfection and cleaning chemicals will be contained in properly labeled containers and stored in designated locations out of reach of children in accordance with EPA regulations.

- Chemical used as disinfectant shall be included on the EPA's [List N: Disinfectants for Use Against SARs-CoV-2](#). The virus that causes COVID 19
- Ensure adequate ventilation inside the area being disinfected by opening windows and doors. Proper ventilation must be maintained during and after application of cleaning and disinfecting chemicals to prevent children or staff from inhaling toxic fumes.

Indoor Ventilation

- Staff and students ensure airflow in all spaces by opening doors and windows, where possible.
- HVAC filters will be changed every 30 days.
- Fans may be provided to help encourage airflow out of classrooms.
- The District will engage in communication with HVAC providers about air replacement.
- Freestanding HEPA air purifiers will be placed in all classrooms.

Limited Sharing of Materials and Equipment

- Students will be given their own learning tools to avoid the sharing of materials.
- Students and staff will not share materials (laptops, water bottles, etc.).
- District leadership will shut down access to drinking fountains, but will continue the use of bottle-filling stations.
- Students will be required to wash their hands upon entering campus, before leaving campus, before/after recess and lunch, before/after PE, and before/after transitions from the classroom to another space.
- According to the [American Library Association's recommendations](#), all library and classroom books will be quarantined for 2-3 days before they are used again.
- All daily-use student materials will be thoroughly disinfected between each use.

Pillar Two: Face Coverings

- Everyone on campus is required to wear a mask *at all times*, unless directed by a staff member that it is safe to remove the mask. ([More information about children and face coverings](#))
- Masks must cover the mouth and nose of the individual. Face shields or other face protection alternatives are not sufficient.
- District will provide face masks for students who don't have access or forget to bring them.
- District will provide staff members with face shields and face masks.

Pillar Three: Physical Distancing

Cohort Model

A Stable Cohort refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. A Stable Cohort aims to minimize the mixing of the group members with others, but allows for necessary and practical considerations in a student's educational program. By maintaining stable cohorts, the District and county can effectively implement contact tracing, if necessary.

- A Stable Cohort may have more than one teacher during the instructional day, and students, though assigned to a particular area of campus, may move to classrooms as necessary to access required courses.
- The intent of the Stable Cohort is to create as stable an environment as is practicable by reducing numbers of students and the movement of students across campus.

District leadership will consider the health and safety of students and staff, related to identifying stable cohorts. Priorities for determining the makeup of stable cohorts include:

- Students who are part of a specialized program, such as students with IEPs and 504 plans
- EL students
- Facility capacity
- Maintaining academic acceleration trajectories (grades 6-8 only)
- Parent requests made in the Spring of 2020, where possible (no new requests are able to be honored at this time)

Review and Restructuring of Activities

- WESD requires that all people on campus stay at least 6 feet apart.
- WESD will use floor markings and visual cues to demonstrate physical spacing. Signs will be visible around campus.
- Indoors:
 - District leadership and teachers will arrange student seats to be at least 6 feet apart.
 - While in the classroom, students will stay at their desks, except for stretch breaks. There will be ample opportunity for outdoor classes to take place, and WESD will work to prioritize students' physical wellbeing during this time.
 - In the event that classes are rotated, a thorough cleaning protocol must be followed.
- Outdoors:
 - WESD will utilize outdoor space for instructional purposes whenever possible and look for spaces where staff may gather outdoors while meeting physical distancing requirements.
 - For stable cohorts on-site, district staff will have assigned staggered break times where meals come to the classroom or, if permissible, the students go to an outside location to pick up food and return to their outdoor assigned area to eat.

- WESD will implement a master plan for campus movement and determine the number of students allowed in each classroom/bathroom.
- Staff and students will follow one-way routes/signs/line markers in the hallways and on campus.
- WESD will release a plan for how students maintain physical distance while entering and exiting campus.
- Students and staff will follow bus regulations: two children max per seat on buses, masks worn at all times, windows open for cross-ventilation. (see "[Transportation](#)")
- District leadership will create a plan for all 5 emergency drills.
- Students and staff may not congregate in shared spaces. Common spaces like the library, technology lab, will be closed

Pillar Four: Limited Gatherings

Group Activities

Because COVID-19 is primarily spread from person to person, it is essential to limit gatherings of people. WESD is committed to thinking about and using technology creatively to roll out activities that serve the social, emotional, and mental health needs of students through remote models

Reopening of the school facility and the activities hosted therein will be rolled out on a step-by-step basis, as mandated by the county.

