



Woodside School's Return to School Plan 2021-2022

Updated August 12, 2021

August 2021

Thank you for taking the time to read through WESD's School Return to School Plan for the 2021-2022 school year. As a society, we are transitioning from a period of "responding to COVID" to "living with COVID." If we learned anything the first eighteen months of this pandemic, it is that we must be flexible and responsive to an always-changing situation.

While we have accomplished much in the face of this pandemic, we also know that we are not fully back to normal. Risk is a part of our lives in ways we never anticipated, but now cannot avoid. Approaching that risk with caution and a learner's mindset sets Woodside School up to design a new reality that includes keeping children in school.

Please don't underestimate the impacts of COVID. When you follow the health and safety protocols, you are not just keeping yourself or your family safe, you are keeping everyone safe.

Together, we can continue to keep all members of the Woodside School community safe while children continue their education in an environment that fosters empathy, resiliency, and a love of learning.

If at any time you have questions or concerns regarding your child or any aspect of the school district's operation, please do not hesitate to reach out to me directly at sfrank@woodsideschool.us,

Sincerely,

Steven Frank
Woodside School District Superintendent



Resources for the Community

The **Pandemic Recovery Framework** was developed in consultation with San Mateo County Health and reflects California Department of Public Health (CDPH) guidance. As conditions and public health orders change, the content and guidance in this framework will continue to be updated as well. For technical assistance and support, please contact the San Mateo County Office of Education COVID-19 Response Team at info@smcoe.org or 650-802-5515.

The California Department of Public Health's (CDPH) **current guidance** for schools aligns closely with the Centers for Disease Control and Prevention (CDC) **guidance**. This framework, which applies to both public and private schools, incorporates CDPH, CDC, and **Cal/OSHA** guidance as well as local communication protocols.

This section describes how Woodside School intends to implement the health and safety protocols outlined by San Mateo County's **Pandemic Recovery Framework (PRF)**. In addition to the PRF, Woodside School uses anchor guidance from the following sources:

- **California Department of Public Health: 2021-22 School Guidance**
- **CDPH Testing Guidance for Schools**
- **Centers for Disease Control and Prevention**; and
- Industry and academic sources as cited within this section.

The health of the entire Woodside community depends on all of us doing our parts. We invite your help as we implement rigorous health and hygiene practices to ensure that returning to school is as safe as possible.

Similarly to last year, we encourage families to get tested often and adhere to appropriate safety measures. If your child is deemed a close contact, based on an interaction outside of school, please alert your child's principal. We will then follow the recommendations in the **Pandemic Recovery Framework**.



Table of Contents

Health and Safety Practices	5-11
Vaccinations	5
Masking	5-6
Physical Distancing	6
Gatherings	6
Ventilation	6-7
Poor Outdoor Air Quality	7
Stay Home and Get Tested When Sick	7-8
Temperature Checks and Signs of Illness	8
Hand Hygiene	8-9
Isolation Area	9
Cleaning and Disinfection	10
Food and Meals	10
Cohorting	10-11
Visitors	11
COVID Testing, Tracing, & Quarantine	12-15
Screening Testing	12
Contact Tracing & Notification	12-13
Quarantine	13
Case Reporting	14
COVID-19 Exposure at School (CDPH)	15
Travel	16-18
Travel Guidelines for Vaccinated/Unvaccinated Individuals	17
Traveling Outside of California	18
Special Education & 504 Accommodation	19-20
Technology	21
Lunch Services	22
Lunch Services During Covid	22
Free and Reduced Lunch Recipients	22



Transportation	23
Bus Service	23
Walk, Bike, Carpool	23
Movement Requirements	24-25
Meetings and Gatherings	24
Student Arrivals and Departures	24-25
Messages to the School Community	26-27
Message Regarding Communication	26
Message Regarding Communication of Case/Contact Tracing	26
Message Regarding Social and Emotional Wellbeing	26-27
Message Regarding Remote Independent Study	27
Appendix	28-30
Appendix A - Woodside Arrivals, Departures, School Schedules	28
Appendix B - Contact Tracing	28
Appendix C - Daily Health Screening/Covid Testing Sites	29
Appendix D - Restroom Check Sheet	30
Appendix E - Remote Independent Study Presentation	30
References and Contacts	31

Health and Safety Practices

Vaccinations

Students

WESD recommends that students aged 12+ be vaccinated. At this time, a public school district cannot require a vaccine unless the state has stipulated that it do so. Vaccination status does play a role in quarantining, thus we will be asking families of children who ARE vaccinated to confirm vaccination status with the district. This information will be shared with families in the communication sent to parents on Friday, August 13, 2021.

Staff

WESD highly encourages all staff to be vaccinated and is pleased that over 95% of all staff are fully vaccinated. At this time, staff vaccination is not required. For any staff member not fully vaccinated, WESD will provide weekly mandatory COVID testing. All staff members, whether vaccinated or not, are held to high safety standards outlined in this document.

