

**W**dside



School District

Transitional Kindergarten &  
Kindergarten & 6th Grade

**Re-entry Plan**  
**October 26, 2020**

# Review of Presentation

- Masks
- Social Distancing
- Handwashing
- Recess and Snacks
- Academics
- Play Area and Outdoor Spaces
- Shared Materials
- Reopening Plan Found [Here](#).

# Masks

- Are required
  - My mask protects you, your mask protects me.
- Please send two masks with your child each day
  - The school will have disposable ones just in case
- Please label the masks with Sharpie
- No bandanas, masks with valves, or neck gaiters
- Teachers are prepared to offer mask breaks
- Students can access their “backyard”/outdoor area to take an impromptu mask break

**WEAR A MASK**

**MY MASK  
PROTECTS YOU**



**YOUR MASK  
PROTECTS ME**

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**ONLY TOGETHER CAN WE SAVE LIVES**

# Social Distancing

- Classrooms have been arranged to support social distancing
- Teachers need to socially distance as much as possible
  - In the instance when a teacher needs to provide support at a closer distance, additional precaution and/or PPEs will be worn.
- Please send your child to school with clothes they can manage themselves
  - Velcro shoes (no flip flops)
  - Elastic pants
    - Zippers and Buttons may prove challenging to manage
  - Additional clothes would be a good idea, too
- Our campus has been set-up to support students and staff in upholding this safety guideline
  - Signage
  - Placement Dots
  - Hula Hoops
  - Trays
  - Staggered arrivals and dismissals



# Health & Hygiene



- Before School:
  - Parents must complete a health screening check
  - Temperature checks for students immediately after exiting the car
- During School:
  - Enforce mask wearing
  - Enforce social distancing
  - Handwashing many times a day



No visitors on campus: health regulations hold strict requirements with this.

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea

# Process & Protocols

- Arrivals
- Dismissals
- Schedules
- Recess/Play Time/Snack Time
- Shared Materials

# Arrivals

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea

- Once students have arrived:
  - Follow signs to drop off area
  - Parents stay in car unless child needs help buckling or unbuckling
  - Once the student is out of the car
    - Mask on!
    - Temperature is taken by staff member
    - Health Screening Conducted
      - Acceptable temperatures and health screening? Students are given a sticker and walked to class where their teachers will be waiting for them
- Staggered Arrival Times:
  - 8:10-8:20 a.m. for TK and Nessa's Class
  - 8:20-8:30 a.m. for Stacey and Tracy's Class
  - 8:30-8:50 for 6th graders (Sellman)

**Late arrivals must check in at the front office.**

*It is essential that you adhere to your designated arrival time  
Parents are not allowed on campus*

# Arrivals





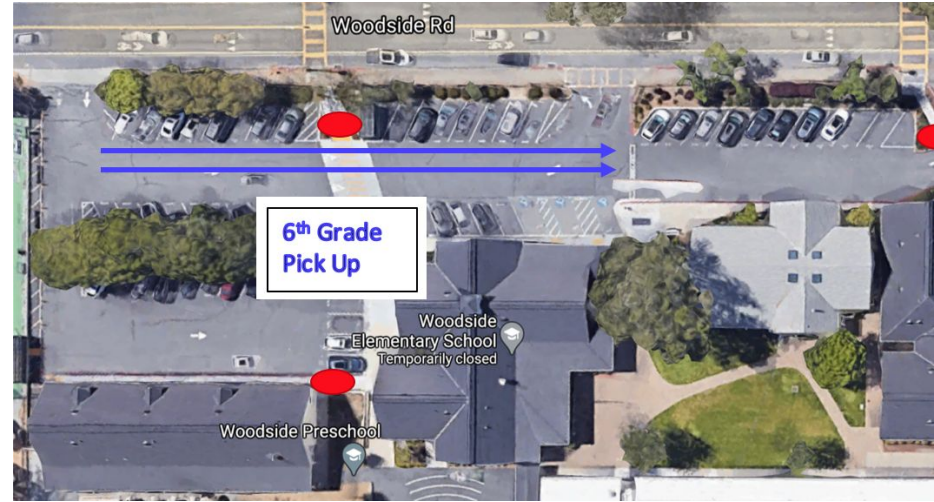
# Dismissal TK-K

- Dismissal is promptly at 1:00 p.m./1:10 p.m.
- Follow signs to pick up area
  - Enter near the tennis courts and choose one of two lines
  - Display your designated placard indicating the last name of the child and teacher on your dashboard
  - Parents stay in car unless child needs help buckling in
  - We ask that you not get out of your car to socialize with other parents.