- **Step One (Minimum of three weeks):**

- Allow no on-campus visitors including volunteers; parents who support direct instruction in preschool classrooms are exempt
- Pause all on-campus extracurricular activities
- Pause all gatherings (a gathering is any meeting or social activity outside of classroom instruction that includes more than four people)
- Convene all meetings remotely
- Reinforce the wearing of face coverings by staff, students, and any others who enter the campus

- **Step Two (Minimum of three weeks):**

- The school community has successfully implemented the Four Pillars and all associated modifications intended to reduce the spread of the virus for a minimum of three weeks with no or only sporadic and isolated cases
- Open the campus only to visitors and volunteers who directly support instruction with expectations that all will honor the Four Pillars
- Restrict extracurricular activities to those that directly support instruction, with expectations that any in-person activities will honor the Four Pillars

- Restrict gatherings to only essential activities with no larger than four people
- Convene most meetings remotely, specifically any that include groups larger than ten

Step Three (*Minimum of three weeks*):

- The school community has successfully implemented the Four Pillars and all associated modifications intended to reduce the spread of the virus for a minimum of three weeks with no or only sporadic and isolated cases
- Allow volunteers and visitors on campus with strict adherence to the Four Pillars
- Restrict instructional and interest-based extracurricular activities to those that can be implemented with small groups who can physically distance
- Convene high priority gatherings comprised of no more than 50 people, including sport and performance-based activities, that can be conducted within the guidance of the Four Pillars

Health and Safety Considerations for Staff

Although evidence indicates that children and young adults have less risk of COVID-19 infection, there remains some measure of risk to adults who return to work and community. In order to ensure the safest working environment possible for school employees, safe practices will be implemented for all school employees, including custodians, school nurses and health aides, food service workers, support staff, Paraeducators, bus drivers, teachers, administrators, and others. See the "[Staff Support](#)" section in the SRTF document for details.

In the Event of Covid-19 Infection

Overview

- Students and staff must self-quarantine if they exhibit any symptoms, and are advised to consult with their doctor.
- Students and staff presenting “seasonal allergies” are allowed to come to school if they don’t have a fever. They must provide a doctor’s note confirming symptoms are not COVID-related.
- WESD will follow all county health guidelines.
- Contact tracing- In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. ([CDC Contact Tracing Summary](#))

Suspected Case

In general practice, if students, teachers, and staff present with fever, respiratory infection, or other COVID-19 symptoms, send them home immediately. Separate them from others in an isolation room established on campus until they go home.

- Plan ahead with the Principal, nurses, and other healthcare providers (if any) to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms during the school day. (On-campus outdoor nurse’s station will be available all day for continuous monitoring of symptoms from both students and adults on campus)
- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms.
- Require that parents/guardians and staff notify the Principal/school administration immediately if the student or staff tests positive for COVID-19.
- Students or staff who are not already wearing a face covering and are now exhibiting symptoms should immediately wear one and wait in an isolation area until they can be transported home or to a healthcare facility.
- For serious illness, call 9-1-1 without delay.
 - Keep students who are waiting to be picked up in a previously designated isolation room in an area that others do not enter or pass through. Make sure that students keep their face coverings on.
 - If possible and safe, when parents or guardians arrive to pick up a sick student, have the student meet them outside instead of allowing the parents or guardians into the building.
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.

Confirmed Case

San Mateo County Health recommends school administrators take the following steps if one student, teacher, or other staff member is confirmed positive for COVID-19:

- The school Principal or designee should immediately notify SMC CD Control of any positive COVID-19 case.
- District designee will notify the Office of the County Superintendent.
- School and district staff will communicate with the infected individual to confirm they are under medical care and have a plan to self isolate according to the CDC's protocol.
- Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines.
- Notify staff and families of the affected cohort/pod of the positive COVID-19 case while maintaining confidentiality as required by state and federal laws. Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Information concerning confidentiality can be found [here](#).
- Close off areas used by any sick person and do not use before thoroughly cleaning and disinfecting. To reduce the risk of exposure, ideally wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants with proper PPE and ventilation. Keep disinfectant products away from students.
- Find alternative locations for students and teachers whose regular classroom is being cleaned or disinfected.
- Advise sick staff members and students with confirmed COVID-19 not to return to school until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever-reducing medications if fever was present and improvement in other symptoms.
- Because a test can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection.
- Determine whether disinfecting measures can be implemented without temporarily closing the school campus or if temporary closure is necessary.

