

# FALL 2020 CAMPUS REOPENING PLAN, 2.1



## Guiding Principles for Reopening the WCS Campus

*The following list of core principles is guiding our planning process.*

Reliance on God's grace and wisdom in planning and implementation of the Campus Reopening Plan

Care for the overall well-being (physically, emotionally, relationally, and spiritual) of our students and employees

Reliance on specific guidance from the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), Governor Carney's office, the State of Delaware Department of Education and Department of Health, and The Hospital for Sick Children - University of Toronto. (All of these resources are publicly accessible on the Internet.)

Recognition that all individuals are not equally at risk for being infected with COVID-19 and/or for transmitting COVID-19 to others. (Generally, the younger the individual, the less likely they are to contract or spread COVID-19.)

Collaboration with local private and Christian schools to pursue basic compatibility and consistency in plans

Honoring the input and perspective of our employees—those who are working with students each day

Sensitivity to the needs and questions of our WCS families

Regular communication with all stakeholders

Planning for a high degree of normalcy in operations and teaching/learning

Readiness to relax or tighten COVID-19 protocols as necessary

## Social Distancing

*Social distancing will be practiced in K-12, when feasible and appropriate. ELC students will not be expected to social distance at any time and elementary students will employ social distancing only outside of the classroom, when they would be in contact with individuals from other classes and/or cohorts.*

- Classrooms will be set up to maximize the distance between students when seated in their desks and will have assigned seats. The K-2 cohort (see next section for details on cohorts) may still use tables and other traditional early elementary classroom setups.
- Teachers in Upper School will minimize activities in the classroom that require close contact between students, such as small groups, etc. However, some activities/classes require closer contact among students, such as Upper School science labs, Tech Ed class, etc. In such cases, students will wear face coverings (see section entitled "Face Coverings" for more information).
- Teachers will be encouraged to take their students outside for instruction or activities when possible.
- When students are walking throughout the building, they will stay to the right of hallways and be required to leave space between themselves and students from other classes and cohorts.

- Lunch and recess arrangements will be changed to accommodate social distancing. WCS will NOT be offering a hot lunch program for the first semester of 2020-21, nor will vending machines be in operation. All students will be expected to bring snacks, a lunch, and a filled water bottle to school everyday.
  1. Upper School students will eat in their classrooms
  2. Elementary students will eat in the cafeteria in assigned seats
  3. Elementary students will have recess by cohort
- Lockers will be assigned with space between students to minimize close contact at lockers and students will be assigned specific times to visit lockers.
- For Upper School, permission to use bathrooms during classes will be more liberal, allowing more students to use the bathroom outside of classroom changes.

## Cohort Groupings

*All students will be assigned to a cohort, which is a grouping of a few grades together to minimize contact with the broader school community. Cohorts will be used for various purposes, such as moving around the building, participating in chapel, gathering for lunch, and participating in recess.*

The following cohorts will be utilized:

- Early Learning Center (all classes)
- Grades 6-8
- Grades K-2
- Grades 9-10
- Grades 3-5
- Grades 11-12

## Face Coverings

*All students and employees (with the exception of ELC students) will wear a clean face covering at school every day. ELC students will not use face coverings at any time.*

“Face covering” means an item that can be pulled up or put on as required. Any cloth, homemade, medical, or disposable mask that covers the mouth and nose, and can be worn without using hands to hold it on/up, will be acceptable. As with dress code items, WCS personnel have the prerogative to determine that particular messaging or images on a face covering are not appropriate.

*Face Coverings will not be required in the following scenarios:*

- During regular breaks from wearing face coverings
- During lunch, snack time, or recess
- During classes held outdoors
- For teachers or administrators, when they are teaching and can maintain appropriate social distancing from students/listeners
- For employees, when they are in non-public areas of the building and can maintain appropriate social distancing from others

*Special Note on Exceptions for Face Covering Requirements*

- Parents may submit written notice to the school stating the following:

“Due to personal health and well-being factors, my child must not be required to wear a face covering at all times when in the school building.”

Students with such exemptions will be required to wear a face covering when in close proximity to a teacher or other students and any time when they are not seated in a classroom.

- For students who have a formally diagnosed health issue that dictates that they must never wear a face covering, parents will be required to submit a request for a universal face covering exemption. Such a request must be accompanied by a note from the child’s health care professional.