# Dismissal 6th Grade

- Dismissal is at 3:10 pm
  - Please arrive between 3:10 pm-3:20 pm to pick up your child.
- Follow signs to pick up area
  - Enter the parking lot near the tennis courts
  - Display the placard indicating the last name of the child on your dashboard, we will call for your child when you pull into the parking lot
  - Use both lanes in front of the office, and line up to wait for your child.
  - Parents remain the in car, we ask that you not get out of your car to socialize with other parents.
  - Please follow the directions of all staff members to ensure student safety in the parking lots. Please do not pull away until directed to do so.



# Dismissal

Early pickups must be done through the front office and must be communicated ahead of time.

*It is essential that you adhere to your designated dismissal time*

*Parents are not allowed on campus*

# Office Visits

If you have district business, we encourage you to visit the office outside of drop off and pick up times to help us limit the number of people in the area.

We are requesting that you ensure students are sent to school with everything they need for the day. We will not have a place for lunches to be dropped off and stored for students, and we will limit the handling of any student materials as much as possible.

# Handwashing

- Done before and after recess
- After sharing of materials
- Upon entry and reentry to classroom
- After using the bathroom
- With soap and water, for at least 20 seconds



**Yes, washing hands takes a lot of class time, however it is essential to the health and safety of our students and teachers. During the initial weeks of school, teachers will guide students through the procedures in place to uphold handwashing.**

# Recess/Snack Time/Play Time

- Water bottles are required
  - Water fountains may not be used
- Snack everyday (masks removed to eat - maintaining 6 ft and staying seated)
  - Easy to manage without teacher assistance
- 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
- Partnering with PlayWorks to provide safe play time
- Play structures are off limits
- Students are only allowed to play with students in their class
- Masks need to be on when running around and playing

# More On Play Time

Cohort play will be different, but it will still be fun!

- Cohorts will have access to individual play equipment
- PlayWorks staff to supervise organized games
- Visits to the Garden are ok!
- Outdoor class time is encouraged
- Students may not bring their own equipment
  - The school or PlayWorks will provide all equipment that students are able to play with

