



Re-Opening Guidelines

August, 2020
Version 1.0

Please be mindful that this is a living document and as such, is subject to frequent updates.

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Introduction

The Waldorf School of Louisville takes the health and safety of its community very seriously. Providing an environment for learning that meets the standards as outlined by the CDC, local and state officials is our top priority. As knowledge about the COVID-19 virus increases, regulations and guidelines can change. This is, therefore, a living document that will be amended in response to any changes.

Below is a list of recommendations to promote healthy practices.



✓ Stay Healthy at Home

Leave only for essential items such as groceries once a week.

✓ Avoid Crowds & Gatherings

Avoid crowds of any size, including home visits, recreational areas or crowded shopping.

✓ Practice Social Distancing

Maintain 6 feet between you and others at all times.

✓ Know When to Seek Care

Follow the 'When to Seek Care' guidelines available at [KYCOVID19.KY.GOV](https://www.ky.gov/kycovid19).

✓ KYCOVID19.KY.GOV

Stay up-to-date through reliable sources such as [KYCOVID19.KY.GOV](https://www.ky.gov/kycovid19).

✓ Wash Hands & Surfaces

Use soap and warm water and wash hands for 20+ seconds. Frequently disinfect regularly used surfaces.

✓ Apply for Benefits

Kentucky has expanded unemployment benefits. If you have not applied, visit [KCC.KY.GOV](https://www.kcc.ky.gov).

✓ Prioritize Mental Health

Seek out virtual social opportunities and maintain a routine. Other practices can be found at [KYCOVID19.KY.GOV](https://www.kycovid19.ky.gov).

✓ Do Not Travel

The safest place for you and others is at home. Do not travel by car or plane.

✓ Report Non-Compliance

If you see individuals or businesses not complying with COVID-19 guidelines, report to the KYSAFER hotline at 1-833-KYSAFER.

Section I: Health and Safety

Admittance to Classrooms and School Office

Non-student family members, outside tutors, vendors, contractors, or other individuals will not be permitted entry to school buildings without prior permission from a member of the Teaching or Administrative Faculty. Deliveries will be made at the door, and the recipient will be notified via email and expected to claim the delivery in reasonable time. All necessary individuals entering the building must have their temperature checked and be wearing appropriate PPE before they enter the building. If an individual presents a temperature of greater than 99.7°F, the individual may be denied entry into the facility.

Health Checks

Mandatory Daily Screenings

All students and employees must have their temperature checked and answer a screening questionnaire about COVID-19 symptoms and exposure daily upon arrival on campus. During drop-off, the children will remain in the car while the screening is conducted by a Lead Teacher. If the answer to any of the screening questions is “Yes” or if they exhibit a temperature greater than 99.7°, they may not attend school that day (see Return to School below for next steps and protocols).

Protections for Individuals Conducting Screenings

All employees will wear appropriate PPE when conducting screenings. The screening process will use touchless thermometers and display screening questionnaires to limit the risk of exposure to our staff.

WSL Employee Testing

All employees must have the results of a COVID-19 test (negative) before returning to work on the first day of school.

Management of Ill Persons

Returning to school after being sent home due to potential COVID-19 symptoms

An individual may return to school after being symptom free for 72 hours or obtain written clearance from a healthcare provider.

Returning to School after testing positive for COVID-19

An individual may return to school when the local Health Department or the individual's health care provider provides clearance documentation for school records.

Response to COVID-19 Cases

If someone tests positive in the school, we will follow these steps:

- Notify the Health Department. We anticipate receiving guidance on which physical spaces need to close and for how long, collecting contact tracing information; and any additional requirements or clearances for return to school. WSL will support the Health Department in contact tracing but is not responsible for it.
- Notify class parents and quarantine the class cohort. The students and teachers in the class cohort with a positive test will be sent home immediately and asked to self-quarantine for 14 days from last exposure. (We will follow Health Department guidelines for each individual case.)
- Notify the WSL community. Families will be notified that an individual at WSL has a positive case of COVID-19. As with any illness, we will identify the specific class cohort but not the specific individual.
- Close all spaces the infected person occupied and clean them after 24 hours, in consultation with the Health Department.