## Sanitizing, Cleaning, and Facilities

*We have implemented enhanced sanitizing and cleaning protocols.*

- Hand sanitizing stations will be installed in locations throughout the building.
- HVAC systems will be set to allow more outside air into the building, and fans will be in operation while students are in the building.
- Water fountains in the building have been rendered unusable and students and employees are required to bring their own water bottles to school. “No-touch” bottle filling stations will be available for use.
- Vending machines will not be in use for the first semester.
- Teachers will be supplied with sanitizing products safe for classroom use.
  1. Lower school desks and frequently touched surfaces in the classroom will be sanitized by teachers/students multiple times throughout each day.
  2. Upper School desks and frequently touched surfaces in classrooms will be sanitized by teachers/students after every class period.
- Shared-use computers in computer labs will be sanitized after each class.
- Employees will be expected to sanitize their own work area and office space/entrance regularly throughout the day.
- WCS will hire additional custodial staff to sanitize all bathrooms, public spaces, and high touch areas/equipment regularly throughout each day, including playground and athletic equipment.
- WCS’s night cleaning service will employ enhanced cleaning/sanitizing protocols.

## Personal Health Practices/Hygiene

*All members of the WCS community will be expected to practice appropriate personal health/hygiene habits.*

- Students and employees will wash or sanitize hands frequently throughout the day including when they arrive on campus.
- Students and employees should avoid touching their face as much as possible and will be educated about proper coughing and sneezing techniques. Each day, homeroom and first period teachers will remind students about appropriate personal health and hygiene practices.
- Elementary classroom parties will be self-contained (without guests) and will involve no shared group food items.
- Staff members should avoid using other employee’s phones, computers, and equipment when feasible.
- Immediately before and after lower school recess, students will be required to wash or sanitize their hands.
- Objects or learning materials will not be shared by students when options for individual materials are feasible. When individual materials are not available, students will wash or sanitize their hands before and after usage of shared materials.



## Health Screening of Students

*To protect the health and well-being of all WCS constituents, health screening practices will be employed. Parents will be expected to implement a health screening routine every morning prior to dropping their child off at school. A screening checklist/form will be provided for each family.*

The screening includes 2 sections, and will be addressed to parents as follows:

- **Section One: Symptoms.** If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:
  1. Temperature 100.4 degrees Fahrenheit or higher
  2. Sore throat
  3. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a **change** in their cough from baseline)
  4. Diarrhea, vomiting, or abdominal pain
  5. New onset of severe headache, especially with a fever
- **Section Two: Close Contact/Potential Exposure**
  1. Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19
  2. Traveled to or lived in an area where the local health department is reporting large numbers of COVID-19 cases as described in the CDC's Community Mitigation Framework. (Note: this factor does not automatically apply to students who live outside of the State of Delaware, and each situation will be considered on an individual basis.)
- If a parent/guardian answers YES to any question in Section One, but NO to any questions in Section Two, the student would be excused from school in accordance with existing school illness management (e.g., until symptom-free for 24 hours without fever reducing medications). The parent/guardian should report any such absence to the health office as normal.
- If the parent/guardian answers YES to any question in Section One and YES to any question in Section Two, the student should be kept home from school and be evaluated by their healthcare provider. The parent/guardian should report any such absence to the health office.
- If the parent/guardian answers NO to the questions in Section One, and YES to the question in Section Two regarding close contact with an individual who tested positive for COVID-19, the parent or guardian should keep the student home and call the school health office for guidance on next steps.
- Students who test positive for COVID-19 must stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Any cases of positive COVID-19 testing must be immediately reported to the school health office.
- Questions regarding when a student should return to school will be jointly decided in consultation with parents/guardians, school personnel, and the student's health care provider, in conjunction with Delaware Department of Public Health guidance.
- Note that student athletes are subject to additional and/or different screening requirements as per the Delaware Interscholastic Athletic Association.

## Health Screening of Employees

*To protect the health and well-being of all WCS constituents, health screening practices will be implemented for employees, which will be required every day prior to coming on campus.*

The screening includes 2 sections, and will be addressed to employees as follows:

- **Section One: Symptoms.** If you have any of the following symptoms, that indicates a possible illness that may also put you at risk for spreading illness to others. Please check yourself for these symptoms:
  1. Temperature 100.4 degrees Fahrenheit or higher
  2. Sore throat
  3. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a **change** in their cough from baseline)
  4. Diarrhea, vomiting, or abdominal pain
  5. New onset of severe headache, especially with a fever
- **Section Two: Close Contact/Potential Exposure**
  1. Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19.
  2. Traveled to or lived in an area where the local health department is reporting large numbers of COVID-19 cases as described in the CDC's Community Mitigation Framework. (Note: this factor does not automatically apply to employees who live outside of the State of Delaware, and each situation will be considered on an individual basis.)
  3. If the employee answers YES to any question in Section One, but NO to any questions in Section Two, the employee would be excused from work in accordance with existing school illness management (e.g., until symptom-free for 24 hours without fever reducing medications). The employee should report any such absence to their supervisor as normal.
  4. If the employee answers YES to any question in Section One and YES to the question in Section Two regarding close contact with an individual who tested positive for COVID-19, the employee should stay home and be evaluated by their healthcare provider. The employee should report any such absence to the health office, in addition to their supervisor.
  5. If the employee answers NO to the questions in Section One, and YES to any question in Section Two, the employee should stay home and call the school health office for guidance on next steps.
  6. Employees who test positive for COVID-19 must stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Any cases of positive COVID-19 testing must be immediately reported to the school health office.
  7. Questions regarding when an employee should return to work will be jointly decided in consultation with the employee, school personnel, and the employee's health care provider, in conjunction with Delaware Department of Public Health guidance.