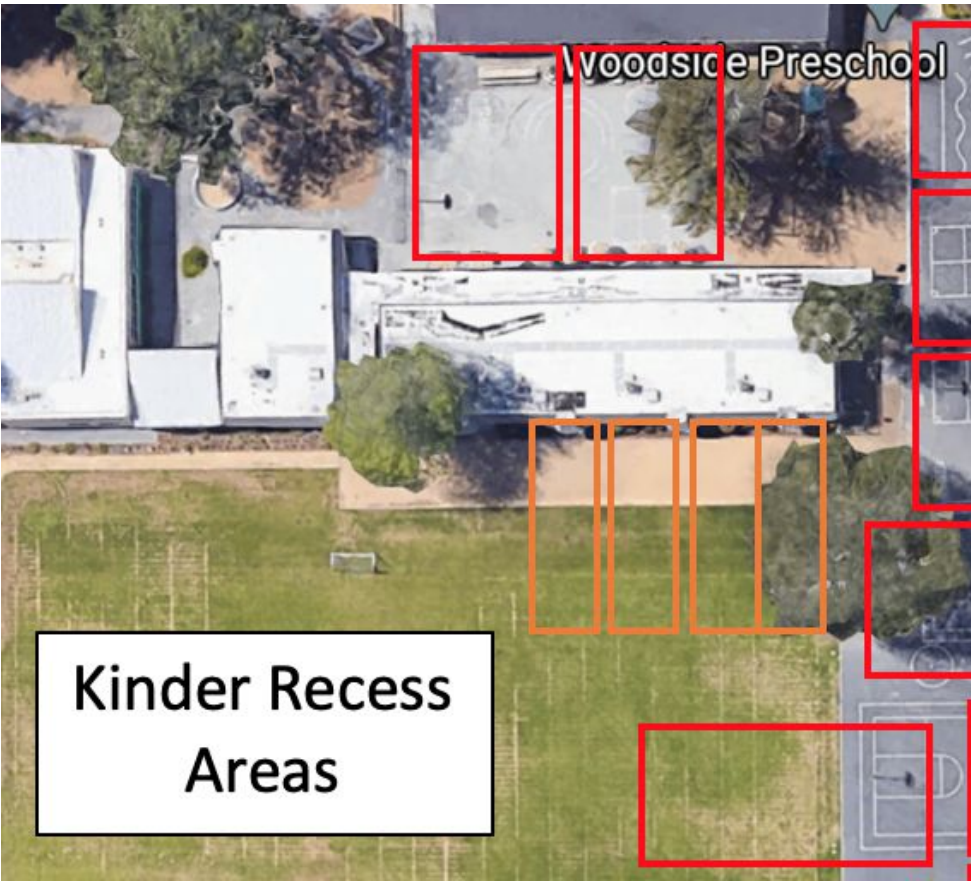


# Map of 6th Recess & Lunch Areas





# Map of Kinder Recess Areas



# Shared Materials

- Each student will have their own supplies to write/draw/learn with in pouches that will be disinfected every night
- In order to share books and other materials that cannot be divided up and out to each child, students must wear their mask and wash hands before and after use.
- Each cohort will have their own equipment to play with during their play times. Students will still need to wash hands before and after use.

## Sharing is different now:

- Teachers will inform you of what school supplies need to come to school with your child. Please bring them in a brown paper bag
- Students will have their own pencil cases to store all of their supplies
- Materials will be disinfected daily and often - deep cleans overnight

# Academics

- Teachers are dedicated to carrying out best practices
- Teachers are limited in the amount of support they can provide students
- Please give grace to the teachers, especially during the first few weeks.
- Initial weeks will be dedicated to in-person learning procedures and norms
- Community building will be a huge focus
- SEL practices will be taught throughout the day

# What will the classrooms look like?

- Windows open
- Doors open
- Air filter on
- Desks are 6 feet apart
- Teachers can move about the room, maintaining distance, PPEs on
- Students can move to other areas of the room, but must have masks on
- Small groups can be done!
  - Students will be farther away from each other, and will need their own supplies, but they still can work together
- 1:1 when needed or necessary
  - Teachers will need to maintain distance, and cannot work closely with a child for a long period of time
    - Preferred location: outside to maintain distance and quiet space
- Zoom will still be used to feed in an adult who is not part of the cohort

# What will be in the classrooms and around school?



# Additional Services/Classes

- Students who receive services will be contacted soon with a plan for your child to continue to receive those services once back at school
- Specialists will start to be introduced to the TK and Kinder students during Quarter 2

# What to Bring Each Day:

## TK/K:

In addition to masks, snacks, lunches, water bottles, and hand sanitizers, students will also need to bring the following to school on the first day:

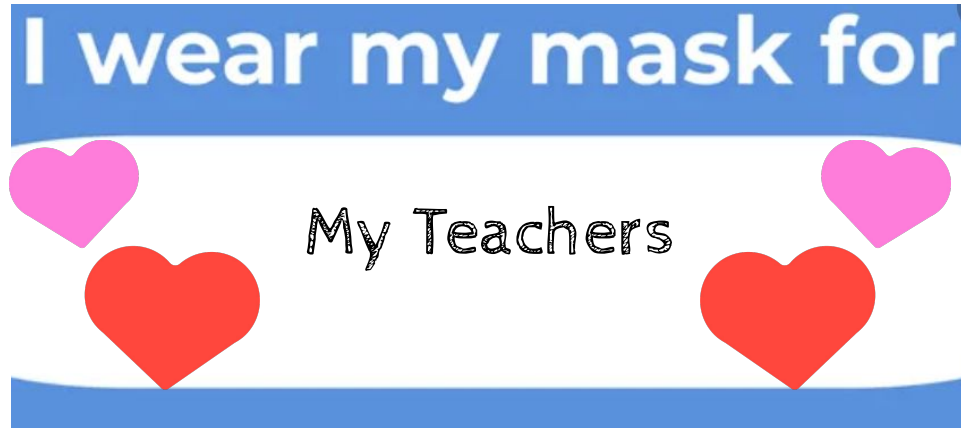
- iPad, charger, & cord
- All school supplies: pencil cases, writing utensils, personal school supplies, school supplies sent home by the teachers.
- Jacket/Sweatshirt

## 6th Grade:

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

# Supporting Our Teachers

- Encourage you to look for opportunities to show our teachers some love
- Words of encouragement go a long way
- Refrain from providing homemade food and drink
- Check in often
- Open lines of communication early