Illness Developed at School

An individual who develops COVID-19 symptoms or a temperature over 99.7°, during the school day will be isolated until they can be picked up and taken to a healthcare facility. Members of the Administrative Faculty caring for an isolated person will use appropriate PPE items. Once the isolated person leaves, the room will be closed for 24 hours and cleaned and disinfected per CDC guidelines. WSL will contact the Health Department, and in cases found in Early Childhood, the Division of Regulated Child Care (DRCC) to determine next steps and provide Contact Tracing Support.

If it is determined that the student has COVID-19, we will then additionally follow the protocol for Response to COVID -19 Cases.

Metrics Used in Decision-Making

When to Self-Quarantine:

If you have been in close contact with someone who has COVID-19 including:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or otherwise got respiratory droplets on you

When to Quarantine a Class:

- If a student or teacher in a class tests positive for COVID-19, the class will be informed immediately, will be sent home and asked to self-quarantine for 2 weeks
- If 25% of the class is symptomatic, even if no positive case has been identified
- Family members of a student who tests positive will quarantine, but members of the sibling's class will not be required to quarantine.

When to Close School-Wide:

- At the instruction of the Health Department.
- If we are not able to adequately staff our classes
- If 5% of our community (defined as Students, Teaching and Administrative Faculty) test positive, we will close for 3 days for deep cleaning and follow further guidance from the Health Department.
- If our county (Jefferson) moves into a “high risk” category as determined by the CDC standards
- If the local or state government authorities recommend school-wide closure

Face Coverings & Personal Protection Equipment (PPE)

Suitable Face Coverings

Standards for masks and face coverings for COVID-19 include:

- Cloth-based face coverings (e.g., homemade cloth masks, and surgical)
- Face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used except in combination with an acceptable mask.
- Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others (source control).

Masks and Face Coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops to include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape
- Cover from nose to chin
- Adhere to dress code standards

For staff engaged in workplace activities that require a higher degree of protection due to the nature of the work, N-95 masks, N-95 respirators, or other PPE used under existing industry standards should be used, in accordance with OSHA guidelines.

Early Childhood

- All adults will wear a mask at all times while on WSL’s campus
- Children in Early Childhood who are 6 years old will be required to wear a mask unless they are engaging in vigorous activity.
- Children 5 and under are expressly prohibited by Kentucky regulation from wearing masks.

Grades

- All adults will wear a mask indoors at all times.
- All students will wear a mask indoors at all times.
- Adults and students are not required to wear a mask outdoors if they can maintain a 6-foot distance from others.
- Adults will wear masks when dropping off or picking up children.
- Teachers will wear masks when interacting outdoors with parents if maintaining a 6-foot distance is not possible.
- Teachers will be teaching students new games and practices to support masking and social distancing at the start of the school year.

Hygiene

Hand washing

Regular hand washing is one of the best ways to remove germs and prevent spreading them to yourself and others. WSL will:

- Train all students, faculty, and staff on proper hand and respiratory hygiene, including providing information to families and guardians on ways to reinforce this at home;
- Allow extra time in the schedule for handwashing, especially after restroom breaks, recess, using shared equipment, prior to eating, or other higher risk activities;
- Provide hand sanitizer and cleaning products (wipes and/or disposable cloths and disinfecting spray) in common areas or near shared workplace items (copy machines, computers) with at least 60% alcohol-based sanitizer for areas where handwashing is impractical.
- Hand sanitizer use will be minimized in areas serving younger children, where hand washing is preferable for safety reasons.

Cleaning & Disinfection

The school's teaching and administrative faculty is primarily responsible for cleaning and disinfection of facilities and all staff will be train on cleaning protocols. Classrooms, restrooms, and other facilities will be cleaned daily. High-touch surfaces such as doorknobs, light switches, desks, computers, etc. will be cleaned and disinfected frequently.

Classrooms and common areas will be stocked with CDC-approved disinfectant spray so that teachers and administrators can contribute to cleaning efforts at periodic intervals during the day. Extra time has been built into the schedule for hygiene maintenance - both handwashing and the disinfection/cleaning of surfaces.

