



2020-2021 Reopening Plan



Submitted to NYSED August 7, 2020

Please see [WSGC Handbook](#) Appendix C-1 & C-2 for most up-to-date protocols.

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Introduction and objectives

This document will outline the plans that The Waldorf School of Garden City (WSGC) has for the 2020/21 school year, including details on various scenarios for on-campus learning, hybrid-flex learning and teacher-directed distance learning. Details and operational plans for each scenario are highlighted in the [Teaching and Learning](#) section below.

It is important to highlight that the local situation on Long Island in terms of the containment of Covid-19 will impact which scenario the School operates under, and that the circumstances may necessitate alternating between scenarios.

WSGC recognizes that the School's ability to offer on-campus learning to any of our students is dependent upon the status of Long Island as a region, in terms of Covid-19 infection rates in early August through to the start of the school year on September 8th.

Based on the size of our School's building and campus, and the possibility of transforming communal spaces into classrooms, WSGC is able to accommodate all its students from Early Childhood to Grade 12 on campus and still maintain a physical distance of 6 feet between our students. However, we do not believe that reopening our building immediately at 100% capacity is the best approach. If the Long Island Region remains in Phase 4 and infection rates stay low enough that NYS allows on-campus learning at the beginning of the school year, WSGC will proceed with a phased reopening, that consists of having 50% capacity on campus and the rest of the students learning through teacher-directed distance learning (TDDL)..

This decision has been made with the focus being placed on the health, safety and wellbeing of our students, faculty and staff. By opening the building at 50% capacity of students, we automatically reduce the number of faculty members needed on site, as well as reduce pressure on areas like bathrooms and hallways and allow for less congestion at arrival and dismissal.

Assuming the Region of Long Island remains in Phase 4 and stays below a 9% infection rate and New York State allows us to open our school year on campus, we will start with in-person learning on campus for our Early Childhood programs and Grades 1 through 5, while Grades 6 through 12 will start the year with teacher-directed distance learning. This decision will take effect for an initial period of one month, during which an evaluation will take place to see if on-campus learning can be extended to additional grades.

Guiding principles for reopening WSGC in the fall

- Provide the safest possible environment for all students and employees.
- Ensure our students receive the full experience of our excellent program where we emphasize learning academics, arts, social-emotional well-being, and joy through human relationships.
- Provide an alternate virtual experience (Hybrid-Flex Learning) for Grades 3-12 families who have health and safety concerns about returning to the physical building even if their grade is attending on-campus learning.
- Remain flexible to changing our operating model to WSGC Distance Learning as necessary to meet New York State requirements in this evolving situation.

Background and information about the School

Mission Statement

The Waldorf School of Garden City educates children to meet the world with purpose, gratitude and respect. Our curriculum, inspired by Rudolf Steiner, progresses in accordance with child development, awakening students to the experience of knowledge, strengthening their sense of moral responsibility, and empowering them to act with courage and conviction. The School's aim is to graduate a diverse group of young people distinguished by the scope and acuity of their minds as well as the depth and integrity of their character.

Location and layout:

The Waldorf School of Garden City is located in Garden City, Long Island on a 10-acre property adjacent to Adelphi University. The school is a day school.

The school building is approximately 60,000 square feet on 10 acres of land. The building is laid out with various wings that are connected by hallways. Each Section (Early Childhood, Lower School, Middle School and High School) of the School has its own area but also shares common spaces such as the cafeteria, gym, and library. Subject-specific rooms include the Music Room, the Art Room, the Fiber Arts Room, the Woodworking Shop, the Chemistry lab, the Physics lab and the Biology lab.

Student Population and Enrollment:

WSGC's educational program encompasses Early Childhood (including Nursery and a Mixed Aged Kindergarten, consisting of children in Pre-Kindergarten and Kindergarten) and Grades 1-12. For the 2019-20 school year WSGC had 345 students enrolled from Early Childhood through Grade 12, including 88 in the Early Childhood (Nursery and Kindergarten), 94 in Lower School Grades 1-5, 69 in Middle School Grades 6-8 and 94 in High School grades 9-12.

For 2020/21 we are estimating a slight reduction in enrollment with approximately 300 students, including 50 in our Early Childhood (17% of total enrollment), 97 in Lower School (32%), 60 in Middle School (20%) and 93 in the High School (31%).