Close Contacts to COVID-19 Case(s)

San Mateo County Health recommends school administrators take the following steps if one student, teacher or staff member is confirmed to have been in close contact with someone who is confirmed positive for COVID-19:

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home. Because one cannot test out of quarantine, they should, even if they test negative, remain in quarantine for a full 14 days after
 - 1. date of last exposure to COVID-19 positive non-household contact OR
 - 2. date that COVID-19 positive household member completes his/her isolation.
- While a negative test will not shorten the duration of quarantine, students or staff with close contact to a confirmed case should be encouraged to get tested to help inform

- appropriate isolation/quarantine periods.
- Take immediate measures to sanitize and disinfect the school property impacted by the Close Contact.
 - There is no need to document evidence of a Close Contact with County Health, but continue to consult with the County Superintendent and County Health officials as needed.
 - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws.
 - Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case but were contacts to a contact. For example, if a student is under quarantine due to contact with a household member who is a confirmed case, the student's cohort can continue with in-person instruction.
 - Those who test positive should not return until they have met criteria to discontinue home isolation (see box above for Confirmed COVID-19 Case(s)).

Return to Campus Criteria

- Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever reducing medications if fever was present and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.
- Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.
- Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after
 - 1. date of last exposure to COVID-19 positive non-household close contact or
 - 2. date that COVID-19 positive household member completes his/her isolation

School Closures

- The closure of a school may be appropriate when there are **multiple cases in multiple cohorts** at a school or when **at least 5 percent** of the total number of teachers, students, and staff are identified as cases within a 14-day period.
- San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.
- WESD will transition all students to Distance Learning immediately if San Mateo County Health determines that the school should be closed, or if the Superintendent feels at any time that the transition is necessary to maintain the health and safety of students and staff members.

- *Once closed, a school may typically reopen after 14 days and the following have occurred: Cleaning and disinfection, Public health investigation, Consultation with San Mateo County Health*
- Once steps of the protocol are completed, school operations may resume. Per CDC guidelines, the following will be adhered to:

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
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	<ul style="list-style-type: none">• Send home• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)• School/classroom remain open
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	<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

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

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"> 1. date of last exposure to COVID-19 positive non-household close contact OR 2. 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.



A Letter from Nurse Abbe

Dear Woodside Elementary School District (WESD) Parents,
During the COVID-19 situation, WESD will have ***more conservative "stay at home" symptom standards***. Any time your child exhibits even mild cold/flu-like symptoms such as a fever, cough, sore throat and/or respiratory symptoms (such as shortness of breath, sneezing, etc.), they should stay home.

We know that the coronavirus affects different individuals in different ways - sometimes including being infected with no symptoms at all. This, obviously, makes it difficult for all of us to be as protective of our community as is ideal. There are many viruses, including the common cold and the flu among others, as well as familiar “bacterial” infections such as strep throat where the symptoms overlap with COVID-19. This can make such health concerns more difficult to sort out without thorough testing- and time. This issue is heightened as we pass into the typical fall/winter season. None of us want to pass a “cold” to our neighbors- never mind the flu, strep or coronavirus. We don’t suggest panic or unnecessary worry. We are, however, in a situation with this pandemic where we must essentially assume the worst in terms of protecting each other. If we don’t feel well or sense we are not in our usual health we need to act protectively and not assume all is fine. We need to be more conservative. So, we ask, if there is uncertainty in that regard, take the stronger precautions until you have that answer. We will all benefit from that concern.

Those symptoms include:

- Fever, chills, sweats, muscle aches, headache
- Cough, shortness of breath
- Sore throat, fatigue, change in smell/taste sensitivity
- Nausea, vomiting, diarrhea

If your child presents with any of these symptoms or you have any sense they are not their usual self, please, keep them home until the situation is clarified. If your child’s medical status is unclear in any way, please, see your health care provider for guidance. We want to keep our schools open and safe.

Stay well,

Abbe Keane, R.N., PHN

Woodside Elementary School District, and San Mateo County Health Department



WESD Social “Contract”

We feel confident that as a community we can find ways to provide our students with a safe, joyful, and caring learning environment, both in-person and remotely. The pace at which we can reopen our school, and keep it open, depends on the ability of the entire school community to adhere to safe behaviors.

