



# Reopening Plan and Handbook

November 16, 2020

The Waldorf School of DuPage is committed to nurturing a healthy, sustainable future of whole, aware, authentic people. We believe that the best way to achieve this is in person - and the reality of the current pandemic requires that our approach to on-campus learning follow a modified path to fulfill our commitment at present. The recommendations of The Illinois Department of Public Health (IDPH) and the CDC, Illinois State Board of Education (ISBE), and the Waldorf organizations AWSNA and WECAN inform our steps along this path as we determine the safety guidelines and protocols that we as a school community will be following as we return to campus for the 2020-2021 academic year.

As the current public health situation continues to unfold, we expect that the guidelines and protocols will change, and we will modify ours in compliance with the continually evolving epidemiologic evidence and best practices for mitigating the risk of transmission. We will update this living document to reflect the current recommended protocols. ***We will communicate any updates to this document via email and also by posting in the BigSis Parent Portal.*** *Please make sure we have your correct contact information in BigSis.* We gratefully appreciate your flexibility as we navigate this school year together.

Procedures outlined within this document will take precedence over procedures outlined in the Parent Handbook until Region 8 (Kane and DuPage counties) is determined by the Illinois Department of Public Health to be in the minimal risk category.

**Please note:** If required by a governmental agency, or if the school deems it necessary, WSD is prepared to move to remote learning, or introduce additional mitigation measures in school and on campus.

## Routine cleaning and disinfecting procedures<sup>1</sup>

- ❖ Frequently touched surfaces (door handles, cubbies, sinks, faucets, toilet handles, etc) in and around the school will be disinfected multiple times each day.
- ❖ Bathrooms will be disinfected each day.
- ❖ Classroom and office carpets will be vacuumed with a HEPA-filter vacuum each day those rooms are occupied.
- ❖ We will use EPA-approved disinfectants<sup>2</sup> for use against the coronavirus and use them according to label instructions and provide appropriate personal protective equipment (PPE) as needed for safe disinfecting.

**Please note:** Our outdoor desks are made of natural materials. At this time, cleaning of natural outdoor materials is not recommended.<sup>3</sup>

## Face covering requirements

We will expect and require the use of face coverings for all students, employees\*, and visitors at all times while indoors and at the following times:

- ❖ During arrival and dismissal (between their cars and their outdoor and indoor classrooms)
- ❖ At any time where six feet of social distancing outside is not possible

Students may wear face coverings more frequently during the day if they wish or if requested by a faculty or staff member.

\*Teachers may use face shields indoors in lieu of masks in certain, limited circumstances, **with the understanding that they have not been deemed effective for transmission control.**<sup>4</sup> Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g., early childhood, foreign language, etc.).

Other items to note:

- ❖ Face masks must be made of two layers of cloth and may be disposable or reusable after proper washing.

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<sup>1</sup> <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

<sup>2</sup> <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<sup>4</sup> <https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>, page 1 and <http://isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>, page 33

- ❖ Disposable face coverings, such as procedure masks, may also be used.
- ❖ All face coverings must cover the nose and mouth to contain the wearer's respiratory droplets produced when coughing, sneezing, or talking, and must be able to stay on without continual attention from the wearer.
- ❖ Scarves or shirts held over faces will not be sufficient. Neck gaiters are also not recommended per CDC and will not be sufficient.<sup>5</sup>
- ❖ Face coverings will be removed for drinking, eating, and rest time for Extended Care as is reasonable.
- ❖ When outdoors at their desks six feet apart, students and teachers will not be required to wear face coverings.
- ❖ Each person is requested to bring two clean masks to school each day in a clean, sealed bag.

Per Illinois State Board of Education recommendations, we require a physician's note for students or staff for whom wearing a face mask is medically contraindicated.<sup>6</sup>

If a student is repeatedly not complying with wearing a face covering, the Administrator will make a determination as to whether the child will be permitted to stay at school for the day. Considerations will be made for young students who may be having technical difficulties with their face covering due to maturity and age.

## Social distancing

- ❖ We are arranging indoor and outdoor classrooms to maintain a six-foot distance as much as possible between all students, faculty, and staff.
- ❖ We have organized the classes into pods, which we describe further below, so as to maintain small, consistent, controlled groups of students and teachers.
- ❖ School assemblies, class plays, and school concerts will not be held at this time.
- ❖ We are working on discovering ways in which we can safely hold class plays, etc.