# Home Daily Checklist

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea

- Check for Covid symptoms prior to getting ready for the day (cough, runny nose, temperature, headache, Talk to your child about their pick up plan
- Be prepared to answer health screening questions
- Prepare children for what the drop off procedures are
- Eating at home
- Practice proper mask wearing (over the nose, snug fit)
- Bathroom usage before school
- Wash hands before getting in car
- Make sure clothes are easy to manage for child. Teachers cannot assist.
- Two masks, labeled
- Easy to manage snack
- Water bottle, labeled
- When in doubt, check it out! Call the office or reach out to me with any questions. Be open to communication
- Have cell close by, just in case

# School Daily Checklist

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea

- All staff in designated places prior to 8 a.m.
- Ask each family health screening questionnaire
- Take temperature of each child
- Give those with appropriate temps ticket to take to classroom
- Teachers in classrooms by 8:10 a.m. to welcome students
- Classrooms are disinfected and classroom is prepared for social distancing
- Markers in place to guide students to their area
- Yard Duty supervision confirmed for the day
- Social distancing enforced throughout the day
- Hand washing enforced throughout the day
- Mask wearing enforced throughout the day
- Ensure staff in place for dismissal procedures
- Maintenance staff deep cleans each classroom for next day

# Keeping Safe: How You Can Help

- Be diligent - exercise safety protocols to protect our students, teachers, and staff
- Avoid gatherings outside of your household
- Consider family options for COVID checks and testing
- Limit playdates/group gatherings
- Avoid any unnecessary travel outside the community
- Keep students home if in doubt
- Complete home symptom assessment each morning



## Safety Mask Chants

Nose, Mouth, Ear, Ear - Let's put  
on our safety gear!

Masks on face? Leave some  
space!

6 feet apart - time to start!

Get on our gear - we're safe  
here!

Da na, na na, na na na na  
....mask time!



# Reasons we may need to call you:

- Child is presenting any COVID/illness symptoms
  - We have a “zero tolerance” and need to adhere to the health and safety guidelines in and effort to protect the community
- Child refuses to wear mask
  - We have a “zero tolerance” and need to adhere to the health and safety guidelines in and effort to protect the community
- Unsafe practices that are harmful to health or physical safety of the child, their peers, or teacher

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea

# Covid-Related Reasons To Be Sent Home/Stay Home

## Covid symptoms

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or 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. The San Mateo County Health Dept. policy is that students be symptom free for 72 hours before they return to school. If your child's medical status is unclear in any way, please, see your health care provider for guidance.

**If your child becomes ill at school you must pick him/her up immediately.**

# Health & Safety Protocols on Campus

## WESD is adhering to the San Mateo County Public Health Department's 4 Pillars to reopen campuses for in-person instruction



### Hygiene:

- Health screening will be conducted for students and staff upon arrival
- Essential protective equipment will be provided for each classroom and office space
- Each classroom will have a functioning sink or hand-washing station
- HVAC systems have been serviced and replaced where necessary
- Air purifiers have been placed in each classroom
- Schools will be cleaned and disinfected daily, high traffic areas will be cleaned throughout the day



**Face coverings** are required except when eating or drinking for all staff, teachers, students and campus visitors. This will include during recess, while waiting to enter the school campus, while leaving school, and while on a school bus.

**Parents must provide face coverings (multiple layers, fits snugly, secured with ties or ear loops).**



WESD will maintain **social distancing**

- Students will generally be seated 5-6 feet apart.
- Physical barriers are being installed where necessary
- Hallways and building entrances will all be one way.



### Limiting Gatherings:

- Arrivals and departures will be staggered
- Libraries will be closed
- Assemblies, field trips, extra curricular activities have been cancelled or moved online
- Initially visitors will not be allowed

# Implications of Health and Hygiene Protocols

**Health screening requirements will change drop off:** Parents will remain in the car for drop off, students will be directed to campus entrance and once health screening is complete the student will walk themselves to classroom. At pick up time, parents will remain in the car.

**HVAC systems have been upgraded** with high efficiency filters. Air purifiers have been added as an additional layer of protection. Teachers will be encouraged to keep doors and windows open for additional ventilation.

**School time will be devoted to hand hygiene**, learning about and practicing it.

**Custodial staff will be circulating** during the day to clean high touch areas.

**Use of outdoor space** will be maximized for learning. Parents will need to send students dressed appropriately for outdoors, including being prepared with beach towels and sunscreen as applicable.



# Implications of Face Coverings

**All the time means all the time:** Face coverings may only be removed when eating or drinking, or when advised that it is safe to do so by a school employee.