Compliance with NYSDOH Guidelines

The School has already submitted a report to the NYSDOH with specific responses to the requirements listed in the [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the Covid-19 Public Health Emergency](#) Please see [Appendix A](#) for specific details about how the School is responding to the requirements outlined in this document specifically detailing reopening, monitoring, containment, and closure.

Communication / Family and Community Engagement

Key stakeholders

The key stakeholders identified in the Waldorf School of Garden City (WSGC) community are Families (including students and their parents or legal guardians), Employees of the WSGC (Faculty, Staff and Administrators), Board members of the WSGC, the Parent Association (PA), Alumni of WSGC, and the Nassau County Department of Health.



These groups were all consulted during the reopening planning process. Surveys were sent to parents and faculty members, several Q & A “town hall”-style discussions were held, and Board members were consulted during all steps of the drafting of this reopening plan. The Parent Association Co-Chairs provided valuable insight gleaned from the parent body. The Nassau County Department of Health was consulted repeatedly for policy input and regulation clarification.

Reopening plan Task Force

The task force responsible for drafting the School’s reopening plan included the following members:

Administrator: Helene Smith
Faculty Chair: Kelly O’Halogan
High School Chair: Roland Rothenbucher
Early Childhood Chair: Keelah Helwig
Lower School Representative: Erin Fitzgerald
Lower School Representative: MaryBeth Thomas
Early Childhood Representative: Karen Giumenta
Facilities Manager: Fred Rhoads
Communications Director: Kathy Bossuk
Assistant to the Faculty Chair: Suellen Gentile

Communications Plan

The Waldorf School of Garden City regularly provides all individuals, called stakeholders above, with information through dedicated pages and notices on its website, various social media platforms, emails, mail, e-newsletters, calendar, voice messaging, and text messaging services. Furthermore, information is disseminated to current community members (faculty, staff, and parents/guardians) through a secure Parent Portal and, in the event of emergency school closings, through local news outlet News12.

Training of Employees, Students and Families on Covid-19 Protocols

Employees, Students, and Families will receive training on Covid-19 protocols and distance-learning protocols through targeted emails, Q & A video conferencing sessions, and a dedicated webpage outlining policies and protocols which are all easily accessed from the School’s website. Access to the protocols are also available through the Parent Portal. Training for daily wellness check protocols and app usage for reporting prior to arrival each day are also provided by e-mail, and specific video training is provided to both parent users and school administrators. Parent, student, and employee handbooks include sections dedicated to Covid-19 protocols and are disseminated at the start of the school year. The School will also organize back to school meetings virtually with each class where parents will be informed and trained on new protocols related to Covid-19.

On-site Covid-19 reinforcement includes signage regarding physical distancing, hand-washing, mask-wearing, and respiratory hygiene as well as safe in-person guidance from and for responsible faculty and staff.

Use of PPE

Communication about use of appropriate PPE as outlined by the CDC and DOH for employees, students, and visitors is provided via signage throughout the school internally and externally, through the several modes of communications as outlined above, and at the verbal direction of responsible administrators, faculty, and staff. Additional PPE will be available at all times for employees, students and visitors.

Feedback on plan

The Covid-19 Safety Coordinator (SC) is the School Administrator. The Covid-19 SC will be responsible for responding to communication about the School's response to Covid-19. The plan will be sent to all families by e-mail and also posted on the School's website. Multiple Q&A Town Hall sessions were held virtually and offered to all our families in June and July, where parents raised concerns and provided input. Additional feedback has been and will continue to be received via email.

Health and Safety

See [Appendix 1 - NYSDOH Guidance Response by WSGC](#) for additional details on how the School is handling Daily Health Checks, Healthy Hygiene Education, Social Distancing, Personal Protective Equipment (PPE) and Face Coverings, Management of Ill Persons, and Cleaning and Disinfection.

Daily Health Checks

The School will require daily health checks through an online app called *SchoolPass* for all employees and students. The app will include the four questions outlined by NYSDOH, including temperature checks. Temperature checks will be performed by school employees at the entrance before entering the building and no one with a temperature of above 100.0°F will be allowed to enter the building.