Parents/Visitors/Volunteers

Until variant spread is contained, WESD will not allow any visitors to campus, and this will be in effect at least through September 2021. WESD will require all visitors (non-students and staff) during the school day to provide proof of vaccination. More information will be provided to parents at the beginning of the 2021-2022 school year.

Masking

Indoors

As of August 2, 2021, San Mateo County is under an indoor mask mandate for all individuals, regardless of vaccination status. When on the Woodside School campus indoors, WESD requires all students, staff, and visitors to wear a face mask that covers the nose and mouth except those who are exempt based on CDPH face mask guidance. Children who refuse to wear masks or parents who prefer their child to not wear a mask will be assigned to Remote Independent Study.



Outdoors

At this time, WESD is requiring masks outdoors for all students and staff. This outdoor mask mandate will run through at least the end of September 2021. During that time, WESD will continue to evaluate if the outdoor mask mandate is necessary. Once it is lifted, masking outdoors will be optional for staff and students.

Eating

Because eating is an activity that requires masks to be removed, students will eat outdoors for snack and lunch. At least three feet of distance will be maintained at lunch tables, with no face-to-face eating.

Buses

Masks will be worn by students and drivers on the WESD school bus.

Physical Distancing

The County Pandemic Recovery Framework, CDPH, and the CDC do not mandate specific physical distancing requirements for schools; however, WESD will continue to emphasize a 3-foot distance, as recommended by the CDC and CDPH.

Gatherings

While there are no events scheduled on campus at least through the end of September 2021, some gatherings will be allowed at WESD throughout the 2021-2022 school year.

Gatherings must follow health and safety guidelines, issued either by SMC or by WESD. Any indoor gatherings will require masking and seating will be spaced out. Many events may still be offered virtually in 2021-2022, and those events will be communicated to all stakeholders.

Ventilation

WESD introduced COVID-preventative ventilation upgrades last year and had great success with its ventilation protocols. These will continue throughout the 2021-2022 school year. WESD will:

- Install new MERV-13 air filters in all HVAC systems on a regular basis.
- Run HVAC systems set to only bring in outside air.
- Open classroom/doors/windows at all times (weather and air quality permitting when instruction is taking place).
- Utilize our campuses' outside spaces for instructional use as much as possible.
- Utilize HEPA filters and fans to increase outdoor air ventilation within classrooms.

Poor Outdoor Air Quality

In cases of poor outdoor air quality, doors and windows will be closed, HVAC units will run without drawing outside air, and HEPA filters will continue to filter the classroom air. WESD will make the decision about moving to remote learning as needed. [See the San Mateo County Office of Education's Air Quality Resources webpage for more information.](#) During COVID, WESD campuses will remain open unless AQI is above 150.

Stay Home and Get Tested When Sick

Students and Staff

Students and staff experiencing any of the below symptoms should stay home and refer to their healthcare provider for testing and care. Students and staff may safely return to school when they meet this criteria:

- At least 24 hours since resolution of fever without medication; and
- Other symptoms have improved; and
- They test negative for COVID-19, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying condition (e.g., allergies or asthma), OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal, pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Common Symptoms of COVID-19 (CDPH)

- Headache
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Temperature Checks & Signs of Illness

Temperature checks will not be routinely performed upon students' arrival on campus. We ask parents to check their students' temperatures daily before school. If your child has a temperature of 100.4 F or 38.0 C, please don't send them to school. A student who feels sick at school will be checked by staff and parents contacted. Anyone with a temperature of 100.4 F or 38.0 C or higher after two temperature checks will be sent home.

Staff will be visually monitoring students for signs of illness throughout the day. When students show signs, they will be sent to the isolation area for further checks by the school nurse/office staff and possibly an on-campus COVID test. Please be sure your child's health records are up-to-date, especially with allergy or asthma information as those conditions can present similarly to COVID symptoms. Parents will be called when students need to be sent home.

WESD staff will follow this CDC guidance when a student or staff member becomes sick at school or reports a new COVID-19 diagnosis. It is the same guidance followed in 2020-2021. More details are included in this document about positive cases, contact tracing, and quarantine.

Hand Hygiene

Students and staff will practice hand hygiene by washing their hands often, with soap and water for 20 seconds. Handwashing is most important:

- When arriving at school
- Before/after eating
- Before/after using playground structures and equipment
- After using the restroom
- When coming in from outside
- After sneezing or coughing

Hand sanitizer with at least 60% alcohol will also be provided at multiple points throughout campus and in every classroom. Children under six will be supervised when using hand sanitizer.

Isolation Area

An Isolation Area will be designated for all students and staff who exhibit Covid-related symptoms, or who have tested positive for Covid-19. Anyone exhibiting symptoms can have Covid-19 testing available to them through antigen testing on site.

