

Woodlawn Prep Covid-19 Plan of Action 2023-2024



3 COVID-19 Scenarios WPS May Experience This School Year

1. School will reopen and remain opened for the entirety of the school year.

WPS will implement the Woodlawn Prep Health and Safety Precautions for reentry. If evidence indicates that COVID-19 transmission took place during school contact, we will evaluate their effectiveness immediately and take additional steps toward prevention. These precautions will be evaluated at the end of the first 4 weeks of school opening and at the end of each nine weeks. Adjustments to the Health and Safety Precautions will be made at those times with input from health professionals, parents, teachers, and the school board.

2. Certain students or teachers will become symptomatic, diagnosed, or have a household member who is diagnosed with COVID-19.

School Response to Students

The student will be required to not attend school during the days they are waiting for negative test results.

The student will be required to not attend school during 5 days of quarantine, beginning with the day they become symptomatic with COVID-19. It is recommended that students wear a mask for the next 5 days upon returning, but masking will be optional. If a student acquires a fever during their last half of quarantine, they must remain on quarantine an additional 3 days.

Teachers will prepare take-home learning packets and/or post similar work in Google Classroom for English, Language Arts, Mathematics, Science, and Social Studies, or other high school subject areas.

Teachers will record videos of their lesson presentations for quarantined students during times of regular lessons and class presentations. These videos will be posted in the student's Google Classroom with follow-up work. A designated time during the school

day will be established by the teacher for the at-home child to receive additional guidance regarding work to complete.

This may be done over the phone or in a video conference. Teachers will be available during the teacher's planning period or immediately after school hours.

Additional training for new parents and students or a review for current parents of Google Classroom functions will be available as a video tutorial and staff will provide additional technical assistance for using Google Classroom or other distance learning platforms. Parent will hold their student accountable to viewing lessons and completing work during their quarantine period.

If the quality of internet access prevents online distance learning, then textbooks, workbooks, and other learning packets will be sent home.

The WPS attendance policy will be as follows:

COVID-19 related absences will not be counted when conditions are met.

Evidence of required absences directly related to quarantine during COVID-19 testing or diagnosis will be presented in writing by a physician for the student's cumulative record. Absences will continue to accrue normally toward the maximum of 4 days per term or 16 days per school year. (For high school, this is by subject area class.)

Once the maximum days are surpassed, the days absent due to COVID-19 will be deducted from the maximum allowable days if the student completed the required lessons and work provided to the student during their quarantine.

Students who did not complete all the work provided will have their counted days absent adjusted by the percentage of completed work turned in. Students will have a maximum of 7 days after their 10 days of quarantine or days of waiting on results to turn in all assignments missed during their absence.

Students who do not provide a physician's document indicating the absences were related to COVID-19 will have all absences counted toward the maximum number of allowable days.

Absences unrelated to COVID-19 will still be counted.

Any other reason for absences will still count toward the maximum of 4 days per term or 16 days per school year. WPS does not code for excused or unexcused absences. All students may take tests or turn in work upon their return to school regardless of their reason for being absent. However, these days will still count toward the maximum number of absent days allowed.

School Response to Teachers

The teacher will be required to not attend work during the few days of waiting for test results or the 5 days of quarantine, beginning with the day they become symptomatic with COVID-19. It is recommended that teachers wear a mask for the next 5 days upon returning, but masking will be optional. Substitute teachers will be called upon to facilitate the classroom.

If teachers are not symptomatic, they will use their days to prepare and send recorded video lessons and participate in live video lessons with their students during the regular school day as a substitute teacher facilitates the class. If a teacher is symptomatic and unable to work from home, they will continue to communicate with the substitute teacher and provide their lesson plans. The substitute teacher will deliver the lesson content and follow-up work.

3. The school will be closed due to pandemic levels of COVID outbreaks in the immediate area or 10% of the student body contracts COVID-19 in any 2 week period.

Woodlawn Prep will revert to a distant learning platform for 2 school weeks. Students will use a combination of take-home packets and online learning platforms. Along with core subject areas, resource classes will provide lessons and follow-up during this time. Distance learning will proceed with an emphasis on live video conferencing technology for both whole class and small group instruction during a regularly scheduled school day to ensure the greatest amount of teacher student interaction, and recorded videos as a supplemental resource. If the quality of internet access prevents online distance learning, then textbooks, workbooks, and educational packets will be sent home.

Learning materials will be available for parent pick each week. The following week, materials will be returned to the school for teachers to grade or review completed work. Students who do not have work turned in by the deadlines set by the teachers will be at risk of receiving absences which count toward the maximum allowable days. Students who receive grades will also receive an incomplete mark which will negatively impact their overall grades or GPA.

