

W  **dside**

School District

4th and 5th Grade

Re-entry Plan
December 7, 2020

Review of Presentation

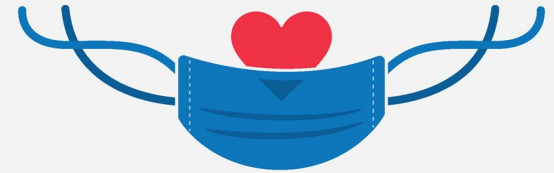
- Masks
- Social Distancing
- Handwashing
- Recess and Snacks
- Academics
- Play Area and Outdoor Spaces
- Shared Materials
- Reopening Plan Found [Here](#).

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
- Mask breaks will be encouraged

WEAR A MASK

**MY MASK
PROTECTS YOU**



**YOUR MASK
PROTECTS ME**

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
- Our campus has been set-up to support students and staff in upholding this safety guideline
 - Signage
 - Placement Dots
 - Designated play areas
 - 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

● Arrival Times:

- 8:10-8:20 a.m. for 4th Grade (In Front of Office)
- 8:30-8:45 for 5th graders (In Front of Sellman)
 - If siblings are arriving on campus during the same phase, they may be dropped off at the earlier drop off time. Supervision will be provided.

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*

5th Grade 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

- **When you arrive:**
 - Enter Sellman Parking lot
 - Students stay in vehicle until you are in front of music building
 - We only unload the first 3 cars in line to keep traffic moving
 - Parents stay in car
 - Once the student is out of the vehicle, line up in front of Sellman for the check in station
 - Mask on in the car!
 - Temperature is taken by staff member
 - Acceptable temperatures and health screening
 - Students are directed to classroom waiting area where they will be greeted by their teacher

5th Arrivals



**Students exit
vehicle in front of
the music building**

5th Grade Dismissal

Students are picked up in front of the office

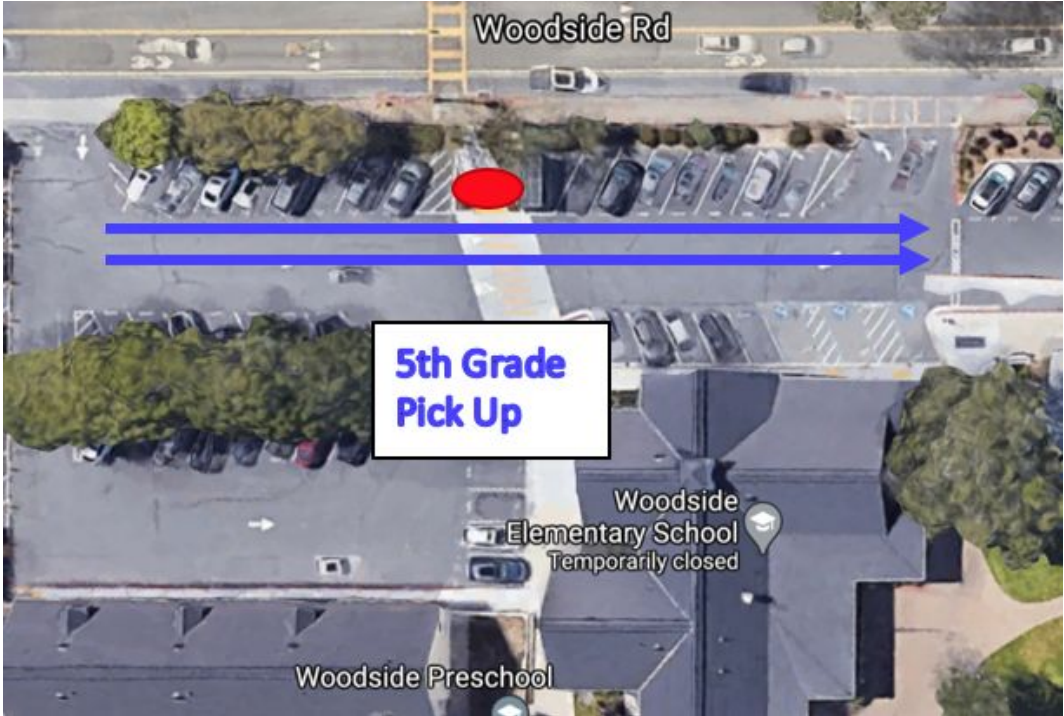
- Enter near the tennis courts and drive all the way up to the stop sign in one of the two lines
- Display your designated placard indicating the name of the child and teacher on your dashboard
- Parents stay in car

Dismissal for December 7th- December 10th - 12:55 p.m.