## Incidents of Illness and Positive COVID-19 Diagnoses Among Students or Employees

*We understand that it is possible that a member of our campus community will test positive for COVID-19, and we will be prepared to respond when that occurs.*

- Students or employees who develop symptoms from Section One above while at school should be placed in an isolation area separate from staff and students. Students or employees who are sick should be sent home, as per normal policy for in-school illnesses.
- Students who develop any symptoms from Section One above while at school and whose parent/guardian answers YES to any of the questions in Section Two above should be sent home and parents/guardians should follow the protocols listed for students whose home health screening yields the same results. The same applies to an employee in this situation.
- In the event a student or staff member tests positive for COVID-19, immediate efforts will be made to inform individuals who were most recently in close contact with the individual. Close contacts should inform their health care provider and closely self-monitor for symptoms.
  1. Note that according to the CDC, “a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”
  2. In all cases of verified close contact with an infected individual, close contacts should notify their health care provider, and will be required to follow the guidance of their healthcare provider and/or their local/state department of health regarding isolation or quarantine.
  3. Employees and parents/guardians of children who had close contact with the infected individual will be immediately informed and will be instructed to monitor themselves (employees) or their own child(ren) closely for symptoms.
  4. All WCS parents/guardians and employees will be informed of a positive COVID-19 diagnosis in the WCS community (students or employees), regardless of whether or not they had close contact with the individual. Basic information will be provided, such as cohort, etc. and parents/employees will be instructed to carefully monitor for symptoms.
  5. The classrooms or areas exposed to the infected person will be immediately closed until cleaning and sanitization can be performed. Students who normally utilize such areas may be re-assigned to alternative locations while the cleaning and sanitizing process is being completed.

## Large Group Gatherings

*For the months of August – October, WCS will not schedule any large group gatherings other than gatherings of the six individual cohorts that have been identified.*

- Chapel will still be held, but will not include groupings larger than what the auditorium or other spaces can hold while:
  1. Maintaining appropriate social distancing, and/or
  2. Adhering to guidelines for room capacity percentage, such as in use by churches.
- Students will not gather in large groups before school hours or after dismissal; upon arrival to school, all students will either report immediately to their class, to Extended Care, or to the designated location for their cohort. For more details, see the section for “Drop Off and Pick Up” below.

## Extended Care Program

*The WCS Extended Care program will function on an adjusted schedule (open at 7:15 am and close at 5:30 pm) and the daily schedule of activities will be adjusted to adhere to our school-day protocols.*

## Field Trips

*All field trips are postponed/cancelled for the months of August – October. On a case-by-case basis, the administration team may make exceptions for day field trips.*



## Drop-Off/Pick-Up

*Changes will be made to our drop-off and pick-up procedures to help us avoid large, close gatherings of students before and after school and to avoid as much hallway congestion as possible.*

- Drop Off Procedures
  1. **Early Learning Center:** ELC students will be dropped off by parents to their classrooms via a designated building entrance (TBD).
  2. **Elementary School:** Between 7:15 am and 7:45 am, students enrolled in the Extended Care Program will report directly to the Elementary Gymnasium. (Note that only students enrolled in the Extended Care Program will be allowed to enter

the building before 7:40 am. All other elementary students should not be dropped off until 7:40 am or later.) At 7:45 am, all elementary students will be led to their classroom by their teacher. If elementary students arrive after 7:45 am, they will report directly to their classroom.

