



# Re-Opening Guidelines

October 2020

Version 4.0

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

## **Change log of Revisions**

From 1.0 to 2.0

- Consolidation of duplicate sections, addition of flow chart to “Management of Ill Persons” Section, “Returning to school after other illness”

From 2.0 to 3.0

- EC Extended Care
- Grades Extended Care
- Metrics for closing
- Clarification around returning to school after positive case for individual and siblings

From 3.0 to 4.0

- Mandatory Daily Screenings
- Face Coverings: EC
- Returning to school after a positive test
- When to close school wide
- EC Extended Care Departure Times
- EC Facilities
- Grades Program
- Grades Departure Schedule
- Grades Facilities

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# Introduction

The Waldorf School of Louisville (WSL) 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.
- ✓ **Wash Hands & Surfaces**  
Use soap and warm water and wash hands for 20+ seconds. Frequently disinfect regularly used surfaces.
- ✓ **Avoid Crowds & Gatherings**  
Avoid crowds of any size, including home visits, recreational areas or crowded shopping.
- ✓ **Apply for Benefits**  
Kentucky has expanded unemployment benefits. If you have not applied, visit [KCC.KY.GOV](http://KCC.KY.GOV).
- ✓ **Practice Social Distancing**  
Maintain 6 feet between you and others at all times.
- ✓ **Prioritize Mental Health**  
Seek out virtual social opportunities and maintain a routine. Other practices can be found at [KYCOVID19.KY.GOV](http://KYCOVID19.KY.GOV).
- ✓ **Know When to Seek Care**  
Follow the 'When to Seek Care' guidelines available at [KYCOVID19.KY.GOV](http://KYCOVID19.KY.GOV).
- ✓ **Do Not Travel**  
The safest place for you and others is at home. Do not travel by car or plane.
- ✓ **KYCOVID19.KY.GOV**  
Stay up-to-date through reliable sources such as [KYCOVID19.KY.GOV](http://KYCOVID19.KY.GOV).
- ✓ **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. If an individual presents a temperature of greater than 99.7°F or higher when taken by mouth, 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°F or higher when taken by mouth, they may not attend school that day (see Return to School below for next steps and protocols).

#### Daily Screening Questions:

- 1) Have you taken their temp this morning and or have they run a fever in the last 24 hours?
- 2) Do they have any COVID-19 symptoms?
  - Fever or chills
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Diarrhea, vomiting, or abdominal pain
  - Uncontrolled cough that causes difficulty breathing (*for students with chronic allergic/asthmatic cough, a change in their cough from baseline*)
  - New onset of severe headache, especially with a fever
  - Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-1
- 3) Has your child been exposed to someone who has tested positive for Covid-19?

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## 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 employees.

## 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.

## Face Coverings & Personal Protection Equipment (PPE)

### Suitable Face Coverings

**Acceptable masks and face coverings for COVID-19 are either surgical masks or cloth.**

**Neck gaiters, bandanas, scarves and masks with exhalation valves or vents are not permissible**

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.

All masks should:

- Fit snugly but comfortably against the side of the face
- Cover from nose to chin
- Adhere to dress code standards

Cloth masks should:

- Be secured with ties or ear loops to include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered without damage or change to shape

We recommend that families watch the video from the World Health Organization (WHO) for guidance:

[How to wear a fabric mask safely](#) (the video is found on WHO's YouTube channel:

[https://www.youtube.com/watch?time\\_continue=30&v=9Tv2BVN\\_WTk&feature=emb\\_title](https://www.youtube.com/watch?time_continue=30&v=9Tv2BVN_WTk&feature=emb_title))

For employees 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.

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.

## Early Childhood (EC)

Will operate in accordance with the 922 KAR 2:400, regulations from the Division of Regulated Childcare (DRCC), and the Executive order with regards to masking:

- All adults will wear a mask at all times while on WSL's campus and follow the governors mask mandated policy
- Children in Early Childhood who are 6 years old will be required to wear a mask - Unless they are eating, drinking or engaging in vigorous activity that could limit oxygen intake or if temperament and developmental ability prohibit  
*This is in accordance with the Governor's mask mandate. When the mandate is lifted, mask wearing for 6-year-old children in Kindergarten will be optional*
- Children who are 5 years old and younger are exempt from the mask mandate and may not wear a mask at school

## Grades

- All adults will wear a mask indoors at all time
- 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 and employee 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 are primarily responsible for the cleaning and disinfection of facilities and will be trained 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 Teaching and Administrative Faculty 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 and employees are expected to bring their own labeled water bottles for drinking daily. Faculty will support students in refilling their water bottles throughout the day
- Students remain in their own outdoor classrooms with their cohorts or assigned outdoor recess spaces whenever possible. 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 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.
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## Food Service

All 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.