## Hand hygiene

Continuing our tradition of encouraging and modeling excellent personal hygiene, we will follow additional precautionary guidelines in response to the current public health situation.

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<sup>5</sup> <https://www.isbe.net/Documents/IDPH-School-FAQs.pdf>

<sup>6</sup> <https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>, page 2

Traditional handwashing (with soap and warm water, lathering for a minimum of 20 seconds) will be our gold standard, and provided as often as feasible during the day. When soap and water are not practicable, the use of alcohol-based hand sanitizers (60% alcohol or greater) may be used.

We will install hand sanitizer dispensers strategically around the school building to facilitate easy access.

We will be practicing hand hygiene:

- ❖ upon arrival and departure from school
- ❖ upon returning to the classroom, indoors or outdoors
- ❖ following restroom use
- ❖ before and after eating
- ❖ before and after caring for another person, such as a child
- ❖ after contact with a person who is sick
- ❖ after removing mittens/gloves
- ❖ before and after playing on the playground equipment
- ❖ and other situations as appropriate.

*Please notify the office if you have a student or family member with sensitivities or allergies to certain hand sanitizers or soap so that we can ensure easy access to alternative handwashing stations for those individuals.*

**Please note:**

- ❖ Hand sanitizers are not effective when hands are visibly dirty.
- ❖ Alcohol-based hand sanitizers do not remove allergenic proteins from the hands.
- ❖ We will also have outdoor handwashing stations to increase the availability of the preferred mode of disinfecting hands.

**Parents and visitors on campus**

- ❖ For the moment, we are limiting parent and visitor access to the building.
- ❖ We ask that parents and visitors conduct their business with the school by phone and internet communication as much as possible. Please request visits to the office ahead of time. All parents and visitors must restrict their visit to the front office only and comply with face covering and social distancing requirements.

- ❖ Parents and visitors will also be temperature screened and complete a verbal symptom screening before entering the building.

## **Use of outdoor spaces**

Our community is constructing outdoor classroom spaces so as to maximize outdoor class time and limit time spent indoors as much and as long as possible this year. We are committed to doing what we can to protect the health of our students, faculty, staff, and families, so that we can all be in school and together.

When students and teachers are at their desks in the outdoor classrooms, they will not be required to wear face coverings as they will be maintaining the recommended six feet distance from each other.

## **Use of indoor spaces**

We have updated our traffic flow pattern to maximize ease in maintaining IDPH/ISBE-required social distancing. Classes have been organized into pods and assigned specific bathrooms and entrance doors that they may use. See the following section for details.

We will expect and require the use of face coverings for all students, and employees, and visitors at all times while indoors, except while eating or during naptime.

Desks in classrooms will be spaced six feet apart. Windows will be open when possible when indoor classrooms are in use. Doors to the communal hallways will be closed whenever possible.

We will restrict the use of the drinking fountains in the school building and request that each person bring a water bottle that can be refilled during the day as needed.

We will discourage the use of the elevator except in the case of unwieldy necessities such as delivering a bass to an upstairs classroom. One person at a time will be allowed in the elevator.

## **Pods**

Within the building, the school will be grouped into pods so as to further contain the possibility of transmission within our school community. Each pod will have its own entry/exit door and its own designated bathroom.

The Early Childhood classrooms, **Rainbow Garden** and **Oak Tree** will be using outside access doors for entering and exiting the building and will only be using the bathrooms in their respective classrooms during kindergarten hours.

**First Grade** will be in Room 107 and will use the northernmost door on the east side of the building to enter and exit, and will use the west bathroom along that corridor.

**Second and Third Grades** will be in Room 105, also known as Sunrise Garden, and will use the outside access door in Room 105 to enter and exit the building. They will use the bathroom in Room 105.

**Fourth Grade** will be in Room 201 upstairs and will use the middle door on the east side of the building. Their bathroom will be the east bathroom on the first floor by the north door.

**Fifth Grade** will be in Room 202 upstairs and will use the middle door on the east side of the building. Their bathroom will be the east bathroom on the first floor by the north door.

**Sixth Grade** will be in Room 204 upstairs and will use the enter and exit through the door at the north end of the upstairs hallway. Their bathroom will be the east bathroom upstairs.

**Seventh and Eighth Grades** will be in the Community Room upstairs and will enter and exit through the door at the north end of the upstairs hallway. Their bathroom will be the west bathroom upstairs.

The bathroom for anyone who becomes ill at school will be the bathroom closest to the middle office downstairs by the main entrance. The **quarantine room** at school, where students with symptoms awaiting pickup will wait, is the former faculty lounge at the end of the hall of offices near that bathroom.