- Students in The Isolation Area will be monitored by school personnel at all times.
- School personnel will contact parents/guardians to arrange for the pick-up of their child as quickly as possible.
- All students and staff in The Isolation Area shall wear all required EPE.
- The Custodial Staff will be contacted when an isolated student departs so that the area and materials can be disinfected.
- Students with the following symptoms at school will be routed to The Isolation Area for assessment:
 - Fever
 - Cough
 - Body/muscle aches
 - Headache
 - Sore throat
 - Shortness of breath
 - Diarrhea, nausea, or vomiting
 - Runny nose

Cleaning and Disinfection

Cleaning

Cleaning includes sweeping, vacuuming, removing trash, cleaning sink areas, and spot mopping as needed. This will be done every night in all rooms and will include the following:

Cleaning will occur:

- Daily in all classrooms and indoor spaces. Hand hygiene will be used to keep students protected from germs on outdoor structures and equipment.
- Before and after eating at lunch tables.
- As needed throughout the day following spills, etc.
- Within 24 hours of a sick person with COVID-19 occupying the space/facility.

Disinfection

Disinfection will occur:

- Daily in bathrooms, classrooms, and all indoor spaces.
- Daily for high touch areas: door handles, sink handles, tables, counter tops, student desks, and chairs.
- Within 24 hours of a sick person with COVID-19 occupying the space.
- Following any instance of bodily fluid coming into contact with a surface.

[Protocols for cleaning and disinfecting follow The San Mateo County Schools Insurance Group Cleaning and Disinfection Procedures.](#)

Food and Meals

As mentioned under Masking and Physical Distancing, a 3-foot distance will be maintained during eating breaks, with no face-to-face eating. Eating tables will be washed, rinsed, and sanitized before and after meals. For more information about lunch service, please refer to the Lunch Services section below.

Cohorting

Cohorting is not addressed by the CDPH for 2021-2022. In elementary school, WESD will keep classroom groups of students together for lunch and when attending assemblies on campus, but students will be allowed to mix to play/socialize during recess and lunch time following eating. In Middle School, students will mix because classes will not be assigned by cohorts and will also be

allowed to mix at break and lunch, except they must eat three feet apart.

Teachers will keep a “desk map” and students will be expected to sit in their assigned seats each day. This will help with contact tracing if and when a positive COVID case occurs within a classroom.

Visitors

Visitors and volunteers will be permitted on the Woodside School campus during the 2021-2022 school year but not through at least September 2021, when the District will evaluate the restriction.

All persons coming onto the Woodside School campus must wear face masks indoors. WESD considered the following types of activities that might bring visitors to campus:

- Visitors Providing Services
 - Visitors may come on campus if they are providing a service to a student, or at the invitation of a teacher/staff member for the purpose of curriculum enrichment. All visitors in this category must be vaccinated and show proof of vaccination at the school office.
- Volunteers Filling a Defined Role
 - Parent volunteers provide many services at WESD, and once visitors are allowed again on the Woodside School campus (at least through September 2021), volunteers performing duties on campus must be vaccinated and show proof of vaccination. Details will be provided once the school year begins.
- Parents Attending School Events
 - Woodside School is closed to events through at least the end of September 2021; however, when the campus does open up, events such as social events, book fairs, etc. will occur. When attending these events during the school day with students present, parents will need to show proof of vaccination to attend and must follow all guidelines regarding masking, distancing, etc. When school events are publicized, the specific health and safety guidelines will be noted.

COVID Testing, Tracing, & Quarantine

Testing continues to be an effective tool in identifying potential COVID cases and limiting the spread of COVID. During the 2020-2021 school year, WESD's testing guidelines and contact tracing practices helped the district isolate cases quickly and prevent any spread or outbreaks on campus. This section covers WESD's protocols and guidelines for testing, contact tracing, and quarantine. Many of the practices will be similar to last year; however, this year we will be able to offer targeted quarantine to limit the number of classroom closures needed. We are excited about these updated guidelines that allow more students to stay in class.

The Woodside School District **STRONGLY** encourages families and children to get tested and results back before students return to school on Thursday, August 19. Please find testing locations within San Mateo County [here](#). See Appendix C for more information.

Screening Testing

WESD will offer weekly pooled COVID-19 testing to 10% of our students using Concentric in Menlo Park. This surveillance, or pool testing, will take place on the Woodside School campus.

Pooled testing cannot identify positive individuals within a sample. When a "pool" (e.g., classroom) tests positive, all individuals in that pool will be administered an immediate antigen test in order to identify positive cases for isolation/quarantine. Parents will need to opt in to testing, and more information will be provided to each family.

Finally, Woodside School will have access to onsite antigen testing for possible exposures here at school. Any students who are eligible for testing due to exposures will be tested, based upon current guidelines.