In addition to these measures, the following extra steps will be taken in classrooms, offices and common areas:

- Water drinking fountains will be closed. Students, faculty, and staff are expected to daily bring their own labeled water bottles for drinking. Faculty will support students in refilling their water bottles throughout the day.
- In general, students remain in their own outdoor classrooms with their cohorts or assigned outdoor recess spaces. However, shared items (tables, playground equipment, etc.) will be cleaned and disinfected between each cohort's use. Such cleaning will be primarily the responsibility of the teachers involved in supervising the cohorts.
- Children will each have their own personal classroom supplies (of pencils, crayons, paper, etc.) that they will draw from rather than using common materials. Each child's supply will be labeled and stored either in a desk, individual file, or other method that ensures separation of materials.
- Materials and tools used by staff or employees will be regularly cleaned and disinfected using registered disinfectants. If cleaning or disinfection products or the act of cleaning and disinfection causes safety/health hazards or degrades the material or machinery, WSL will supply disposable gloves and/or place limitations on the number of employees using such machinery.

Food Service

Early Childhood and Extended Care

Students will be served a daily mid-morning snack as usual, but instead of family-style students will be served individual portions by a teacher. Students may help prepare their own individual portions for uncooked snacks, or with preparation for food that will be cooked.

This year, Extended Care students will eat lunch with their morning class. Students should bring a prepared lunch from home, including eating utensils, a reusable water bottle, and a napkin. Refrigeration, and the capacity to heat or cook foods, is not available so parents should use an ice pack or thermos for cooling or keeping foods warm. Students will not be allowed to share food.

Grades

Students should bring a prepared lunch and snacks from home, including eating utensils, a reusable water bottle, and a napkin. Refrigeration, and the capacity to heat or cook foods, is not available so parents should use an ice pack or thermos for cooling or keeping foods warm. Students will not be allowed to share food.

Special Food Service Events

The following food service will be suspended for the school year:

- Birthday Celebrations in classrooms
- Hot lunch in the Grades
- Pizza Fundraiser in the Grades
- Bake Sales or other fundraisers serving food

Food Service License Detailed Requirements

Teachers will:

- Always wash hands before preparing or serving any snack or meal.
- Use a separate serving station for food
- Use gloves and masks while serving food
- Be alert to hygiene protocols during all mealtimes
- Model appropriate social distancing and hygiene while eating with children
- Remind children of safety rules at mealtimes
- Always wash hands before resuming work after a meal.
- Sanitize bowls and silverware after use

Children will:

- Always wash hands before and after meals
- Be spaced apart to mitigate risk
- Not share food with others
- Not help pass out snacks assembled by school staff, but will receive individual portions directly from them
- Not be allowed to help in the sanitized kitchen area during morning prep
- May help prepare food as part of their school day activities but only for their own individual portions (in the case of uncooked food) or for food that will be cooked before serving.
- Bring a labeled water bottle for drinking

Social Distancing

We will work to maintain a physical distance of 6 feet between persons in all scenarios throughout the school to the best of our abilities, for adults and children. We will also use cohorts to minimize the number of potential contacts each person has during the school day.

Small Group Cohorts

WSL has small class sizes and a low teacher to student ratio. This allows us to make each class its own cohort with a specific schedule and spaces that do not overlap with any other group. This ensures that students and teachers come into contact with the minimum possible number of other people during the school day.

Early Childhood

Each early childhood class will be a self-contained cohort, creating siloed teacher/student groups that do not overlap either indoors or outdoors. Classroom cohorts will consist of a maximum number of 10 students. Students will not mix with other classrooms on campus or share common spaces.

Children will be able to engage in developmentally appropriate play and move through classroom areas with more freedom. We will provide consistent staffing to each cohort of children. The classroom will be your child's home away from home and, as a general rule, only essential service personnel will be admitted into classrooms and play yards, wearing appropriate PPE.

Grades

For grades 1-4 each class will be a self-contained cohort and grades 6-8 is considered one cohort. The students will stay within their cohort throughout the day without mixing. One specialty teacher will stay with a cohort during a period of several weeks and then rotate to another class using the block rotation typically seen in the main lesson structure. Full time specialty teachers will work with two cohorts at a time in the block rotation.

Arrival and Departure (Drop-off and Pick-Up)

WSL will have staggered arrival and departure times (roughly 15-minute increments) and new arrival and departure processes to facilitate proper social distancing and daily health screenings.

Early Childhood Arrival Procedure

Parents/guardians will not park but rather drop students off at designated class checkpoint stations (please see Arrival/Departure Map). As parents enter the parking lot, they will be guided into designated "lanes" (i.e. parking spaces) where an Early Childhood teacher/assistant will conduct the daily screening (questions for parents and temperature check).

