

WOODSTOCK DAY SCHOOL

NURSERY THROUGH GRADE 12



**WOODSTOCK DAY SCHOOL
COVID-19 REOPENING PROTOCOLS & PLAN 2021-22**

Released August 6th, 2021

Please direct any COVID-19 related questions to covidteam@woodstockdayschool.org

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Frequently Asked Questions

Q: What are the details of the school's testing protocol?

A: While testing is not mandatory in schools as of August 6th, 2021, WDS has partnered with [SalivaClear](#) to continue monitoring our campus. Based on current CDC guidelines, we will be testing everyone at this time, regardless of vaccination status, on a weekly basis.

Q: Can my child come to school if they have a common cold or other symptoms?

A: As always, please keep your child at home if they are feeling sick. If your child displays any COVID-19 symptoms as outlined on our COVID-19 questionnaire, they may not be able to attend school. Students will be allowed to return to campus when they have not displayed symptoms for at least 24 hours, or have documentation from a physician that they are not at risk of transmitting COVID-19 or any other infectious illness. In the case of local DOH intervention or at the parent's discretion, a negative PCR COVID-19 test will be permitted in lieu of a physician's note. Note: Rapid antigen tests will not be accepted in place of PCR tests.

Q: How will families be notified if a student is showing symptoms of COVID-19?

A: A student who is displaying symptoms of COVID-19 will be sent to the nurse's office, where they will be reviewed and evaluated by the nurse in collaboration with the Ulster County Department of Health and parents/guardians. If health officials determine the symptoms are consistent with COVID-19 or another illness, parents/caregivers will be called to pick up children and siblings.

If the DOH deems this a "suspected case," all students and adults in the classroom will be required to follow quarantine protocols. If appropriate and when possible, the School may provide remote instruction for those students. These will be determined on a case-by-case basis in conjunction with the DOH.

Q: What happens if a teacher must quarantine?

A: Substitute teachers will be assigned for any staff member that is sick. If a teacher and their class are quarantined at the same time without symptoms or a positive test result, that teacher may instruct remotely for the duration of the quarantine. All suspected cases of exposure will be dealt with on a case-by-case basis

Q: If my child is quarantined due to exposure outside of school, what type of learning will they receive?

A: If quarantined students are well enough to continue their learning, they will be provided remote accommodations to follow along and participate with their group. They would receive assignments from their regular classroom teacher as they would under “normal” circumstances if they were out sick for an extended period.

Q: How will classroom closure be communicated to parents?

A: Any schoolwide closure would be communicated like a weather closing -- via Nixle, email, or phone calls. Individual classroom closings will be communicated by phone, email, and Nixle to those parents impacted.

Q: If a confirmed case occurs in a school, will the entire building or school be closed, too?

A: Depending on the circumstances of each situation, the class, building, or entire school could be closed. A closure in one building would not necessarily close the entire school. Students should bring necessary items to and from school in case the building or school is closed after school hours.

Q: Will WDS offer remote learning instead of in-person learning?

A: At this time we will be only offering full time in-person instruction and remote learning may be available if there is a COVID-19 case or exposure requiring quarantine. We will continue to monitor the COVID-19 landscape and will make adjustments to this policy if necessary.

Q: Will the School provide information regarding safety requirements to parents/students prior to school starting?

A: Yes, the School will provide information to parents and students before school begins regarding all the safety protocols that will be in place as of the first day of school.

Q: How is the school prioritizing mental health and wellness during the pandemic?

A: The social and emotional well-being of our community is of the utmost importance to Woodstock Day School, with that being said, we are prioritizing community, patience, empathy, and compassion as the pandemic continues. The School will continue working with Maverick Psychotherapy Group and other local mental health professionals to provide additional support to students and staff.

Q: How often will you be reevaluating your COVID-19 policies?

A: The COVID Team will continue to meet weekly and reserves the right to amend or change our COVID-19 policies and protocols as the situation continues to evolve. Our plan is to reevaluate our COVID-19 policies quarterly unless there are new developments that require more immediate actions to keep our community safe. It is our ultimate goal to keep children learning in a classroom environment as much as possible. We will communicate any changes to students, parents, and faculty on a timely basis.