Dismissal for 5th grade beginning December 11th - at 3:10 p.m. M, T, Th, & F and 2:30 p.m. on Wednesdays

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

5th Grade Dismissal



4th Grade 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:**
 - Enter near the tennis courts and pull into one of the two lines in front of the office
 - Mask on in the car!
 - We only unload the first 3 cars in line to keep traffic moving
 - Parents stay in car
 - Once the student is out of the car they head to the line for the check-in station
 - Temperature is taken by staff member
 - Acceptable temperatures and health screening
 - Students are directed to classroom waiting area where they will be greeted by their teacher

4th Arrivals



4th Grade Dismissal

Dismissal for **the week of December 7th** - 12:30 p.m.

Students are picked up in front of the office

- Enter near the tennis courts and drive all the way up to the stop sign in one of the two lines
- Display your designated placard indicating the name of the child and teacher on your dashboard
- Parents stay in car

Dismissal **beginning December 14th** - at 2:30 p.m. M, T, Th, & F and 2:05 p.m. on **Wednesdays**

- Enter **Sellman** parking lot and pull into one of the two lanes in front of Sellman
- We load the first students in front of the music building
- Display your designated placard indicating the name of the child and teacher on your dashboard

4th Grade Dismissal Dec. 7th - 11th @ 12:30



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

4th Grade Dismissal starting Dec. 14th @ 2:30/2:05



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 - refill at classroom sink
- Snack everyday (masks removed to eat - maintaining 6 ft and staying seated)
 - Easy to manage without teacher assistance
- Minimum Days:
 - 4th grade will have recess at 10:10 a.m. (Week of Dec. 7th)
 - 5th grade will have recess at 10:50 a.m. (Dec. 7-10)
- Full Days:
 - 2nd and 4th Grade - 10:34 a.m. recess/12:20 p.m. lunch (Starting December 14th)
 - 5th Grade - 10:10 a.m. recess/12:30 p.m. lunch (Starting December 11th)

Recess/Snack Time/Play Time

- Markers will be used as visuals to show students appropriate social distancing
- Play structures are off limits
- Students are only allowed to play with students in their class in a designated area
- Designated eating and playing areas for each class
- Masks need to be on when running around and playing
- Playworks will organize games and activities during recess and lunch

Map of Lunch Areas



Accessing other parts of the school:

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

- Visits to the Garden, Amphitheater, and other areas of the school are ok to visit!
- Outdoor class time is encouraged
- Students may not bring their own equipment



Shared Materials

- Each student will have their own supplies to write/draw/learn with in pouches that will be disinfected
- 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.

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 need their own pencil cases to store all of their supplies.
- Classrooms 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 specialized services will be continue to receive them according to their individualized education plan. Please contact your child's case manager if you have questions about any details of his/her for service plan:

Lauren Fritts lfritts@woodsideschool.us

Jennifer Mitchell jmitchell@woodsideschool.us

For any additional questions or concerns, please contact Dr. Marta Batlle, Director of Student Services
mbatlle@woodsideschool.us

Specialists for Quarter 2:

- 4th Grade - Library with Sharon
- 5th Grade- Music with Ms. Hoss and Art with Ms. Iverson

What to Bring Each Day:

4th and 5th Grade:

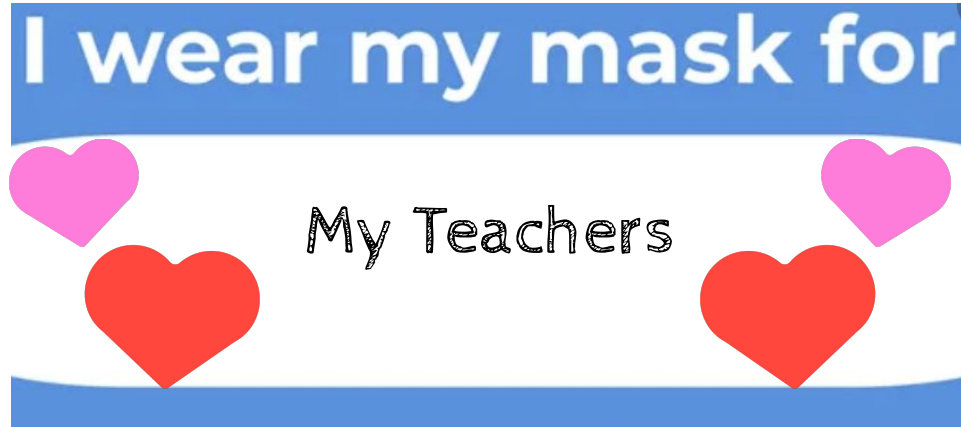
In addition to masks, snacks, lunches, water bottles, and hand sanitizers, students will also need to bring the following to school on the first day:

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

[5th Grade: Complete Supply Checklist](#)

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

- 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 (*slides 7-11*)
- 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 filled and 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

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

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 by 8:10 a.m. (first arrival time)
- Take temperature of each child
- Those with appropriate temps are guided to classroom waiting area
- Teachers in classrooms ready 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 precautionary actions, 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” policy with students staying on campus with symptoms as we 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” policy with students who are unwilling to wear masks as we 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.