Children who pass the screening will then be guided out of their cars and escorted to their respective play yards where they will be received by their teachers/assistant. Parents should remain in their vehicles. (See details about health screenings above). If all lanes are full, we ask that parents circle the parking lot until a lane opens.

Grades Arrival Procedure

Parents/guardians will not park but rather drop students off at designated class checkpoint stations. Parents and children should remain in their vehicles until health screenings are conducted. (See details about health screenings above). There is a second passing lane to help facilitate smooth traffic flow (please see Arrival/Departure Map). Each class's Lead Teacher will conduct the daily screening (questions for parents and temperature check). Children who pass the screening will then be guided out of their cars and to their respective play yards/outdoor classrooms.

If a parent has an EC child and grader, they will have to loop back around to drop the second child off.

Main Lesson Teachers, with Specialty Teacher assistance, are responsible for supervising children and checking student temp/questions at designated checkpoints (See map in addendum):

- Class Bayne: area between Sycamore Shop and Cedar Hall
- Class Eger: Creek Yard
- Class Hardy: Bell yard
- Middle School Cohort: Birch Hall Steps

Arrival Times

- Grades 1st-5th: 8:00 AM - 8:15 AM
- Early Childhood and Middle School: 8:15 AM - 8:30 AM

If a parent has students in both arrival groups, they may use either time, but they may need to loop around to drop off EC and Grades students.

Grades Departure Procedure

Parents/guardians will follow the traffic pattern similar to that of drop off. Students will be in their same designated morning checkpoint stations. The students will walk to their vehicles, parents/guardians should remain in their vehicles.

Early Childhood Departure Procedure

Kindergarten parents will park and stand outside their cars in the parking lot. Kinder teachers will shepherd the students to parents in the parking lot.

Daisy Garden parents will park their cars and walk to the Daisy Garden gate. Ms. Haeja will shepherd the students to the parents waiting at the gate.

Departure Times

- Kindergarten and Daisy Garden: 12:45-1:00 PM
- Grades 1-5: 3:30 PM
- Middle school: 3:45 PM
- Extended Care: 3:30, 4:00, 5:00, 5:30

Common Areas

- Hallways - In ERH, the classroom teachers will coordinate to minimize contact between cohorts and to maintain social distancing. The exterior classroom doors will be used as entrance/exit points to minimize traffic in the hallway. Individual student belongings will be stored in the classroom whenever possible.

- The library - The library will be closed to student traffic. Instead, faculty will bring an age-appropriate selection of books to the classroom and/or attempt to fulfill “library requests” submitted to the class teacher. Books will be wiped down before and after use by each person.
- Restrooms - Each Early Childhood class has its own separate restroom. Each grades cohort will be assigned the use of a single non-gender-specific dedicated restroom. One child will be allowed in the assigned restroom at a time. Students will be guided in the appropriate use of the restroom facility and will learn and practice proper hand washing protocols and age-appropriate self-hygiene. Restrooms in Cedar Hall may be used as needed and cleaned after every use. Restrooms will be cleaned and disinfected frequently during the day.
- Faculty workrooms - There will be three spaces designated for Faculty use. The Faculty workroom in ERH is assigned to EC faculty. The Cedar Hall Faculty room is assigned to Grades 1-4 teachers and specialty teachers. The Middle School and Specialty teacher of that cohort will use Birch Hall to plan. Faculty will follow appropriate masking and social distancing protocols while indoors. Cleaning requirements applicable to “high-touch” areas apply including washing hands prior to and after use of shared materials including keyboards, printers etc.
- Kitchen - Use of the kitchen is limited to adults for personal and/or pedagogical uses. Social distancing protocols should be followed at all times. Pedagogical food preparation will be done in the classroom.

Music, Wind Instruments, Recess and Sports

Singing, the playing of wind instruments (including classroom recorders/flutes), as well as all activities requiring vocal projection and/or aerobic activity producing heavy breathing, will be performed outdoors while following social distancing measures. When weather does not permit being outdoors, these activities will be put on hold until it is possible to be outside.

On days of inclement weather, dulcimer players will be spaced out at least 6 feet apart when possible and facing in one direction. Markings on the floor will indicate where students may sit. All persons playing instruments will be required to wash their hands immediately prior to and following instrumental play. Additionally, dulcimers and all other ensemble instruments will be disinfected after each person’s use.

Recess equipment will be sanitized after use. Students will be required to wash their hands before and after recess.