Introduction and Welcome

From the beginning, the founders of Woodstock Day School had a vision to incorporate the outdoors and play as central to learning and happiness. Our community began, and remains, progressive and deeply rooted in the humanist tradition. Since 1973, we have remained committed to these ideals while deepening our academic reach to include stewardship and experience in the arts, expanding the program we offer to include nursery school through 12th grade. This outdoor, progressive, humanist vision has been our guide in these challenging times.

This fall, we are committed to providing a safe and healthy campus for all our staff, students and visitors, while remaining true to our educational mission. To ensure we have a safe and healthy campus, WDS has developed the following updated **COVID-19 Preparedness Plan** in response to the continuing COVID-19 pandemic. WDS members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 and its variants in our community, and that requires full cooperation among all of our members. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our community. As our community is aware, the pandemic presents an ever-changing landscape. Therefore, this plan is subject to change and any changes will be communicated on a timely basis to our faculty, staff, and families.

The COVID-19 Preparedness Plan is administered by WDS management, who maintains the overall authority and responsibility for the plan. However, management and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our community members are our most important assets, and the success of our reopening will depend on our community members' commitment to this COVID-19 Preparedness Plan. WDS is serious about safety and health and protecting our community. All our member's involvement is essential in developing and implementing this plan. We continue to involve our community in this process to conceptualize plans, seeking parent and community feedback, pursuing vetting from our board of trustees, and engaging faculty from each division.

WDS's COVID-19 Preparedness Plan is informed by guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [American Academy of Pediatrics](#), as recommended by the New York State Department of Education. We are also monitoring community

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transmission rates and other metrics. Our approach is to err on the side of caution in order to minimize disruptions to full time in-person learning throughout the school year. It is important to note that as guidelines and metrics evolve, those changes will be reflected in our own approach.

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COVID-19 Preparedness Plan For Woodstock Day School

The following offers specific details regarding each of the areas this **COVID-19 Preparedness Plan** addresses. **These guidelines are subject to change and any changes will be communicated in a timely manner to WDS faculty, staff, and families.**

Physical Distancing

The physical distancing guidelines currently recommend a distance of 3 feet while in class and 6 feet at all other times. WDS will continue to follow these guidelines for the 2021-22 school year. While we are prepared to shift back to 6 foot distance in the classroom if necessary, we have no plans at this time to reduce physical distance in classrooms to anything less than 3 feet.

Additionally, **signage, markings, and instructions** will be used to clarify this guidance on campus in real time. **Distance between desks** will help maintain a distance of 3 feet between students in the classrooms.

If physical distancing cannot be consistently maintained in a particular setting, **barriers, screens, shields, curtains and partitions** may be used. People will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, break rooms, entrances, exits.

WDS can provide recommended or required protective supplies, such as face coverings, gloves, disinfectant and face shields for staff, and instruction about when and how they should be worn.

Please prepare your children to maintain and adhere to physical distancing restrictions.

Hand Hygiene

Basic infection prevention measures are being implemented at our school at all times. Staff, students, and visitors are instructed to **wash their hands for at least 20 seconds** with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. Hand-sanitizer dispensers (that use sanitizers of

greater than 60% alcohol) are available throughout the campus so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

As per the CDC Guidelines, **handwashing is one of the best ways to protect yourself and your family from getting sick.**

Please prepare your children for the increased handwashing they will experience this year on campus.

Respiratory Hygiene

Based on current information regarding COVID-19 and its variants, masks remain one of the most effective defenses. **All students, faculty, staff, and any other individuals on campus must wear masks as a general rule.** Staff and children will be given **mask breaks** throughout the school day in areas where physical distance guidelines can be accommodated.