The four pillars of safety we are implementing on campus are strengthened by the choices you make at home. We encourage and ask everyone in the WESD community, including children, families, teachers, and staff, to practice the same safety measures our children are using in-person at school. To help encourage the entire school community to be safe, please do everything in your power as a family to adhere to the following guidelines, which we consider our Social "Contract", so our school can remain safe and open to educating our students in-person.

- Adhere to current **physical distancing, mask, and hygiene guidelines** in public, both on and off-campus
- **Avoid large social gatherings**, refrain from expanding your social circles, and pledge to keep your social circles small. *How you pick up your kids after-school, along with after-school and weekend activities your family engages in – impacts the potential exposure for not just your family but also for our campus.*
- Avoid unnecessary travel outside our community.
- Notify the school when anyone in your household **travels out of the country, out of the state, or to an area with widespread community** transmission of COVID-19 (California counties in Purple Tier), so we can work together to follow relevant current guidelines to keep our school safe. *This will be especially important as three-day weekends and holiday breaks occur.*
- Observe and teach **healthy hygiene habits** we use at school at home: 20-second hand washing, appropriate use of face coverings, catching coughs and sneezes in a tissue or your elbow.
- Make the hard decision when necessary to **stay home when sick.**
- **Be an example for your children and neighbors in modeling safe, responsible behaviors and compassion for others.**

If all members of the school community adhere to these very important guidelines, we will remain safe and able to stay open.



Equipments/Supplies/Materials

TK/K

- Backpack (ex: Jansport)
- At least two masks - labeled with a Sharpie
 - No bandanas, gaiters, or masks with valves.
- All supplies the teachers sent home, will need to come back
- Bring iPad, charger, and cable on the first day of school
- Easy to self-manage clothes
 - Velcro
 - Elastic pants
- An extra set of clothes
- Water bottle
- Easy-to-open snacks and lunch



Recess/Lunch Expectations

TK/K

Woodside School District is dedicated to upholding the 4 Pillars and all Health and Safety Guidelines. In order for the school to keep it's students and teachers safe, the following must be followed:

- Students will need to wear masks when playing outside
- During snack time, students are seated, 6 feet away from peers, masks off
- Bathroom procedures:
 - Student will need to alert a supervisor
 - Put mask on
 - Walk with supervision to bathroom area
 - Use bathroom
 - Wash hands thoroughly with soap and water
 - Return to eating/play area
- Water bottles are required
 - Water fountains may not be used

- TK/K have different recess times than the rest of the school
- Kinder will have “backyards” to access for play and for eating
- Markers will be used as visuals to show students appropriate social distancing
- Hula Hoops and Trays will be used as visuals for social distancing while walking from place-to-place
 - Trays are large enough for students to sit on, on the ground/grass area
- Partnering with PlayWorks to provide safe play time
- Play structures are off limits
- Students are only allowed to play with other students in their class
- Masks need to be on when running around and playing



Orange areas for TK & K students



Equipments/Supplies/Materials 6th Grade

- Backpack
- All books/supplies necessary for classes
- Chromebook
- Chromebook charger
- Reusable water bottle
- Beach towel
- Masks
- Sunscreen and/or rain protection
- Snacks and lunch
- Personal hand sanitizer



Recess/Lunch Expectations 6th Grade

Woodside School District is dedicated to upholding the 4 Pillars and all Health and Safety Guidelines. In order for the school to keep it's students and teachers safe and remain open, the following must be followed:

- Students will need to wear masks when playing outside
- During snack time, if students are seated and 6 feet away from peers then masks may be taken off
- Bathroom procedures:
 - Student will need to alert a supervisor
 - Keep mask on
 - Walk to assigned grade level bathroom area
 - Use bathroom
 - Wash hands thoroughly with soap and water
 - Return to eating/play area/class
- Water bottles are required
 - Water fountains may not be used

- Students must stay with members of their own cohort during recess and lunch; there cannot be any mingling between cohorts, even if they are the same grade level.
- Markers will be used as visuals to show students appropriate social distancing
- Students should bring a beach towel each day to sit on while on the ground/grass area
- Partnering with PlayWorks to provide safe play time
- Each cohort will be assigned a designated eating area and play area, which will be visually fenced off for safety purposes
- Play structures are off limits
- Masks need to be on when running around and playing