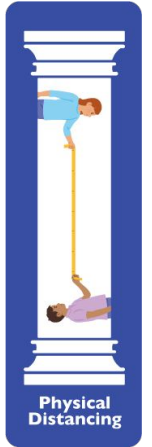
Implications of Social Distancing

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

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

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

Steps to Take in Response to Negative Test Results

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

Scenario	Immediate Actions
A symptomatic 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.
A symptomatic 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.
A symptomatic student or staff member tests negative for COVID-19 without close contact to a case	<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"> date of last exposure to COVID-19 positive non-household close contact OR 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.

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?

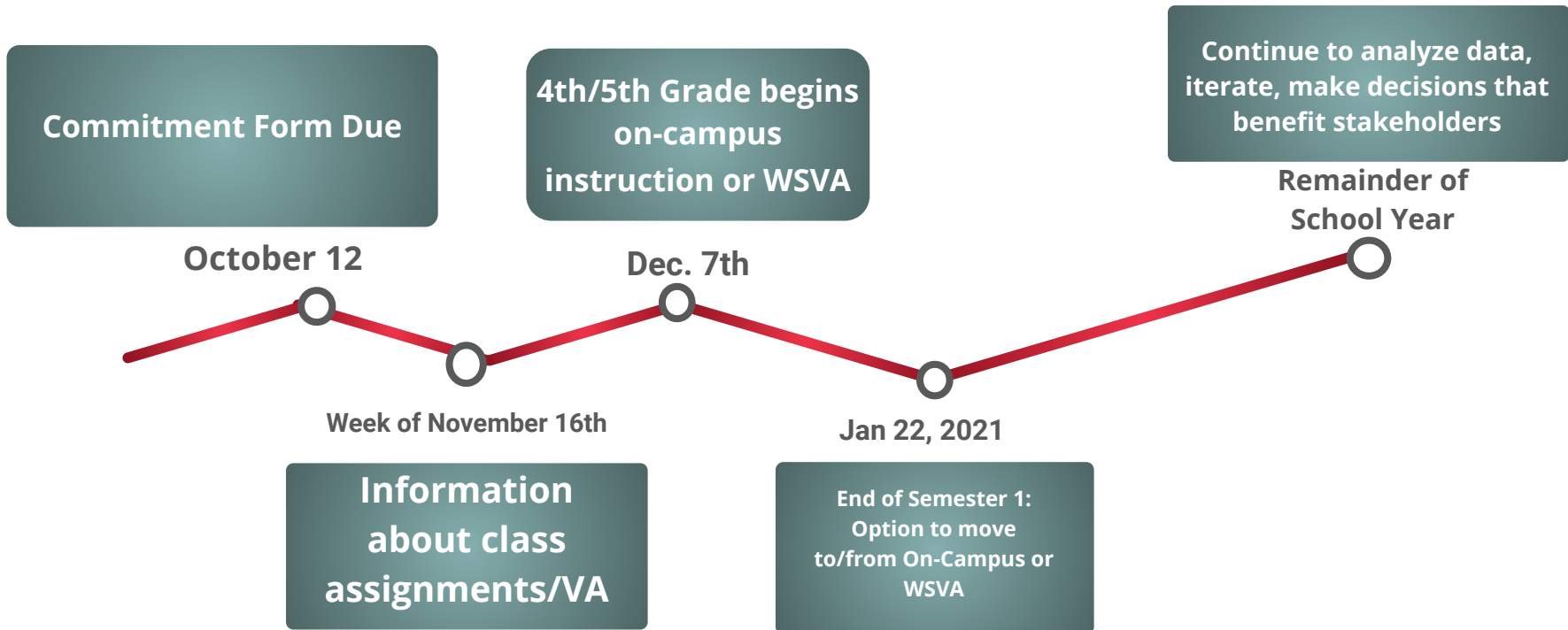
- The closure of a school may be appropriate when there are **multiple cases in multiple cohorts** at a school or when **at least 5 percent** of the total number of teachers, students, and staff are identified as cases within a 14-day period.
- San Mateo County Health may also determine whether school 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 appropriate platforms
 - 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
 - Support staff designated to assist in helping the child catch up on learning

4th and 5th Grade Process & Timeline



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.