Staff, students and visitors are being instructed to **cover their mouth and nose with their sleeve or a tissue when coughing or sneezing**, and to **avoid touching their face**, particularly their mouth, nose and eyes, with their hands. Staff, students, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all persons entering the campus. There will be posted signs throughout campus to help remind everyone of these protocols.

Personal Protective Equipment (PPE) Policy

All students, faculty, staff, and any other individuals on campus must wear masks as a general rule.

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Masks must be worn, regardless of vaccination status, when on campus, both indoors and outdoors, with the exception of mask breaks at the discretion of the teacher. This is in order to minimize any possible disruption to students being on campus full time.

Masks must always be worn when entering public areas such as exterior walkways, parking lots, paths, spaces in between class areas, or other spaces multiple individuals or groups may pass through, or in situations where physical distance may be difficult to maintain. **This applies to parents, visitors and guests as well.**

Individuals should have their masks with them at all times, as they must be prepared to put them on if someone else is unexpectedly unable to maintain proper physical distance.

Some exceptions to general mask-wearing are:

- All students will be given mask breaks at the discretion of the teacher. Teachers will provide areas in the classroom or outside where students may physically distance themselves from others while taking a break from mask-wearing.
- A student who is having difficulty breathing will immediately be given a mask break and if the difficulty continues, staff will also contact the nurse.
- Students will be properly physically distanced during mealtimes.
- A teacher has discretion in determining if a child is safe or not to remove their mask, as all teachers receive training on COVID-19 specific hygiene.

Faculty and Staff

Extra face masks will be available in the front office in the event they are needed. Faculty members' masks will be used throughout their shift. In the event that the mask becomes visibly soiled, saturated or damaged, a new mask must be obtained. Stock will be securely stored. We ask all staff to make every effort to help preserve the supply of PPE and reduce the need for

replacement masks whenever possible. Infection prevention guidelines should be followed on the use and re-use of masks.

Eye protection (face shield) is available in the front office if the situation requires one.

If faculty members wish to supply their own fabric face mask it should be washed each day after use. It is important that a fabric mask is completely dry before wearing it as its ability to capture particles is diminished when wet.

Parents and Visitors

WDS will require any parents and visitors to wear a mask while on the WDS campus. This includes, but is not limited to, the parking lot, pathways, and main office. You are required to wear your mask when interacting with parking lot staff, regardless of vaccination status.

Visitors may wear a mask from home. Visitors needing a mask, upon arrival, should call the main office from their car and one will be brought down to them.

Acceptable Masks

Although WDS does not require one particular brand of face mask, it is important to note that some materials and styles are more effective at filtering air particles. Therefore, we offer the following face mask recommendations based on CDC-outlined criteria and a [peer-reviewed study](#) which tested the effectiveness of different fabrics in filtering out particles:

1. They must fit tightly (but comfortably) against your face. Masks that include a nose wire help ensure a snug fit. The edges of the mask — which could be the result of a mask not fitting right — can account for a 60% decrease in filtration efficiency.
2. **They must be secured with ties or ear loops and cover both nose and mouth.**
3. They must include three layers of fabric. Material matters - the most effective design is a dual-layer mask made of a heavyweight cotton layer and a lighter cotton or silk layer. A dual layer of tightly-bound fabric like 600-thread count cotton also performs well.

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4. They must not have exhalation valves or vents. These valves and vents allow virus particles to escape and only help to protect the wearer.
5. Any reusable masks must be washable without damage or shape change.
6. They must allow for breathing without restriction.

Plan to purchase or make enough reusable face masks to send your child to school with two (or more, if you prefer) reusable masks each day. Please ensure that you always have clean masks ready to go, remember, reusable masks need to be washed before reuse.

Rationale For PPE Policy

Transmission of COVID-19 and its variants is primarily via droplets, which come in contact with mucus membranes. Masks are recommended to protect the airway. Universal masking significantly decreases the likelihood of transmission from occurring. **Due to continually evolving evidence, we expect these policies may be further refined and revised.**

Given what we have learned about COVID-19 and its variants, this universal PPE approach will serve to:

1. Help protect our community should anyone have pre-symptomatic or asymptomatic COVID-19 infection.
2. Help protect our staff should they come in close contact with an individual with either pre-symptomatic or mild COVID-19 infection or who has symptoms that have not yet been recognized.
3. Help protect any unvaccinated members of our community.