Contact Tracing & Notification

If students or student household members test positive for COVID, a **family member should immediately notify the school office**. The district will follow protocols for ensuring the individual has medical care and plans to quarantine,

report the case to San Mateo County Health, clean and disinfect the area where the individual was, and notify affected students, staff, and the school community.

If your student tests positive for COVID, the District Nurse will work with you to identify close contacts and to inform you of next steps for your child and family. The isolation period for a positive case is ten days from symptom onset or test date if asymptomatic.

Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14-day period, or if local health officials recommend closure, per the CDPH recommendations.

A close contact is a person who was in contact of less than six feet for more than fifteen minutes of someone who is positive for COVID. Teachers will maintain “desk maps,” and students will be expected to sit in the same seat each day. This will help when we contact trace for close contacts following a positive case. Parents will always be notified via letter if their child has been in potential close contact with someone who tests positive, or if there is a positive case at their child’s school.

Quarantine

During the 2021-2022 school year, whole classrooms will not necessarily need to close because of a positive case. We will follow CDPH’s COVID-19 Exposure at School chart (see below) to limit who needs to quarantine. If your child is a close contact, they may be allowed to continue attending school but expected to quarantine from other activities. This approach prioritizes in-person instruction. It is crucial that WESD maintains its indoor masking policy in order to follow these new quarantine guidelines, and that families follow the recommendations to quarantine from extracurricular activities.

The modified quarantine protocols apply only in situations where both parties were masked. Please encourage your children to wear their masks at school even when outside because if they become a close contact, their quarantine will depend on whether or not the parties were masked. We want your children to be able to attend school in person as much as possible, and consistent mask wearing both indoors and outdoors will make that possible.

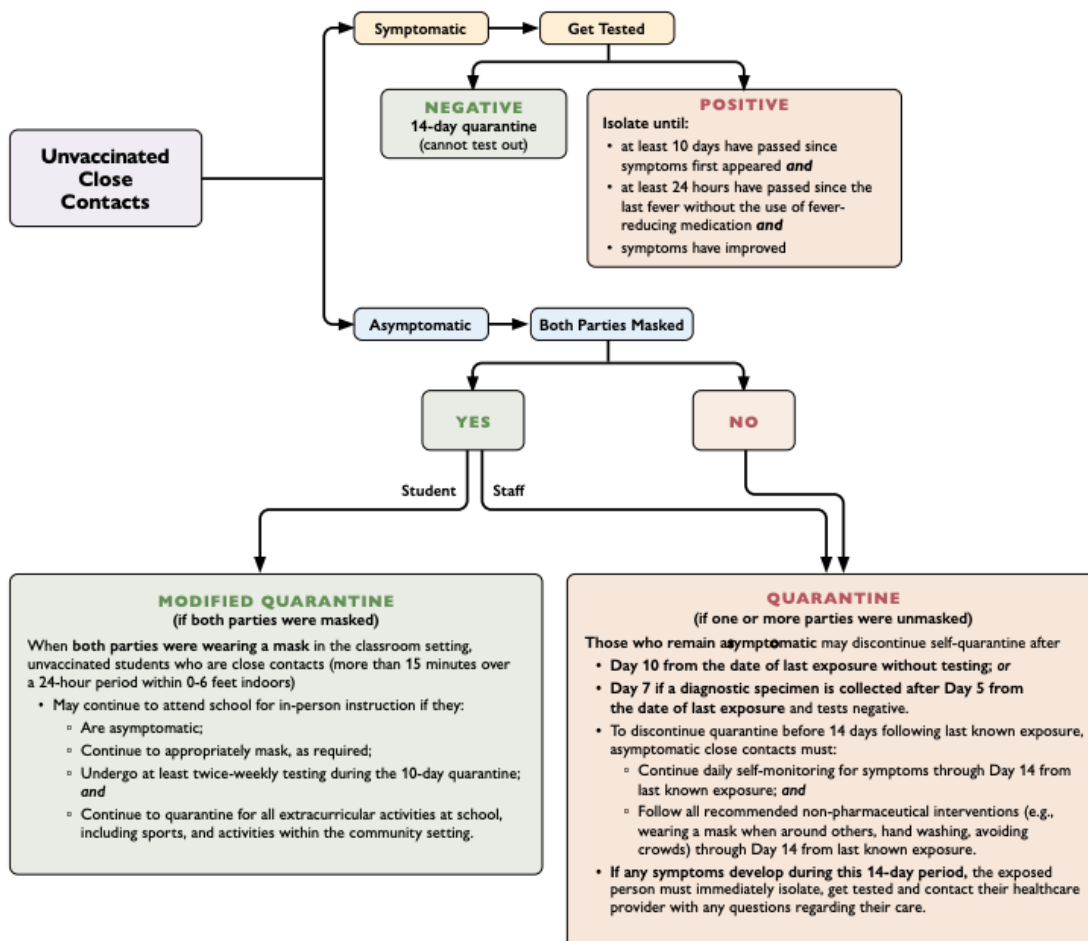
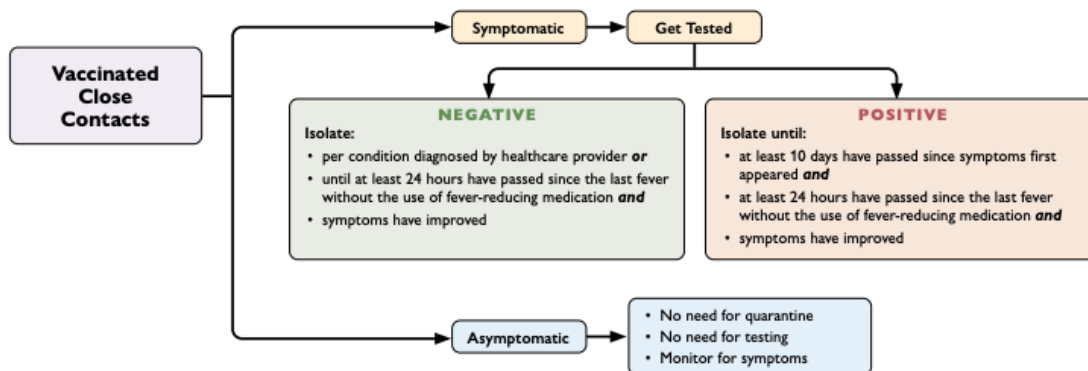
Case Reporting