Visitors will be permitted by appointment only. Any person entering the school building who is not an employee or student, and who is not registered with our *SchoolPass* app will be screened in person at the Main Entrance upon arrival. The screening will include a temperature check and answering specific Covid-19-related questions.

Health and Hygiene Education

All students will be educated on hygiene protocols, including handwashing, coughing, and sneezing, as well as the safe use of face coverings. Handwashing will be enforced throughout the day and additional handwashing stations will be made available throughout the campus to encourage good hygiene. Hand Sanitizing dispensers have been installed in central places in the school building.

Social Distancing

Desks will be placed 6 feet apart in all classrooms. Communal space has been reconfigured to accommodate this distance. In order to comply with each classroom's new seating capacity, some classes will be split or reduced in size to make smaller cohorts. Singing, as well as all aerobic activities that generate excessive breathing, including jump roping, running, etc. will only be done outside, and students will be required to maintain 12-foot distancing during these activities.

Personal Protection Equipment (PPE) and Face Coverings

Appropriate face coverings will be used at all times by students, faculty and staff when inside and when physical distancing of 6 feet cannot be maintained outside. Mask breaks will be provided. Face coverings will be provided to all employees. Students will be asked to bring their own face coverings, but the School will have ones available upon request and if a face covering gets soiled or broken.

For employees who are performing screening, additional PPE including face shield, goggles and gloves will be provided. Additional PPE will be kept in the Nurse's office.

Management of Ill Persons (Please see [WSGC Handbook](#) Appendix C-1 & C-2 for most up-to-date protocols)

Students and employees must stay home from school if they display any symptoms of Covid-19 including: fever or chills (fever above 100.0°F), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Students and employees may not come to school if they have had a fever above 100.0°F in the past 14 days.

For a suspected case, students and employees must stay at home until symptoms have improved, for a minimum of 10 days since the first symptoms appeared, and have not had a fever of 100.0°F without any fever-reducing medications in the past 14 days.

After a positive test, a student must stay home and not return to school until they have not had a fever above 100.0°F in the past 14 days, respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart and received isolation clearance from the Nassau Department of Health.

If a student has been exposed to Covid-19, by being in close contact with someone who has Covid-19 (including being closer than 6 ft for more than 15 minutes), they must stay home for 14 days. Symptoms must be tracked, and if symptoms develop, protocols for a suspected case must be followed.

Parents must inform the School immediately if a student has been diagnosed with Covid-19, is displaying symptoms of Covid-19, or has been exposed to someone who has tested positive for Covid-19.

Healthy students and staff with the following symptoms will **not** be excluded from school:

- Allergy symptoms (with no fever) that cause coughing and clear runny nose if they have medically diagnosed allergies and follow medical treatment plans.
- Well-controlled asthma

If a suspected case of Covid-19 is identified during the school day, the suspected individual will be brought to a separate isolation space, and the individual's family will be contacted and asked to pick up the child immediately. Areas used by the patient will be closed off and any exposed students will be sent home. The School may choose to close the campus or parts of the campus for 2-5 days while working with the local health department to determine next steps.

The School will contact the Nassau County Department of Health if there is a suspected or confirmed case of Covid-19 and will liaise with them on how to handle the situation.

The main point of contact with the Health Department will be the Administrator, who is the Covid-19 Safety Coordinator.

WSGC has designated several isolated spaces in different parts of the building for the quarantining of suspected cases of Covid-19 and will follow CDC guidelines for containment of a sick individual on campus. In the event of a suspected case, the student will be quarantined in an isolation space while the family is contacted to pick up the student. The School will follow up with the family about test results and with the Local Health Authorities to determine the correct course of action with respect to quarantine time for the student with the suspected case, as well as anyone in contact with the student.

Cleaning and Disinfection

- The School will follow CDC Guidelines for Cleaning and Disinfecting Facilities. The School's custodial staff will be responsible for the cleaning of shared spaces throughout the school day, including bathrooms, playground equipment, shared specialty subject rooms, door knobs, etc.
- A log will be kept of daily cleaning.
- Child-friendly cleaning supplies will also be available in all rooms to allow teachers to regularly wipe down surfaces, supplies, and equipment.
- Disinfectant wipes will be available by all high-touch areas including printers and shared computers.
- The school building will be cleaned at the end of each school day by a contracted cleaning company.
- The School will utilize products identified as effective against Covid-19 by the CDC and EPA.