To be successful, this will require support from all of us across the community and require the following:

- Strict adherence to WDS' mask policy.
- Meticulous adherence to hand hygiene.

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- Proper mask use and hygiene including wearing the mask as directed to cover the mouth and nose.
- Proper handling of the mask to reduce the risk of contamination and self-inoculation.

Identification And Isolation Of Sick Persons

The identification of symptoms among our community and a quick response will help further mitigate the danger of community spread.

Common symptoms of COVID-19 and its variants may include any of the following:

1. Fever (≥ 100.4 F)
2. Cough
3. Shortness of Breath
4. Headache
5. Fatigue
6. Sore throat
7. Nausea, vomiting, and diarrhea
8. Muscle aches
9. New loss of smell and/or taste

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedure is being implemented to assess staff's health status prior to entering the campus and for staff to report when they are sick or experiencing symptoms.

Staff will be assessed using a daily COVID-19 questionnaire. WDS also has a protocol for informing staff if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time.

If your child exhibits any of the above symptoms, it is imperative that you keep them home and notify your teacher and the WDS COVID Team.

Building And Ventilation Protocol

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In the event that students will need to be indoors for any given amount of time, WDS has taken steps to maximize airflow and ventilation of indoor spaces, and minimize air flow blowing across people. Our first line of defense, weather permitting, will be an open window protocol throughout our campus. Doors and windows will remain open, allowing ventilation and for fresh air to circulate. In addition, we have installed HEPA air scrubber units in each classroom space that are rated to remove 99.97% of particles with a size greater than or equal to 0.3 microns. Regular maintenance will be performed on these units throughout the school year, per manufacturer guidelines.

Campus Cleaning And Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of surfaces, equipment, tools and machinery, vehicles, playground equipment and areas, including but not limited to restrooms, classrooms, meeting rooms and offices.

Each building will be disinfected by the use of electrostatic sprayers every evening. Each classroom will be supplied with a spray bottle of disinfectant and paper towels or disinfecting wipes to be utilized by staff for additional sanitizing. Quality control measures will be reinforced by consistent inspections for cleanliness.

Our buildings and grounds department has purchased appropriate and effective cleaning and disinfecting supplies that will be available for use in accordance with product labels, safety data sheets and manufacturer specifications, and the required personal protective equipment.

Drop-Off, Pick-Up, And Delivery Practices

WDS will be continuing to use extra safety measures to mitigate the risk to WDS students, staff and families of transmitting or contracting COVID-19 and its variants during the drop-off and pick-up process.

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Drop-off and pick-up of children will be limited to our lower parking lot area only and during school hours the bus lot in front of the office will be used strictly for busses and those who need ADA accessible parking approved by the front office. Please call the office prior to your arrival should you need ADA accessible parking.

Drop-Off

At this time, only parents/guardians of children in EC (Nursery - 1st grade) who are not comfortable walking with a WDS staff member may walk their child to and from the classroom. **The parent/guardian will have to complete a daily COVID-19 questionnaire before arriving on campus** in order to walk their child up to their building where they will be met by a teacher or teaching assistant. Parents/guardians may not enter the building and must return directly to the parking lot once they have safely delivered their child to the classroom.

All other parents/guardians are being asked not to leave their vehicles to drop off or pick up their children. If you are simply dropping your child off, you may drive into the drop-off lane where you will be met by a WDS staff member at your vehicle. If that lane is full or you are an EC parent/guardian who needs to walk your child to their building you will be asked to pull into the parking lot where you will be directed to a spot. Please adhere to the location provided by a WDS staff member as it will be crucial to fill our parking lot in an efficient manner. There will be staff members inside the parking lot and in the drop-off lane going to each vehicle to verify the completion of the daily COVID-19 questionnaire. This process may take some time, so we ask again that you do not leave your vehicle and be patient. **Please make sure to complete the questionnaire prior to arrival on campus each morning.** A staff member will assist you as soon as possible.