**Some adjustment time required:** At the outset, kids may find them uncomfortable and distracting. Home and school practice will help!

**Something to care for and keep track of:** Families will need to provide, wash and keep track of facial coverings. WESD will provide disposable face coverings if a child arrives at school without one.

**Careful listening and loud voices required:** Students and teachers will need to pay careful attention to hear and understand what is being said. Teachers may use microphones.





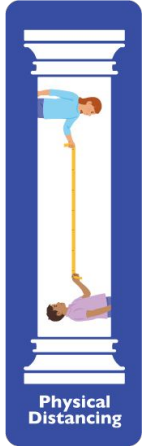
# Implications of Social Distancing

**Close at heart, 6 feet apart:** Lots of positivity. But no hugs, handshakes, or leapfrog. Even at recess.

**Less flexibility in classroom:** Students will be primarily in desks when indoors, small group work will be limited.

**Movement through campus:** All hallways and walkways at WESD will be one direction and kids will be asked to keep “enough space for a horse” between themselves.

**Line up markers** will be in place outside of classrooms



# Implications of Limiting Gatherings

**Arrivals and departures will be staggered:** Children in different grades may have different drop off and pick up times. Families may also be assigned a particular window within their drop off/pick up time.

**We are suspending** any all-school meetings or events.

Initially, **parents and volunteers** will not be allowed on campus.

**Doing your part outside of school** to limit gatherings helps reduce exposure at school. This includes not congregating before and after school hours, and avoiding travel/unnecessary exposure.



## Case, Close Contact, Indirect Contact

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

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



## Cases and Contact Tracing in the School Community

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

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

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

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

# Steps to Take in Response to Negative Test Results

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

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

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

Scenario	Immediate Actions
A symptomatic student or staff member who is <b>not a close contact</b> to a known COVID-19 case tests negative for COVID-19 after <b>Scenario 1</b>	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>
A symptomatic or asymptomatic student or staff member who is a <b>close contact</b> to a known COVID-19 case tests negative after <b>Scenario 2</b>	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after:               <ol style="list-style-type: none"> <li>date of last exposure to COVID-19 positive non-household close contact OR</li> <li>date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ol> </li> </ul>
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"> <li>Can return to school/work immediately.</li> </ul>

# Health Screening Process - What to do before coming to campus...

- Within the last 14 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
  - Yes? STAY HOME and seek medical care
- Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been isolated for COVID-19 or had a test confirming they have a virus? Close contact is less than 6 feet for 15 minutes or more.
  - Yes? STAY HOME and seek medical care and testing
- Have you had any one or more of these symptoms today or within the past 3 days?
  - Fever/Chills
  - Cough
  - Loss of taste/smell
  - Shortness of breath or difficulty breathing
    - Yes? STAY HOME and seek medical care and testing
- Have you had any one or more of these symptoms today or within the past three days and that are new or not explained by another reason?
  - Fatigue
  - Muscle or Body Aches
  - Headache
  - Sore Throat
  - Nausea, Vomiting, or Diarrhea

# When does the school or district close?

- 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.

*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*

# Academics During Illness or Quarantine

- **If a child is home sick: normal absent protocol**
  - The student will stay home, rest
  - This is an excused absence - make-up work is decided on the situation
- **If a child is at home quarantining:**
  - Access school work on Google Classroom
  - Complete all that can be completed - teachers cannot submit videos of lessons due to privacy reasons
  - Active participation on ScootPad so the teacher can track progress, activity, and collect data
  - Access Units of Study video lessons in ELA subjects
- **Longer period of time:**
  - SST process to provide the necessary support to that student

# TK/K/6th Process & Timeline

**TK/K  
Commitment Form Due**

October 12



**TK/K/6th begins  
on-campus  
instruction or WSVA**

October 26



**Updated class  
assignments sent  
out**

October 23



**End of Semester 1:  
Option to move  
to/from On-Campus or  
WSVA**

Jan 22, 2021



**Continue to analyze data,  
iterate, make decisions that  
benefit stakeholders**

April 2, 2021





# Conclusion

We are so excited to see the students again. With that being said, the school is dedicated in carrying out the rest of the school year with the utmost caution to ensure everyone's safety. Some of our guidelines and expectations may seem "extreme," but they are mandatory to follow. We care deeply about our teachers and students and we will make decisions that are best for them. It is also important to note that, as we've witnessed, Covid information and developments are changing. In the event that new information is presented to the public, Woodside School may need to adjust plans to adhere to any updated health and safety guidelines.