## Early Childhood and Extended Care

Students will be served a daily mid-morning snack, but instead of having family-style dining as we have in the past, 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. Any Early Childhood students staying for Extended Care will eat lunch with their morning class.

## 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 employees, 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 currently consist of a maximum number of 10 students (\*). Students will not mix with other classrooms on campus or share common spaces. Teachers will be paired with only one cohort of 10 children.

For example: 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 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

The afternoon Extended Care Program will not combine children from different cohorts. 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.

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.

## Early Childhood Extended Care

Early Childhood Extended Care will be offered for Kindergarten only; due to the DRCC regulations and our limited staff we are unable to offer Extended Care for Pre-K at this time. The EC children participating in Extended Care will remain with their class cohorts in Extended Care and will not be mixed with other cohorts.

Any parent wishing to use Extended Care must complete a contract and submit it to the Business Manager ([angeline.green@waldorflouisville.com](mailto:angeline.green@waldorflouisville.com)).

## Grades

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 Extended Care

Due to our limited staff and the lack of contracts we are unable to offer Extended Care for Grades at this time.

## Teaching and Administrative Faculty, Committees and Board of Trustees

All Faculty, Committee, and Board of Trustee meetings will occur either outdoors, following social distancing guidelines, or virtually 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.

## Management of Ill Persons

### Returning to School after testing positive for COVID-19

An individual must submit a copy of the release letter issued by the Health Department to the office before returning to school.

An individual may return to school after testing positive for COVID-19 after:

- Ten days have passed since symptoms first appeared AND
- 24 hours have passed with no fever without use of fever-reducing medications AND
- Other symptoms are improving

If an individual has tested positive but is asymptomatic, they may return to school after 10 days have passed since their positive test.

Different guidance applies to severe cases of COVID-19 and to people with severely compromised immune systems, please refer to CDC guidance or follow your health care provider's recommendation.