Woodlawn Prep Health and Safety Precautions 2023-2024



Purpose

The intent of the WPS Health and Safety Precautions is to prevent the spread of COVID-19 at school by maintaining a reasonable measure of prevention strategies in the least restrictive environment possible. **Greater Implementation** will occur under the condition that 5% or greater of the student population contracts Covid-19 during any 2 week period. These strategies will include **limiting access within the school, cleaning and sanitizing spaces, and encouraging proper health and hygiene.**

Limiting Access within the School

An additional dining room has been opened to accommodate the Montessori 3-6 class.

Students locating to a multi-person worktable will be assigned a seat at that table.

Outdoors eating spaces will be utilized when proper staff supervision is available.

Students who become sick while at school will be isolated in the principal's office until a parent can pick them up. Parents will use the office's exterior door to pick up their child.

Drinking fountains will no longer be used. Students will be encouraged to bring their own daily supply of bottled water or a personal refillable container. Bottle refill stations will be made available instead of drinking fountains.

Greater Implementation

Masks in Motion policy will be reinstated throughout the school during all transitions.

Limit classes or groups mixing through scheduling specific movement times and using traffic flow indicators in the hallways and walkways.

Parents and other visitors will have limited access to school. Only students and staff will have access to the building beyond the foyer during school hours.

All students and staff will have their temperature checked upon arrival using a no-touch infrared thermometer. This will require parents to remain on campus at drop-off until their student is checked and allowed beyond the foyer.

Students riding the school van will have their temperature checked at the pick-up location prior to getting on the van.

Students or staff with a temperature above 100.4 degrees F will not be allowed access to the school. Anyone with a higher temperature will be required to remain home and be without a fever for 24 hours without fever-reducing medication to return to school. Any student or teacher with a fever must be tested for COVID-19 before returning to school.

Classrooms and other enclosed school areas will restrict occupancy based on allowing approximately 50 square feet of space per person. Additional space for students to work will be provided for classes with a large student population, such as the Montessori 3-6 class.

Students will use desks and individual worktables to accommodate classroom groupings that ensure students can remain at a reasonable distance for face-to-face interactions.

Worktables that accommodate more than one student will have plexiglass barriers installed so students and teachers are not sitting face-to-face in close proximity without a barrier.

Students locating to a multi-person worktable will be assigned a seat at that table.

Only 2 students will be allowed in any restroom area at a time and will be encouraged to use sink areas farthest from one another.

Student supplies will no longer be for classroom community use. Each student will maintain their own supply of items which may require parents to replenish as the school year progresses.

Classrooms that conducted whole class community meetings and rug-time gatherings will now accomplish these same activities with students spread out or repeat the activity with smaller groups of students at a time.

Dining hall schedules will be adjusted so that restricted occupancy will be followed. Students will spread out and make use of the entire dining hall instead of being grouped closely at one or two class tables.

Cleaning and Sanitizing Spaces

The school-wide use areas will continue to be cleaned daily by cleaning staff with an emphasis on sanitizing high contact areas, such as railings, doorknobs, handles, faucets, restrooms, etc. throughout each day.

Classroom-room wide use areas will also be sanitized at the end of each day by cleaning staff.

Greater Implementation

As weather permits, teachers will keep windows open to some degree to allow for greater natural ventilation. Classrooms that do not have windows that open will use air purifiers.

School vehicles will have door handles, seats, and other commonly touched areas sanitized after each leg of the route.

Encouraging Proper Health and Hygiene

Additional sanitizer stations will be posted at the entry and exit points of the school, in the dining halls and at hallway access points.

Use of the sanitizer stations or teacher provided sanitizer will be provided when entering and exiting the building or dining hall.

Foot pull door openers will be installed on the school restroom doors to allow for a no-touch exit of the restroom facilities.

Signage regarding Hygiene Best Practices will be posted inside each classroom and near common areas.

Teachers will reiterate Hygiene Best Practices as a daily class routine in a manner that reduces the anxiousness and fear students might have. This will include discussing healthy behaviors to maintain a strong immune system including eating a proper diet and regularly exercising.

Continue to offer 2 day per week prepared lunches. Plating and serving is restricted to lunch staff personnel only, no student self-serve will be used.

Students will no longer use personal dishware and placemats at mealtime or do dish washing as a classroom duty. Parents will provide a sufficient supply of paper plates and napkins for their child's needs. However, metal utensils will be provided by the school and sanitized by custodial staff in an industrial dishwasher for student use.

Additional precautions and procedures may be put in place as the school year proceeds. Communication about any further restrictions or strategies will be communicated to parents as they take effect.