Social Distancing Considerations for Faculty and Staff

All faculty, committee, and board meetings will occur outdoors following social distancing guidelines or remotely until further notice.

All outside tutors and other private service providers, including non-WSL employees, may provide lessons in the designated tutoring/lessons rooms only. Harmony Hall will be used as designated lesson space. Masking and social distancing measures will be followed along with all cleaning protocols as mandated by the state.

Section 2: Social-Emotional Well-Being

At WSL, we understand that the social-emotional health of our students is a top priority and lays a strong foundation for academic learning. The major tenets of Waldorf education, in early childhood and in the grades program, are designed with the whole student in mind, and to nurture love and trust between teacher, student and family. It begins with the class teacher, who, in a Waldorf school, has “looped” with the class for several years, and hence knows the families and students well. Trust is actively cultivated through frequent communication, parent meetings and opportunities for socialization among families, and a close relationship with each student.

Hand crafts, movement, painting, ensemble, and chorus are integral to our school life, and are recommended by trauma-informed approaches to education. We are fortunate to be able to lean into our usual arts-based curriculum as a means to allow children ample ways to process their grief, anxiety, and anger. We will maintain each of these subjects in the curriculum in a manner consistent with COVID-19 guidelines.

In addition to our curriculum, we will provide support for students and faculty to process reactions to COVID-19 in the upcoming school year by:

- Beginning the school year slowly, with ample time to re-orient students to the “new normal,” and focus on rebuilding the social fabric of the classroom; and
- Ongoing faculty study of the student body’s social-emotional health using observations of the individual child, the class community and possible shifts in the curriculum to support the students.
-

Section 3: Facilities

Use of Space

Waldorf School of Louisville is fortunate to have a large, open campus with plenty of outdoor spaces suitable for learning. Both Early Childhood and Grades programs will prioritize outdoor learning as much as possible, while also working to make our indoor classrooms as safe as possible.

Early Childhood

Our Early Childhood programs will be prioritizing an outdoor learning environment. This means we will have two outside play periods in our morning programs and many of our usual indoor activities will occur outside. We are fortunate to have ample dedicated outdoor spaces for each classroom with plenty of space and opportunity for motor skill development and play. We are preparing additional outdoor seating areas as well as options for shade. We will be prioritizing gardening, building, nature crafts and woodworking as practical activities, developing areas to encourage imaginative play outdoors, as well as the options for more sand, water, and mud play. We will use our indoor space for small group work and as needed to provide a break in extreme weather conditions. Festivals will look different this year as we are currently unable to hold community gatherings, but will still happen during class time. The Early Childhood team is exploring creative ideas to include the community in other ways and to partner with families to support new traditions at home.

Grades

The Grades Faculty is also prioritizing outdoor learning. The Grades team is creating outdoor learning spaces and updating our playground equipment to provide more opportunities for learning outdoors. The cohorts will move indoors when inclement weather arises, or when particular activities require being indoors. Social distancing measures will be used as described above.

Indoors, student desks will be placed at least 6' apart whenever possible. All desks will face one direction so that students sit side-to-side rather than facing one another. Shared surfaces or workstations will be disinfected between student use. Each student will have their own supplies, no supplies will be shared.

Section 4: Data Collection Compliance

Attendance

The Administrative Faculty will maintain daily attendance records, including temperature recordings and screening question answers, for all students and employees. Students' records will be kept on paper and in TADS Educate. Employee attendance will be kept via paper and the Admin Google calendar. These records are kept to support the Health Department in contact tracing.

Chronic Absenteeism

The Administrative Faculty will collaborate with the Teaching Faculty to share information around prolonged absenteeism of students. To achieve this we will use email, phone and socially-distant meet-ups to engage and converse with family members and students who are experiencing difficulties. These records are kept to support the Health Department in contact tracing.

Section 5: The School Day

Early Childhood Program 2020-21

WSL currently offers Parent-Child classes, a nursery program and two mixed-aged kindergartens.

Sweet Pea Parent-Child Program

Sweet Pea Parent-Child will hold in-person classes on campus as scheduled on Tuesday, Wednesday and Thursday from 9-11 AM.