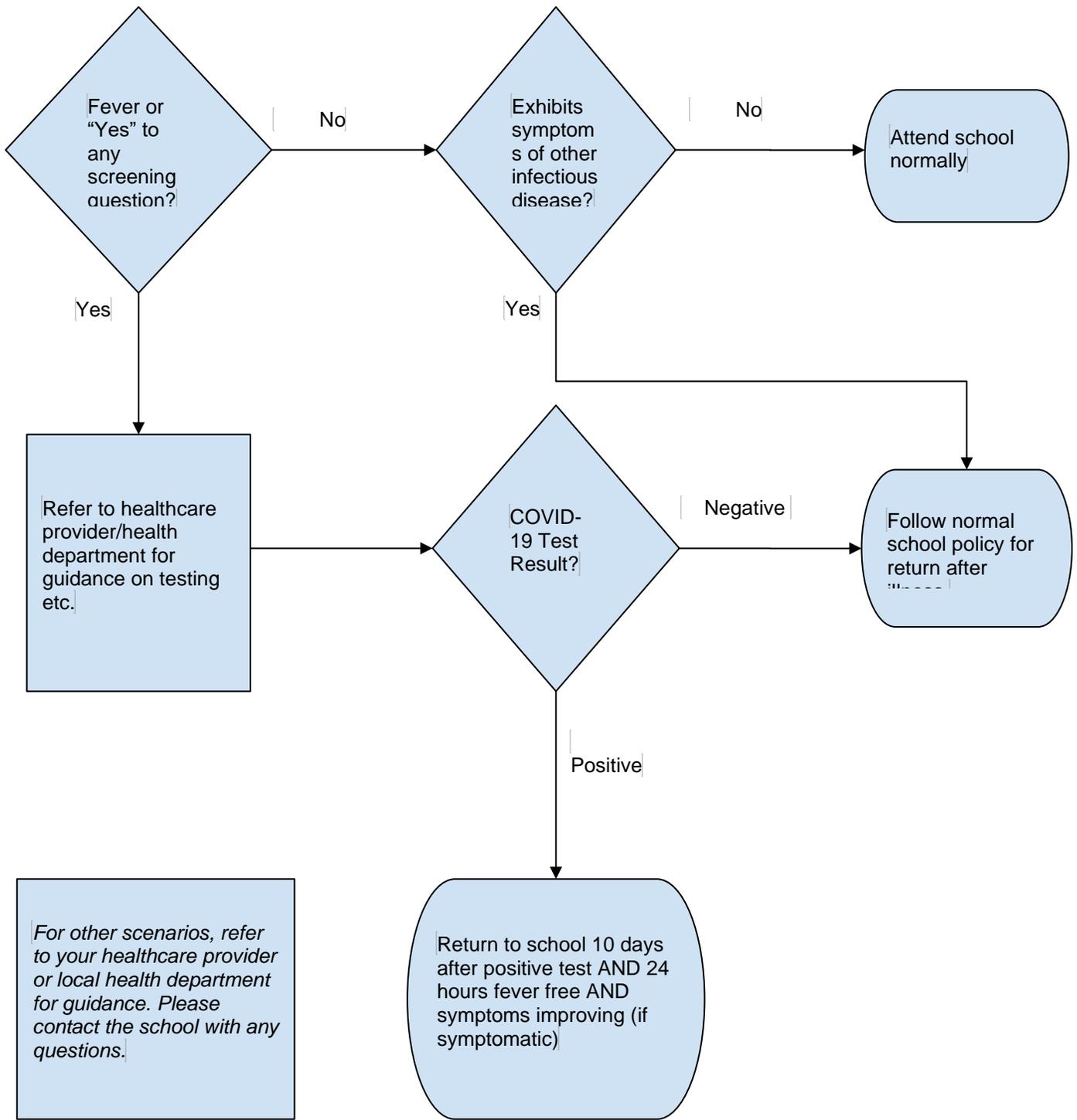
Other members of household where an individual has tested positive (i.e. siblings of students or parents who are school employee) must contact their health care provider immediately for instructions regarding quarantine and testing. Members of household must quarantine for 14 days, or until a health care provider has given them written notification that they may return as long as they pass the standard screening: a temperature below 99.7°F or higher when taken by mouth and no COVID-19 symptoms.

### Returning to school after other illness

The following is our current policy for returning to school after other illnesses and can be found in the Parent Handbook.

In order to return to school, a child should have been free of symptoms for 24 hours or provide documentation doctor's approval. Because of the Teacher's close relationship with the children, the school considers it essential to follow their recommendation concerning the health of the children.

# Flow Chart for Student Illness and Return to School



## 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 about 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. WSL is required to provide the Health Department with any and all contact information we have for parents if it is requested.
- 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°F or higher when taken by mouth, 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 individual 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 14 days
- If 25% of the class is symptomatic, even if no positive case has been identified
- Family members of an individual who tests positive will quarantine, but members of a student's 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 the local or state government authorities recommend school-wide closure

Information about Non-Traditional Instruction (NTI) can be found in Section II

# Section II: The School Programs, NTI & Logistics

## Non-Traditional Instruction

The faculty at WSL are preparing NTI plans for three different scenarios:

1. A school-wide shut down,
2. A class quarantine, and
3. 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.

In the event of a longer-term school wide shut down, WSL will provide a Curriculum Enrichment Packages 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 package 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 packages 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.

## NTI for 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.

## NTI for an 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.

## Early Childhood Program 2020-21

WSL currently offers Parent-Child classes, a Pre-K Program and two mixed-aged Kindergarten classes.

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.

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.

### Sweet Pea Parent-Child Program

Sweet Pea Parent-Child will hold in-person classes on campus as scheduled on Thursday from 9-10:30 AM.

- Parents will need to do a self-health check and temperature screen for themselves and their children the day they come to
- 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 will hold office hours for parent support or class Zoom calls

### Pre-K and Kindergarten Programs

Our Pre-K Program offers 3-day and 5-day class options. Both Kindergarten programs offer 5- day classes and the option for Extended Care. The programs are from 8:30 AM – 1:00 PM.

EC Kindergarten children will remain in their individual class cohorts if they stay for Extended Care from 1:00-5:30 PM.

## EC Arrival Procedure

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. A schedule is included below.