If your WESD student or anyone living in your household receives a positive COVID-19 test result, please notify the school nurse, superintendent, and/or school office immediately. **Do not send your COVID-positive child to school.** District staff will work with you to contact trace and ensure that your family has appropriate healthcare and isolation/quarantine information.

Isolation refers to a positive person isolating themselves to avoid infecting others. Quarantine refers to an exposed person/close contact staying away from others to limit spread.

WESD's Nurse will follow all reporting and contact tracing requirements as outlined on page 24 of the [County's Pandemic Recovery Framework](#).

COVID-19 Exposure at School (CDPH)



Travel

Travel is one of the COVID policies about which parents most frequently have questions. Guidelines do not prohibit students or staff from traveling or attending school following travel. WESD expects families and staff to follow the [CDC and CDPH travel guidelines](#), which are included in this document for your reference.

During the 2020-21 school year, our WESD nurse spent a great deal of time following-up with every family that traveled. For 2021-22, we ask that every WESD family - student and staff - refer to the CDC/CDPH travel guidelines and quarantine accordingly. Please familiarize yourself with the guidelines on the following pages.

Remember that at this time, all students under 12 years of age are **UN**vaccinated, and should follow the testing and quarantine guidelines for unvaccinated individuals. For the safest outcome for your young children and our community, you may want to postpone travel until all members of your family are vaccinated.

Travel Guidelines for Vaccinated and Unvaccinated Individuals

Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

Traveling Outside of California

Traveling To or From California? Follow These CDC Travel Guidelines

Traveling to or from California? Help prevent the spread of COVID-19 by following current CDC travel guidelines. Read the [CDC's full travel guidance](#).

Delay Travel (Both Domestic and International) Until You're Fully Vaccinated¹

If you're fully vaccinated, you can travel safely within the United States (and you don't need to test or quarantine). If you're fully vaccinated and traveling internationally, follow [CDC testing guidelines for international travel](#) before and after your return to the US. Please follow all CDC and [California masking guidelines](#).

Please stay informed of [CDC Destination Travel Alerts](#) that will warn you about high transmission rates in an area.

If You Are NOT Vaccinated, But Choose to Travel, Get Tested Before and After

If you are NOT vaccinated, but choose to travel domestically, get tested with a [viral test](#) 1–3 days BEFORE travel AND 3–5 days AFTER travel. Also, even if you test negative, stay home and self-quarantine for a full **7 days** after travel.

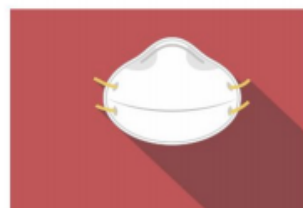
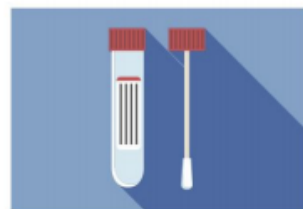
If you don't get tested, stay home and self-quarantine for **10 days** after travel.

If you're NOT vaccinated, and traveling internationally, follow [CDC testing guidelines for international travel](#) before and after your return to the US.