- Parents will need to do a self-health check and temperature screen for themselves and their children the day they come to class (see Parental Assessment for Daily Health Assessment form in Addendum).
- All adults must wear a face covering while in class (outside or inside).
- Families will attend class on their assigned day; no make-up classes will be offered and families may not attend multiple days per week.
- Families will provide their own snack and water bottles, plus a blanket or beach towel for circle time.
- Class will be held outdoors when weather permits.
- Classes are limited to 6 families per day.
- Classroom bathrooms can be used for diaper changing and hand washing providing parents follow safe hygiene practices.
- Toys will be washed and sanitized after each class.
- Parent education will occur online and be supplemented with emailed articles.
- Teacher office hours will be held on Tuesday, Wednesday, and Thursday from 11:30am to 12:30pm for parent support or class Zoom calls.

Daisy Garden Nursery and Kindergarten Programs

Daisy Garden Nursery offers 3-day and 5-day class options. Both Kindergarten programs offer 5- day classes and the option for extended care.

- Arrival: 8:15 - 8:30am
- Class hours: 8:30 - 1:00pm
- Departure: 12:45 - 1:00pm
- Extended care for Kindergarten only:
1:00 - 5:30pm
Pick up times: 3:30pm, 4:00pm, 5:00pm, 5:30pm

Class teachers will eat lunch with the children between 12:00 - 12:45pm. Children going home will be dismissed from outside. Children staying for extended care will stay with our extended staff from 12:45pm until their contracted afternoon pick up time.

Cohorts

Teachers will be paired with only one cohort of 10 children. For instance, a child who stays extended care may see three or four different teachers and assistants over the course of the day (2 in the morning and 1 or 2 in the afternoon), but the four adults in question will be specific to that group of children. The afternoon program will not combine “streams” of children from different morning classes as it has in past years. Teachers may enter a shared space providing social distancing occurs to the best of their ability. Teachers may also change if a substitute teacher/floater is needed.

Program

Our EC program is play-based and pre-academic, laying the foundations for success in the grades through a rich story-and-song-filled environment that offers ample opportunities for small and large motor development, as well as social skill building through free play and gently guided circle activities. For the 2020-2021 school year, we will take extra care to provide the following:

- Limiting our class enrollment to a maximum of 10 students
- Each class cohort will remain separate throughout the day. No children will mix. This includes outdoor play spaces.
- Offering consistent caregivers throughout the day to the best of our ability
- No visitors (including parents and siblings) will be permitted to enter the classroom spaces (with the exception of an emergency situation)
- Increase hand washing and cleaning protocols throughout the day

To address ventilation, we are:

- Prioritizing outdoor education
- Providing an air purifier in each classroom
- Opening windows for increased air flow
- Using of box fans to increase air circulation

Because these steps are in place, each classroom will exist as an independent cohort. In terms of social distancing:

- The children are allowed to play together. We will not restrict social interactions within classroom cohorts.
- We will offer a variety of play opportunities to the children and provide gentle guidance and encouragement to spread out.
- We will provide extra space between students to offer some degree of separation at the table and in the mudroom to the best of our ability
- Children will be six feet apart during rest in extended care
- We will have classroom supplies designated for individual use to minimize sharing
- Tools and toys will be cleaned and sanitized daily

In accordance with the 922 KAR 2:400, as well as with the Executive order with regards to masking:

Touching the mask frequently and taking it on and off will not benefit the child. Wearing a mask is for the benefit of those around you so that you do not potentially spread the virus while asymptomatic. It will not keep a young child from receiving the germs of others.

- Teachers will wear masks and follow the governors mask mandated policy
- Children who are 5 years old and younger are exempt from the mask mandate and may not wear a mask at school
- School-aged children (6 years old and older) must wear a mask

Early Childhood mask exemption circumstances for children who are 6 years old:

- If temperament and developmental ability prohibit
- Engaging in moderate to vigorous activity could limit oxygen intake

Grades Program

Days of the Week

Our in-person model has Grades 1-8 operating five days a week on a slightly staggered schedule so that Grade 1-4 begins at 8:15am and continues till 3:30pm, whereas middle school begins at 8:30 and continues till 3:45pm. A full schedule will be given to parents in mid-August.

Programs

Each Grades class is considered a cohort, with the middle school functioning as one cohort. Students in a cohort will be grouped with their class teacher and one specialty teacher who will teach the class for three/four weeks in a short “intensive.” After the three/four-week period, the specialty teacher will rotate and be paired with a different grade. This “specialty block” creates opportunities for close work between class and specialty teachers, allowing them to focus on a specific project or intertwine the main lesson topic, skills work, and specialty subject together in a way that fosters interdisciplinary connections.