Once we have verified your child has a completed daily COVID-19 questionnaire they will be allowed to walk to their classroom. If your child needs assistance with this please let us know. There will be many members of the WDS staff available to assist with all needs during these times. If your child does not pass the daily COVID-19 questionnaire, they will not be allowed to

enter the campus. Should this occur, we ask that you keep your child home and follow up with your primary care physician to obtain a COVID-19 test if recommended and follow quarantine protocols.

Pick-Up

Upon arriving on campus to pick up your child, you will be directed to a parking spot in our lower lot by a WDS staff member. **We ask that you please adhere to the location provided to you as it is crucial that we fill our lot in an efficient manner. Please remain in your vehicle until your children arrive.** Any children needing assistance will be walked to your vehicle by a WDS staff member, if they do not need any assistance they may walk by themselves. The lot will be monitored at all times for safety.

Bus

Students who ride the bus to and from school will follow a simple routine. As students exit the bus, they will be checked-in by WDS staff who will verify the completion of the daily COVID-19 questionnaire which must be completed at home. Once this is verified they will proceed to their respective classrooms. However, if they do not pass the questionnaire, they will be escorted to our COVID-19 isolation area for further assessment by our nursing staff. Our nursing staff will then contact the parents/guardians and the student will remain in the isolation area until their parents/guardians can pick them up.

Other Circumstances

If you need to deliver any items, pick up your child early from campus, or drop your child off late, we ask that you park in the lower lot and call the main office at 845-246-3744 to notify us. Please wait in your car in the lower lot until a WDS staff member can come down to assist you or you are told to walk to the office.

Daily Questionnaire

Each day before arrival on campus all faculty/staff and students are required to fill out a daily questionnaire on the Magnus App regarding possible COVID-19 exposure or symptoms. If you receive a red stop, please keep your child home and contact the COVID Team to discuss next steps.

Any non-student entering campus must complete the [guest COVID-19 check-in form](#) before arriving.

It is absolutely essential that each member of our community answers the COVID-19 questionnaire earnestly and honestly.

Communications And Training Practices And Protocol

This COVID-19 Preparedness Plan will be communicated to all community members on Wednesday August 6th, and any necessary training will be provided to faculty and staff before the onset of classroom instruction. Additional communication and training will be ongoing.

Instructions will be communicated about protections and protocols, including: physical distancing protocols and practices; drop-off, pick-up, delivery protocols, practices for hygiene and respiratory etiquette; requirements regarding the use of face-coverings by staff, students and visitors. All staff, students and visitors will also be advised not to enter the campus if they are experiencing symptoms or have contracted COVID-19.

All staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Vaccinations

While we strongly encourage that eligible people are vaccinated, we are not mandating it at this time. Anyone unvaccinated may be subject to different protocols than vaccinated community members. However, returning to a sense of normalcy on campus will depend on our ability to have a population that is as fully vaccinated as possible.

WDS Community Events

In-person community events like concerts, plays, festivals, etc. may be conducted on campus at the discretion of the COVID Team. We are hopeful that we can reinstitute some of our in-person events and traditions, however they may look different than they have in the past.

Learning Plan

WDS will be implementing a three-tiered approach to teaching and learning through the 2021-2022 school year in response to the ongoing pandemic. Our plan is as follows:

1. WDS will be operating at full capacity with in-person instruction throughout the school year unless deemed necessary due to required COVID precautions.
2. In the event of a complete physical closure of the school WDS is prepared to implement our divisional virtual learning plans, built upon the successes of our first virtual learning plan created in March 2020. These plans are designed to maximize social-emotional learning, community building, and the pursuit of academic goals while working to minimize daily screen time for faculty and students.
3. If a student must quarantine or pursue virtual learning due to unforeseen circumstances, they may be incorporated virtually into the classroom on an individual basis.