ALWAYS Wear a Mask on Public Transportation (Regardless of Your Vaccination Status)

EVERYONE must wear a mask AT ALL TIMES on public transportation (including airports, planes, trains, buses, stations, etc.) into, within, or out of the U.S.

Read our [guidance for the use of face coverings](#).



¹Someone is considered fully vaccinated two weeks or more after their second dose of Pfizer/Moderna or two weeks after receiving the single dose J&J vaccine.

Scan the QR code to see interactive links on this flyer



Special Education & 504 Plans

The Woodside School District is committed to partnering with parents, educators, and administrators to continue to meet the needs of students with disabilities. WESD will provide a Free and Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students.

If you continue to have questions, please contact Marta Batlle, Director of Student Services, directly at mbattle@woodsideschool.us

IEP and 504 Student Communication

Every family with an IEP or 504 accommodation has an assigned case manager whose role is to facilitate communication between the district and family and ensure that the student's needs are met.

IEP Case Managers will reach out to families to ensure the following:

- Upon parent request for Remote Independent Study, convene the IEP team to consider the request.
- Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
- Review offer of FAPE to determine if Remote Independent Study meets the needs of students within FAPE.
- The IEP team must comply with provisions detailed in IDEA about the level of satisfactory progress and the number of missed assignments that will be allowed before an evaluation is used to determine if the student should remain in IS. As detailed in IDEA, the IEP team is compelled to determine the least restrictive environment for the student based on the students' educational needs.

504 Case Manager Role

- Comparable access to online learning platforms. This will include collaboration and consultation with parents or guardians around student 504 accommodations and access to Remote Independent Study supports.
 - Section 504 Plans will be reviewed and updated, if necessary, based on current needs given the online platform (as appropriate).
 - Case manager will review and provide access to all students' 504

- accommodation document with all teaching staff
- Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
- Adaptation and accommodation of lessons to ensure accessibility.
- If parents have questions regarding their child's 504 Plan, please contact the School Counselor and/or Principal.

Technology

The use of technology in instruction will return to its pre-pandemic technology model. Students will continue to use the same technology device in school as when we were in the remote learning setting: TK-1 iPads and 2nd - 8th Chromebooks with 6th - 8th graders taking them home each day.

In the event that a student or group of students are required to quarantine due to COVID, a device may be loaned to the student during the quarantine period. Please email the technology department to request a device. In the event that students are still on campus when the decision is made for students to learn from home, devices will be sent home with students. Remember to return the device and charger when school resumes.

- TK - 1st grade students will use SeeSaw to view and share assignments with their teachers. SeeSaw is a student driven digital portfolio that allows for simple communication and creates a powerful learning loop between students, teachers, and families.
- 2nd - 8th grade students will use Google Workspace and Google Classroom specifically for finding assignments from their teachers.

If during a quarantine period your child experiences technical difficulties with their device or online services, please contact the technology department for assistance at wesdtech@woodsideschool.us

Lunch Services

Lunch Services During Covid

WESD continues to partner with LunchIsServed for school-based lunch programs, and you need to place orders through [their website](#). The alternative is for families to pack their own lunch for their child. For those who are new to the district, choice varies by family. Many families order lunch, while others bring their own. All lunch choices will be individually wrapped and ala carte, with both cold and hot entree options. [Please see more information about our school lunch program on our website](#).

Free and Reduced Lunch Recipients

All families who would normally qualify for Free and Reduced Lunch are asked to apply again this year. The deadline to apply is October 1, 2021. If you think you may qualify, please reach out to Liza Lazzari (llazzari@woodsideschool.us, (650)851-1571) to complete the easy and straightforward application. Our friendly staff will help you complete all necessary paperwork.

Transportation

Bus Service

WESD will continue to provide transportation for qualifying students residing in East Menlo Park and East Palo Alto. This year, our bus will be for Woodside School students only, allowing for a safe environment with room to space out appropriately, as well as a shorter and more direct route to school. Please contact Liza Lazzari (llazzari@woodsideschool.us, (650) 851-1571) or Elvira Martinez (elviramartinez@woodsideschool.us, (650)851-1571) should you have any questions about bus routes, schedules, or sign ups.

Walk, Bike, Carpool

Families are encouraged to carpool, to walk, or to bike with other families to limit congestion around our schools and carlines. [Please see more information on parking lot rules, as well as pedestrian and bike safety reminders here.](#)

Movement Requirements

Meetings and Gatherings

1. Staff meetings can be held on campus. All other meetings will need to remain virtual for the time being. When meetings are held inside, all participants must wear a mask. Guidelines for mask-wearing can be found in the [Pandemic Recovery Framework](#). Staff training, grade-level meetings, teacher collaborations, etc.) may also be conducted via Zoom.