3. **Upper School:** Between 7:15 am and 7:40 am, Upper School students will report directly to the Upper School gymnasium. After 7:40 am all Upper School students should report directly to their homeroom. Upper School students may visit their locker first prior to reporting to homeroom. Upper School students should NOT arrive on campus prior to 7:15 am.
- **Pick Up**
    1. **Early Learning Center:** Parents of ELC students will pick up their child from their classroom via a designated building entrance (TBD).
    2. **Elementary School:** Starting at 2:45, Elementary students will be dismissed by number to their parents. Parents should arrive to campus and form a queue in the traffic lane adjacent to the WCS Middle School building and follow directions from WCS personnel.
    3. **Middle School:** Middle School students will be dismissed by number at 3 pm from their activity period. Parents of middle school students should arrive on campus before 3pm, and drive through the middle parking lane to “check-in” with school personnel. After checking in, parents will circle around and park in the west side of the main parking lot and wait for their child in a marked parking space.
    4. **High School:**
      - High school students will be dismissed by number from their 8th period class starting at 2:40 pm. Parents of high school students will arrive on campus before 2:40 pm and will drive through the middle parking lane to check in with school personnel. After checking in, parents will circle around and park in the west side of the main parking lot and wait for their child in a marked parking space.
      - Students involved in a co-curricular activity will be dismissed from their 8th period class to their activity at 2:50 pm.
      - Student drivers will be dismissed at 2:40 pm. Student drivers who transport their siblings or other students will be required to check in with WCS personnel in the pick up line to have their siblings called by number. If a student driver transports elementary students, they will go to their car and drive around into the elementary pick up lane to wait for their siblings.
      - Traditionally, Upper School students have been permitted to stay on campus after dismissal to wait for transportation, sometimes for extended periods of time. This year, the building will be considered closed to students after 3:15, except for students who are in organized WCS activities, including extra help sessions, co-curricular activities, athletics, etc.

## Guests to Campus

*For the months of August – October, we will significantly limit campus visits by individuals who are not students or employees.*

- Outside guests will need to follow health screening protocols prior to entering the building. This will be communicated by clear signage on entry doors, and will be confirmed by WCS personnel granting the guest access to the building.
- Outside guests will be required to sign in and sign out of the building at the appropriate office (Lower School or Upper School). Guest logs will be kept on file for the entire school year.
- Parents will not be allowed to enter the building for pick-up or drop off (except ELC parents, through the designated entrance), and will need an appointment with the appropriate office in order to meet with school personnel. Appointment schedules will be kept by secretaries and only individuals with appointments will be allowed into the building.
- Student shadow days will not be scheduled for the first quarter.
- Building maintenance and repairs that must be done by outside contractors will be scheduled when students are not on campus, as feasible.



## Music Instruction/Performance Groups

*The arts are a significant element of WCS life, and we will do our utmost to maximize our students' ongoing growth in musical abilities. At this time, we are unable to make specific announcements regarding the nature of classes and the possibility of in-person performances.*

For our music groups that can play and practice together, we will be utilizing the most up to date scientific guidance so that we can provide a comparatively safe environment for singing/playing through social distancing, the use of masks, increased ventilation, and a number of other new practices designed to limit contact with any shared surfaces. Early performances will most likely occur through streaming but will transition to in-person as changing conditions allow.

## Athletics

*All information and announcements will be communicated in separate communications from Mr. Jay Fetterman, Athletic Director. Given that we are a part of the Delaware Interscholastic Athletic Association, we are unable to make decisions until the DIAA announces specific plans for athletics for the 2020-21 school year.*

## General Considerations for Distance Learning

*WCS will be prepared to pivot to distance-learning as necessary. Our experience in the Spring of 2020 taught us much about how to effectively provide continuity in teaching/learning in the event of a campus closure.*

- In the event that the Governor mandates that all schools (including private schools) in the state close for one week or longer due to COVID-19, we will pivot to distance-based learning. If local school districts cannot re-open or must close due to operational obstacles unique to the district(s) involved, WCS will make an independent decision about a campus closure.
- Within each division of the school, the weekly/daily schedule and expectations for distance learning will be more standardized than in the Spring of 2020.
- Prior to the start of the school year, WCS parents (K-12) will need to affirm that they have the following technology available to their children:
  1. A Google-Classroom-enabled device for each WCS student in the household. This can be a PC desktop or laptop, a Mac desktop or laptop, a Chromebook, or a Chrome-enabled tablet using Android or iOS. (Smart phones are NOT acceptable for WCS distance-learning purposes.) Students in grades 6-12 may be required to bring their device to school at times throughout the year, so it is advisable for them to have a portable device.
  2. A printer (one per household).
  3. PDF scanning capabilities (one per household; can be a multifunction printer or smart phone app).

If a family is unable to acquire the needed technology, WCS may make low-cost equipment options and payment plans available to families.



## Continuity in Teaching/Learning

*Continuity in teaching/learning is of paramount importance and will be carefully balanced with efforts to prevent the spread of COVID-19.*

WCS faculty members will plan their classes in such a way that any pivots to short-term distance-learning will be as seamless as possible. All students will have additional and regular practice using Google classroom, even when in-person learning is being utilized.



## Tuition and Fees

*WCS will continue to provide a distinctively Christian education to our students in pursuit of our established mission to cultivate Godly influencers. However, we recognize that with possible pivots to distance-learning, some financial adjustments will need to be made.*

- For COVID-19-related campus closures requiring more than 30 days of distance-learning, families may be eligible for a fee credit for activities impacted.
- Families will be offered credits on any prepaid tuition for ELC and Extended Care COVID-19-related closures of more than 2 weeks.