Room 104 downstairs will be the **Faculty Lounge**. Teachers will use their designated class pod bathroom.

## **Arrival**

Consistent with ISBE/IDPH guidelines, we are requiring that our [online symptom screening form](#) **be completed for each student, faculty, staff, and volunteer each day school is in session by 7:00 a.m.** A designated staff member will check each morning to verify who has certified they are symptom free before the student or staff member is free to be at school that

day. We recommend taking your child's temperature at home each morning as a second data point for our temperature screenings at school.

Students, regardless of age, may not self-certify. **A parent or guardian over the age of 18 must certify for their child.**

Arrival procedures:

- ❖ Early Childhood
  - EC students will be brought to their outdoor classroom by their parent, legal guardian, caregiver, or carpool driver. Once a student's temperature has been taken, the child may be left in their teacher's care, provided that an [online symptom screening form](#) has been submitted that day for that child and does not require the student to stay home. Teachers may ask additional questions at the time of drop off.
- ❖ Grades
  - Grades students will go unaccompanied to their outdoor classrooms. Upon arrival, the student's temperature will be taken and the day will proceed, provided that an [online symptom screening form](#) has been submitted that day for that child and does not require the student to stay home.
  - Grades parents are required to stay in their cars at drop-off to minimize the number of people milling about. The exception to this will be for first grade parents and parents of new students, who will be allowed to accompany their child/ren to the outdoor classrooms during the first week of school.

## Health screenings protocol

***We encourage families to check their children's temperatures before heading to school in the morning each day.*** Children with a temperature of 100.4 degrees Fahrenheit/38 degrees Celsius will not be permitted to stay at school that day.

If your child has a fever or any of the symptoms listed below, we ask that you notify the school office at **630.836.9400** or [info@waldorfdupage.org](mailto:info@waldorfdupage.org). IDPH requests that you list the specific symptoms/reasons for your child's absence from school that day.

Before entering class or remaining on school grounds, we require a temperature check and symptom screening or self-certification (see below for list of symptoms) for **all staff, students, and visitors** entering school buildings.

Individuals who do not pass the following screening will not be permitted to stay at school and will be referred to a medical provider for evaluation, treatment, and information about when they can return to school.

### Online screening questions:<sup>7</sup>

- ❖ Within the last 24 hours, has your child or anyone in your immediate household had or currently have a body temperature of or higher than 100.4 degrees Fahrenheit/38 degrees Celsius, or taken fever-reducing medicine?
- ❖ Within the last 14 days, has the student or anyone in their immediate household had or currently have chills, new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches? (New onset of a symptom not attributed to allergies or a pre-existing condition)
- ❖ If yes to the previous question, has the student or symptomatic household member received an alternate diagnosis from a healthcare provider or a negative COVID-19 test **(PCR only, not rapid antigen)** obtained no earlier than 48 hours before the onset of symptoms? Note: the alternate diagnosis or negative test result must be presented to school administration.
- ❖ Within the last 14 days, has your child or anyone with whom your child has been in close contact\* tested positive for COVID-19 or been identified as a PROBABLE case?

\*WSD has adopted the CDC definition for close contact "as any individual who was within six feet of a confirmed case of COVID-19 for **a cumulative total of 15 minutes within a 24-hour period** starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated." This excludes medical personnel and caregivers who wear PPE.

### Lunch/snack

- ❖ Lunch and snacks will not be provided by the school at this time.
- ❖ Each family will need to send a snack and lunch with their child in a labeled lunchbox daily.
- ❖ Early Childhood students attending Extended Care need to bring two separate lunch boxes - one for snack and one for lunch.

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<sup>7</sup><https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>



- ❖ All students and faculty will eat six feet apart at desks or outside the tents as weather permits.

## Dismissal

- ❖ Early Childhood students will be picked up from their outdoor classroom by their parent/guardian or caregiver at 12:15. Extended Care students must be picked up by their parent or caregiver at the exterior EC classroom door at 2:50. Parents are unfortunately unable to enter the school building at that time. Early childhood pick up requires parking on the street and walking to the pick-up location, taking care to avoid the pick-up lines in the parking lot.
- ❖ Grades students will be wearing face coverings and arranged in a socially distant manner by class around the U turnaround in the parking lot at 2:50 pm.
- ❖ Parents/guardians or caregivers of Grades students will remain in their cars and students will be dismissed to their cars by their teacher. Only parents who are picking up EC children from Extended Care classrooms will be able to park on the street, exit their vehicles, and walk up to the school.
- ❖ Please expect pickup to take more time in the first couple of weeks as we get used to this new system.