Student Arrivals and Departures

1. **Parking/Drop Off/Pick Up:** At this time, parents and guardians are not permitted on campus. We will have designated areas at the front of the school where drop-offs and pick-ups can take place. Parents, please do not go past any signs or markings onto campus. *If you have students in multiple grades, they can all be dropped off/picked up in one area.*
 - o TK - 1st Grade: Students will enter through the gate between the Office and First Grade Building.
 - o 2nd - 3rd Grade: Students will enter through the area between the Library and the Office.
 - o 4th - 8th Grade: Students will enter through the area in front of Sellman.
2. **Parking and Walking:** Parents are allowed to park and walk their children to the designated drop-off and pick-up area.
3. **If you plan to drive your child to school:** We will have two designated locations to drop your child off and pick them up after school by car. Please don't leave your vehicle unattended.
 - o **Office Drop Off/Pick Up Lane:** Use the lane nearest the school office, drive all the way up to the sign, put your car in park, and have your child exit the car (or you can step out to unbuckle if needed). *Two or three cars can offload students at a time.* Those who did not need to use this "Drop Off/Pick Up" lane or needed to pull out and around other cars should use the lane closest to Woodside Road to exit the school. Do not allow students to exit vehicles from this second lane.

- o **Sellman Drop Off/Pick Up Lane:** A second “drop off/pick up” area will be provided in the Sellman parking lot. All families wishing to use the Drop Off/Pick Up lane in Sellman will pull into the Sellman parking lot and follow the lane closest to the curb, all the way to the end or to the last car in line. Once you pull up as far up as you can, place your car in park, and have your child unbuckle and exit the car. Please continue through the lane to exit the parking lot. Those who do not need to use the “Drop Off/Pick Up Lane” or need to pull out and around other cars should use the second lane to exit the Sellman parking lot. Please do not let students out of the car from this second lane.

4. Walking or Biking

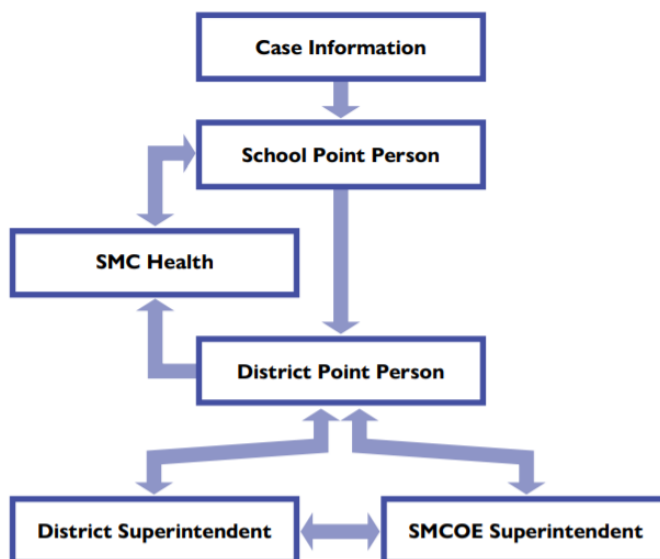
- o Students are to leave campus immediately after being dismissed.
- o Students who are biking or walking with a parent should proceed directly to the designated area to meet their parents. Parents must wait at this designated area for students to arrive.

Please discuss your pick up plan with your child.

Messages to the School Community

Message Regarding Communication:

The following flowchart will assure accurate and prompt communication between the Woodside School District, the San Mateo County Office of Education and San Mateo County Health.



Messages for Communicating Case or Contact Tracing:

The [Pandemic Recovery Framework](#) will be used as the foundation for communications sent to the Woodside School District community with regard to a CASE or a CONTACT.

Messages about Social and Emotional Wellbeing:

The Woodside Elementary School District is as resolved as ever to providing high-quality education and social-emotional support and learning to all of our students. In unprecedented times, we will clearly state our commitment to the families of WESD. We are committed to:

- *Providing in-person learning.*
- *Creating a safe and healthy workplace for our staff members and learning environment for our students.*

- *Doing what we can to increase student, parent, and staff confidence in returning to school. And reassuring that this return is as safe as we can make it, operating with transparency, honesty, and respect.*
- *Designing creative solutions within a system that has limitations.*
- *Valuing and maintaining the strong partnerships and relationships that exist between our community and our staff, ensuring that our connections and respect are stronger as a result of having gone through this together.*

Messages Regarding Remote Independent Study

Please use the following [link](#) to learn more about the school's Remote Independent Study. This information is also found in Appendix E.

Appendix

Appendix A - Woodside Arrivals, Departures, School Schedules - Staff Manual

Appendix B - Contact Tracing

Woodside School District's COVID Contact Tracing: Increasing Safety for Staff & Families.

- Please see the graphic (also shared below) on Page 22 of the Pandemic Recovery Framework for details.