Parents/guardians will form a car pool line to drop students off at designated class checkpoint stations (*please see Addendum A*). 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 of the student).

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.

### Arrival Times

- Early Childhood and Middle School: 8:15 AM - 8:30 AM

## EC Departure Procedure

We ask that parents waiting for children observe a safe social distance from others and wear masks.

Kindergarten parents will park in the parking lot. They will line up, 4 at a time, on the paving stones outside of the Kinder play yards (Marigold parents to the left of the gate and Red Rose parents to the right). As a child is picked up parents will move forward on the pavers towards the Kinder gate. When a paver is empty parents may exit their cars and wait on an open paver. Kinder teachers will guide the students from the play yards to their parents.

Daisy Garden parents will park their cars and walk to the Daisy Garden gate lining up, 4 at a time, on the paving stones. Ms. Haeja will guide the students to the parents waiting (6-feet apart) at the gate.

### EC Departure Times

- Kindergarten and Daisy Garden: 12:45-1:00 PM
- Extended Care: 3:30, (or) 4:00, (or) 5:00, (or) 5:30 PM

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

Any EC child not picked up by 1:00 PM will need to be picked up via carpool from the EC health checkpoint.

## EC Facilities

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.

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.

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

## Grades Program

Our in-person model has Grades 1-8 operating five days a week on a slightly staggered. The 2020-21 Flex Calendar is subject to change (*Addendum B*).

## Grades Arrival Procedure

Parents/guardians will form a carpool line to drop students off at designated class checkpoint stations. Parents and children should remain in their vehicles until health screenings are conducted. (Refer to details about health screenings above). There is a second passing lane to help facilitate smooth traffic flow (*please see Addendum A*). Each class's Lead Teacher will conduct the daily screening (questions for parents and temperature check of the student). 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 children in EC and Grades, they will have to loop back around to drop-off the other child/ren.

Main Lesson Teachers, with Specialty Teacher assistance, are responsible for supervising children and checking student temp/questions at designated checkpoints (*please see Addendum B*):

- 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 (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 individually).

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

## 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.

Grades Departure Times (full day schedule)

- Grades 1-4 3:15-3:30
- Grades 6-8 3:30-3:45

## Grades Facilities

The Grades Faculty is prioritizing an outdoor learning environment. 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.

Students desks will be placed as far apart as 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.

## 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.

## 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 this time, 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 III: 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 Teachers, Students and Families.

It begins with the Lead 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.

### 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 virtual outreach including seasonal festivals, sing-alongs, garden tours as well as our newsletter and town halls. We will continue to support our community virtually when we cannot be together physically.

Parent Association is working in conjunction with the Faculty to support the Festival life of our community this year.

# Section IV: Facilities

## Use of Space: Common Areas

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.

- Hallways
  - In Emerson Rose Hall (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 Harmony Hall 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:
  - ERH is assigned to EC Faculty
  - Cedar Hall Faculty room is assigned to Grades 1-4 Teachers and Specialty Teachers
  - Bitch Hall for the Middle School and Specialty Teacher of that cohort 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.
- ERH 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

# Section V: 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 6: Human Resources & Professional Development

## 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 Teaching and Administrative Faculty.

## 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 our evaluation process on hold. We have experienced 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](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:

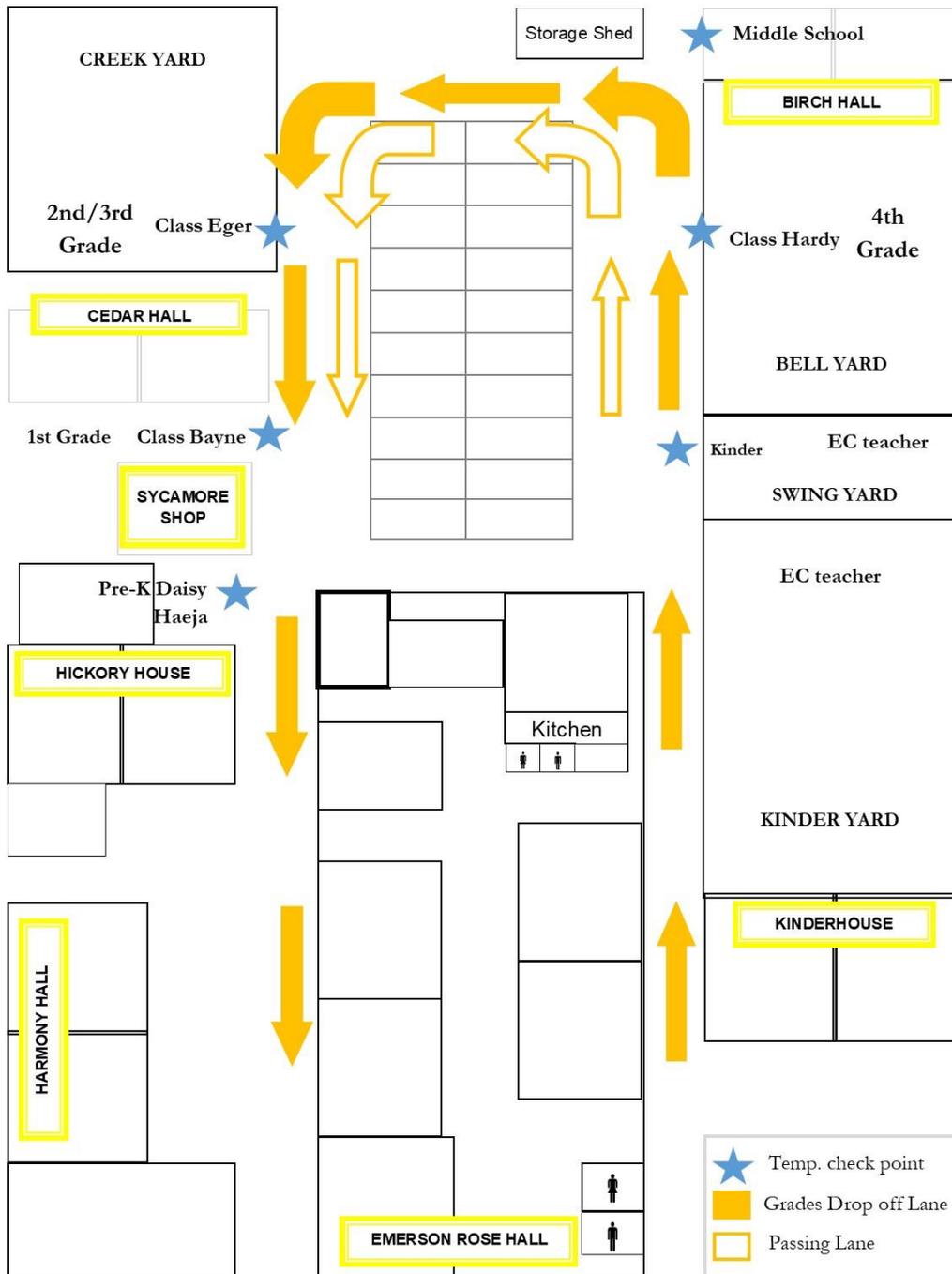
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC School Guidance:

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

# Addendums

## A.) Map for Drop-Off and Pick-Up Procedures for 2020-21



# 2020-2021 Flexible Calendar V. 1

August 2020							September 2020							October 2020							DATE	DESCRIPTION		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1			1	2	3	4	5							1	2	3	9/28	First Day of School
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		NO SCHOOL FLEX DAY		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	10/28-10/30	Conferences		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	11/25	Thanksgiving Break		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	12/21-12/22	Christmas Break		
30	31																				2/19	Conferences		

November 2020							December 2020							January 2021							DATE	DESCRIPTION		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4	5	6	7			1	2	3	4	5							1	2	3	3/29-4/2	Spring Break
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	5/7	Oaks Day		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	2/17-2/19	Conferences		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	11/26-11/27	NO SCHOOL		
29	30						27	28	29	30	31			24	25	26	27	28	29	30	12/23-1/1	Thanksgiving Break		
																					1/18	Christmas Break		

February 2021							March 2021							April 2021							DATE	DESCRIPTION			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
1	2	3	4	5	6	7			1	2	3	4	5	6							1	2	3	5/31	Memorial Day
8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10		Last Day			
15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17		Possible Make-Up Days			
22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24		Last possible day for students			
							28	29	30	31				25	26	27	28	29	30						

May 2021							June 2021							July 2021								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5							1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
30	31																					

## B.) 2020-21 Flex Calendar