## Extended Care

- ❖ Extended Care students must be picked up by their parent or caregiver at the exterior EC classroom door at 2:50. Parents/caregivers are unfortunately unable to enter the school building at that time. Please park on the street, and walk to the exterior EC classroom door, taking care to avoid the pick-up lines in the parking lot. Parents/caregivers will be required to wear a mask during this process.
- ❖ Children will have lunch indoors on their cots or yoga mats.
- ❖ Yoga mats labeled with each child's name will be placed at least six feet apart. Children will be oriented so they are head to toe to further reduce the potential for virus transmission.
- ❖ When children are in the school building, they will be wearing face coverings, except while eating and when they are laying on their mats to nap.

## Responding to Positive Tests Among Staff and Students

**All incidences of students, faculty, or staff testing positive for COVID-19 should be reported to the school office immediately.** In the event that a student or staff member tests positive, the school will work in conjunction with our local public health department.

The classroom or areas exposed will be immediately closed and students and the teacher will be moved to an alternate classroom or outdoor location. Cleaning and disinfection will be performed.

Short-term school closures may be required to clean and disinfect larger areas. This decision will be made in concert with the DuPage County Health Department.

Parents will be notified of the presence of any positive cases in the classroom and/or school to encourage closer observation for any symptoms at home. Parents should check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or above should stay home and consider COVID-19 testing if no other explanation is available.

Parents should monitor for any cough, shortness of breath, or gastrointestinal symptoms every morning. Any symptoms should prompt the parent to keep the child home from school and seek out testing.

Classmates of students with confirmed cases of the virus will be monitored for symptoms. Additional temperature and symptom checks will be performed throughout the school day. After the end of the day where a confirmed case is discovered, that class, both students and teacher, will transition to remote learning for the required quarantine period of up to 14 days to limit possible transmission. At the end of 14 days, the class will resume in-person classes on campus.

## Responding to Student/Staff Exposure to Positive Cases

**All incidences of student, faculty, or staff exposure to COVID-19 should be reported to the school office immediately.**

If a student has close contact with a known positive COVID-19 case, that student and siblings will stay home and begin a self-isolation period for 14 days. WSD has adopted the CDC definition for close contact "as any individual, with or without a face covering, who was within six feet of a confirmed case of COVID-19 for **a cumulative total 15 minutes over a 24-hour**

**period** starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.”

WSD will begin its own internal contact tracing with that student and their close contacts. We will encourage families to share with us in this instance. WSD will handle this information sensitively.

In the event that someone living in the same household as a student or staff member tests positive, that student/staff should quarantine for 14 days as directed by the Illinois Department of Public Health.

Student or staff exposure to positive cases outside their immediate household should be reported to the school office and will be evaluated on a case-by-case basis.

## Returning to School

We are following the recommendations as laid out by the Illinois Department of Public Health: <https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

## Procedures for Students in Quarantine

Students who are required to be quarantined due to a positive COVID case or exposure to a positive COVID case will have the opportunity to participate in remote learning. Details of student-specific remote learning will be determined in consultation with the class teacher.

## Inclement weather

Severe cold, strong winds, sustained rain, and thunderstorms will require classes to take shelter indoors and conduct class inside the building. Early Childhood and the Grades will handle these scenarios differently.

### ❖ Early Childhood

- Early Childhood will not be conducting classes indoors under the current Illinois COVID-19 restrictions. Our holding class each day is reliant on weather conditions allowable for forest kindergartens in our geographical area. We will build sturdy constitutions, but there are situations in which the weather will make it too difficult or impossible to hold class. When there is a high likelihood of inclement weather the following day, families will receive a message by phone, text, and email to alert them that the following day the kindergartens will be closed.

- If inclement weather arises the morning of or during the morning after school has already started, we will alert families that EC will be taking shelter inside and that it is essential that EC children are picked up as soon as possible.

#### ❖ Grades

- In the event that there is a high likelihood of inclement weather the following day, we will alert the Grades families that school will likely be held indoors the next day.
- If inclement weather arises during the school day and we need to head inside, we will alert Grades families who have asked to be notified so that parents and guardians who wish to pick up their children may do so.