In this way, the students get to experience all the specialty subjects over the course of the year more than once, but in any given month, the students will only come into contact with two adults--their class teacher and the specialty teacher with whom they are paired.

Grades Aftercare

Children participating in our Grades aftercare program will be considered a separate cohort of children and teachers. We understand that this structure heightens the risk of exposure for your child and may increase the frequency of quarantine. Grades Aftercare will follow all protocols in terms of masking and social distancing as required by the KDE and CDC.

Non-Traditional Instruction

The faculty at WSL are preparing NTI plans for three different scenarios: a school-wide shut down, a class quarantine, and an individual absence for quarantine or health concerns. We have made a commitment to our community to provide face-to-face learning to our students for the same amount of time as in previous years to the best of our ability. We have extended the school day and are planning a flexible calendar so that we are in a strong position to fulfill that commitment.

School-wide Shut Down

In the event of a longer-term school wide shut down. WSL will provide a Curriculum Enrichment Box for your student as a supplement to the curriculum. The content is not intended as a continuation of the in-school curriculum blocks but as an addition to the content so that your student can have available new and age appropriate content while at home. The “box” will include stories and activities that are tailored for each age of student. The lessons and activities are designed to be fun and engaging and to be completed independently as much as possible. An original story, written by Cari Norris, provides a common backdrop for all ages and thematically informs the projects unique to each class. If our school closure becomes extended, new “boxes” will be added as needed. We will review and revise our pedagogical best practices on a regular basis including the framework for learning in the event of a long-term shut down.

Class Quarantine

The faculty recognizes that in the event that one Class is required to quarantine, it is our obligation to provide Distance Learning opportunities until they can safely return to school.

Distance Learning may look very different for a 1st grader in comparison to an 8th grader, and your class teacher will provide you with the details of this curriculum.

Individual Student Absence

If an individual student is absent due to health and safety concerns, the faculty is prepared to support this child’s ongoing academic progress and their sense of community. We recognize that remaining at home can be isolating, and we want to continue to support that student, even from a distance.

Non-Traditional Instruction for Early Childhood

Early childhood classes will provide a simple rhythm, snack recipes and short video tutorials of weekly classroom activities parents may access at home.

Virtual Community

WSL understands the importance of our community and the desire to maintain a connection with parents, students and faculty. We are committed to offering weekly community outreach including seasonal festivals, sing along, garden tours as well as our newsletter and town halls. We will continue to support our community virtually when we cannot be together physically.

Extracurriculars

Our ability to provide extracurricular activities for middle school students will be guided this year by KY DOH and KDE guidelines as well as common sense preventative measures. At the time of this writing, interscholastic sports are prohibited. We are exploring the possibility for limited after-school sports clubs and practice within our cohorts—for example, grade-specific days for after-school scrimmages or practice drills. The WSL Faculty is also in the process of developing low-risk alternatives to interscholastic sports, such as running and fitness clubs. Handwork club will not be offered at this time.

Section 6: Staffing & Human Resources

Human Resources Considerations for COVID-19

WSL is working diligently to review and revise our employee handbook to ensure that our policies align with all federal and state mandates. Our goal is to create a healthy work environment for all of our faculty and staff.

Professional Evaluation and Development.

Given the extra tasks that this year is bringing and the flexibility we are asking from our employees to discover new ways of doing their jobs, WSL is putting on hold our evaluation process. We have experienced staff and faculty in every venue of work so we are confident in the caliber of education that your child is receiving.

Further Information

Kentucky Healthy at School Safety Guidelines:

https://education.ky.gov/comm/Documents/Safety%20Expectations_FINAL%20DOC.pdf

Kentucky School Reopening Guidance:

<https://education.ky.gov/comm/Pages/COVID-19-Reopening-Resources.aspx>

Kentucky Healthy at Work (including childcare center guidelines):

<https://govstatus.egov.com/ky-healthy-at-work>

CDC COVID-19 landing page:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC School Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Addendums

Sample Screening Questions:

1. Do you have any of these symptoms that are not caused by another condition?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).

3. Have you had a positive COVID-19 test for active virus in the past 10 days?

4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Map for Drop-Off and Pick-Up Procedures for 2020-21