Case Reporting and Contact Tracing:

A school in San Mateo County with one or more confirmed cases of COVID-19 in their school community must complete the following steps as soon as possible:

- The School/District COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours). This person is Superintendent Steve Frank, accompanied by School Nurse, Abbe Keane.
- The School/District COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email to SMC CD Control daily by 10:00 a.m.
- Schools should notify – to the extent allowable by applicable privacy laws – teachers, staff, and families of students who were close contacts as soon as possible (within the same day if possible) after they are notified that someone in the school has tested positive.
- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at info@smcoe.org

Appendix C - Daily Health Screening/Testing Site

Daily health screening questions will be communicated often to families and staff. Each student and staff member is highly encouraged to attest to the health screening questions each day before arriving at the Woodside School campus.

The following is a document found on the San Mateo Health website indicating where testing is available.



**SAN MATEO
COUNTY HEALTH**

Effective 7/25/2021

San Mateo County COVID-19 Testing Sites

Comfortable, no-cost, accessible COVID-19 testing is available throughout San Mateo County. Testing sites and schedules are subject to change. Go to smcgov.org/testing for the latest information and to make an appointment.

City	Days / Times	Location & Address
North		
Daly City	Tuesday - Saturday: 10a – 4p	Jefferson Union High School District 699 Serramonte Boulevard
South SF	Friday - Tuesday: 8a – 4p	SSF Unified School District Offices 634 El Camino Real
Pacifica	Sunday: 10a – 6p	City Parking Lot 1900 Francisco Boulevard
Daly City	Sunday: 10a – 6p	Jefferson High School 6996 Mission St
Daly City	Friday: 10a – 6p	Bayshore School 155 Oriente Street
Brisbane	Thursday: 9a – 3p	Brisbane Community Park 170 San Francisco Ave
Central		
San Mateo	Sunday, Monday, Wednesday: 10a – 6p	College of San Mateo 3401 CSM Drive
San Mateo	Friday: 10a – 6p	San Mateo Central Courthouse 800 North Humboldt Street
San Mateo	Monday – Friday: 7a – 7p Saturday: 7a – 4p, Sunday: 9a – 4p	Marriott Hotel 1770 South Amphlett Blvd
San Carlos	Tuesday - Friday: 9a – 3p	Central Middle School 757 Cedar St
Hillsborough	Sunday: 10a – 3:30p	Crocker Middle School 2600 Ralston Ave
Burlingame	Monday: 9a – 3p	Burlingame Intermediate School 1715 Quesada Way
Belmont	Friday: 8a – 2p	Belmont Sports Center 550 Island Parkway
South		
North Fair Oaks	Monday - Friday: Noon – 7p Saturday: 10a – 4p	2685 Bay Road Redwood City
East Palo Alto	Tuesday - Saturday: 10a – 6p	Shopping Center (Nordstrom Rack) 1761 East Bayshore Road
Menlo Park	Monday – Friday: 10a – 5p Saturday: 10a – 3:30p	Menlo Park Kiosk 201 Ravenswood Ave
Redwood City	Thursday: 10a – 6p	North Fair Oaks Library 2500 Middlefield Road
Coast		
Half Moon Bay	Wednesday: 10a – 6p	Ted Adcock Community Center 535 Kelly Avenue

Testing is available for all ages, including young children and infants, and all testing sites now use more comfortable testing methods by swabbing the front part of the nose. People who are vaccinated or unvaccinated should get tested if they have symptoms of COVID-19. Unvaccinated persons should get tested if they have had close contact with someone with COVID-19 or have concerns about being infected or exposed. Appointments are encouraged, but walk-up on-site registration is available up to one hour before closing. In addition to the sites listed above, testing is also available from health care providers and other community sites. See smcgov.org/testing for more information.

smchealth.org/testing

Appendix D - Restroom Check Sheet

The following cleaning form in each restroom and the custodian will add the time that the restroom was cleaned along with their signature.

Appendix E - Remote Independent Study Powerpoint Presentation

References and Contacts

When you have a question, concern, or need, please don't hesitate to access one of our resources to assist you.

- **COVID-19 Lead:** Superintendent Steve Frank - sfrank@woodsideschool.us
- **School Board:** [Woodside School District School Board Webpage](#)
- **All Curriculum/School Programs:** Principals Melissa Bowdoin & Jenn Pedersen
 - mbowdoin@woodsideschool.us (TK-4th Grade)
 - jpetersen@woodsideschool.us (5th-8th Grade)
- **Student Services:** Marta Batlle - mbatlle@woodsideschool.us
- **Technology:** Harlin Hansen - hhansen@woodsideschool.us
- **Maintenance & Facilities:** Cathy Stienstra - cstienstra@woodsideschool.us
- **Inquiries about Health and Safety:** Nurse, Abbe Keane - akeane@woodsideschool.us
- **Registration Inquiry:** Elvira Martinez - elviramartinez@woodsideschool.us