## Music and orchestra

Singing in class will be done outside only, in masks, with students at least 3 feet apart, facing forward. Teachers will face students from a distance of at least 10 feet while conducting the singers, as per ISBE/IDPH guidance.<sup>8</sup>

Orchestra will be held indoors in each grade's classroom. Students will sanitize hands prior to handling instruments and after putting them away. Instruments and accessories will not be shared.

Flutes and recorders will be used only outside and with students spaced more than six feet apart, facing the same direction. Teachers will face the students from a distance of ten feet.

## Field trips

Waldorf School of DuPage classes historically enjoy many field trips each year, including overnight field trips for certain grades. There will be no overnight field trips at this time. However, field trips taking specific precautions may be possible this year and will be determined by each teacher. Field trips will only occur if they can accommodate all of the required guidelines and protocols of the moment.

## Remote learning

For students who are sick, self-quarantining at home, or in need of remote learning this year due to health concerns, Grades teachers, and special subjects teachers where possible, will live-stream lessons so those students may participate in school from home. When a class has a student who is absent due to illness, the Grades lessons may also be recorded\* so that student

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<sup>8</sup> <http://isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>, page 37

may watch them at a time when he or she is well enough to participate in the learning. Early Childhood classes will not be live-streamed or recorded. EC parents will be directed to a wealth of content created for at home students earlier this year. Please contact your class teacher for more information.

\*Any recorded lessons will be for educational purposes only and will not be used for marketing purposes, without additional express permission from the relevant families. Recordings will only be posted in the relevant grade's Google Classroom, and will be removed after they are no longer needed.

## Closure Plan

We are adhering to and will continue to follow the guidance of the IDPH, ISBE, and CDC guidelines on how to handle cases of COVID-19. Upon confirmation of a COVID-19 case in the WSD community, we will implement close and clean measures:

- ❖ 24-hour deep cleaning window that will include a disinfection in accordance with CDC guidance
- ❖ Contact tracing within our facility and communicating with affected families
- ❖ Moving some or all students to remote learning

The WSD community will be notified by email in the event of a partial or full school closure. WSD will not disclose the name of anyone with a suspected or confirmed case of COVID-19.

## Transition to Remote Learning

Until such time as this pandemic is over, we anticipate pivoting to remote learning in two scenarios:

- ❖ a shorter-term period of one to fourteen days as a response to a COVID-19 positive case in the WSD community
- ❖ and a longer-term remote learning period as a response to public health mandates.

## Protocols for Serving Medically Vulnerable Students and Teachers

Understandably, a key concern is whether certain populations of students and employees may be at increased risk of infection and severe disease by attending school in person. Unfortunately, there are no validated data on how much risk medically vulnerable individuals incur by attending school in person, and individuals will need to make the decision to attend in person in close consultation with their health care provider.

WSD will provide remote learning as an option for high-risk students, first to be discussed with and approved by the school. Parents desiring such accommodations for their children should contact their class teacher.

Ultimately, individual decisions to attend school in person under COVID-19 conditions will be left to parents and staff. If reasonable accommodations can be made, WSD will work with each individual on a case-by-case basis and with medical authorizations or recommendations.

## Community

This year has and will continue to provide our community with a rousing challenge, as individuals and as a school community. Generosity, kindness, and a willingness to act for the good of the community will see us through this. We are committed to the safety of our students, families, faculty, and staff. Together, we can thrive in this uncertain time and continue to experience the wonder and magic that is life at WSD.

As a community, we belong one to another, and we are stronger together than alone. It is up to each of us to take measures on campus, at home, and in all aspects of our lives to keep our community safe. Our work together will control transmission, sustain our on-campus learning experience, and do our part to protect those most vulnerable to COVID-19.

We thank you for your cooperation with the added safety protocols and look forward to discovering this year together.

The Waldorf School of DuPage Administration, Board of Trustees, and Faculty

## Pledge

We request that all families, faculty, and staff commit to these responsibilities by digitally signing the pledge below, which will be sent out before the start of the school year.

We ask for your commitment that your family will:

1. Wear masks, wash hands frequently, maintain physical distance, and avoid gathering in large groups.
2. Avoid travel in general and to COVID-19 hotspots in particular and self-quarantine according to Illinois guidelines when returning from a hotspot.
3. Self-isolate in accordance with government guidelines if you test positive for COVID-19.
4. Encourage others to support these protocols within the WSD community.

5. Cooperate with the Waldorf School of DuPage as well as local, state, and federal agencies in contact tracing efforts.