Facilities Guidance

General Health and Safety Assurances

Adherence to NYSDOH Guidelines related to our facilities, including social distancing within the school building and cleaning and disinfecting is addressed under [Appendix 1 - NYSDOH Guidance Response by WSGC](#).

Fire Code Compliance

The School has not made any significant changes to its facilities to accommodate changes due to Covid-19. WSGC was able to transform communal spaces into classrooms (for example, the Cafeteria and Bonner Hall) to allow the students to spread out within the school building.

Doorways

The School will not tamper with any doors linked to fire alarm systems.

Emergency Drills

The School will follow all Safety requirements mandated by the State, including 12 yearly evacuation drills and 4 Lockdown or Shelter in Place drills. The School has reviewed its protocols and policies regarding safety and does not need to make any substantial changes to adapt to the new requirements due to Covid-19. Masks will be worn by all employees and students during any

drill or emergency evacuation, since they will not be able to maintain social distance of 6 feet. If students are having a mask break or eating when a drill or emergency starts, they will be instructed by their teacher to immediately put their face covering back on, before following the normal steps of the specific drill or emergency procedure.

Means to control infection

Time management: The schedule for in-person learning has been designed to allow more time between classes, so that in the case where students are switching rooms (only relevant for grades 6 and up), there is time provided for transition in the hallways for each grade.

For our Early Childhood Classes through Grade 5, all instruction will happen in the same classroom throughout the day.

In Grades 9-12, where rooms are often shared, a standard passing time of 10 minutes between periods has been scheduled to allow for one grade at a time to transition to the next classroom; this generous passing time also allows for a wiping down of touchable surfaces in each of the classrooms.

Leaving doors open: Doors that are not linked to our fire alarm will be propped open when classes are transitioned to reduce the touching of doorknobs and to reduce the spread of germs. The School's custodial staff will also be cleaning door knobs frequently to mitigate the change of spreading Covid-19.

Plastic Separators: The School will add plastic separators or tempered glass to protect our employees and students. Separators have been installed in reception areas as well as in some of our labs and specialty classrooms where social distancing may be difficult to maintain; in these rooms mask wearing will be required at all times.

Alcohol-Based Hand Rub Dispensers: Many of our classrooms are equipped with their own sinks. Our Early Childhood and Grades 1-3 are also equipped with individual bathrooms that have additional sinks. The School has also purchased 10 portable handwashing stations that will be placed throughout the building as well as outside in playground areas. Additionally, the School has installed several alcohol-based hand sanitizer dispensers within the building; the number of such dispensers conform to fire code regulations.

Required Square Footage

Class size per classroom has been reduced drastically and desks will be placed with a minimum of 6 feet distance between them. Given the full capacity of our 60,000-square-foot-building to be 150 square feet per person (based on 300 students and 100 employees), on average each classroom provides 30 square feet per person.

Changes and alterations to our space

The School will utilize our two Gymnasium Halls, Cafeteria, Student Room and Library as classrooms and as space to provide district services. The School has made no changes that impact egress, fire alarms, ventilation or lighting.

Space expansion

The School has not made any changes to expand its space.

Tents for additional space

The School will not utilize any permanent tents. Temporary tents will be used according to code.

Ventilation

The School does not have an HVAC system. Windows and doors will remain open to increase air flow throughout the building. Fans, extractor and regular, will be utilized to increase airflow in the classrooms. The School is looking into purchasing air purifiers that are proven safe for schools and will ensure that any necessary permits are received before purchase and installation.

Child Nutrition

Safety and Sanitation

Cleaning protocols and policies for our Cafeteria have been reviewed and updated as necessary to comply with NYSDOH requirements and guidelines.

Food Service Staff

Our Cafeteria personnel will be trained on all applicable NYSDOH health and safety guidelines to ensure the safe preparation and delivery of pre-packaged meals to individual classrooms.

Meals consumed on-site

Meals will be consumed in the individual classrooms or outdoors. When eating, all students will remain 6 feet apart at all times. Students will bring their own food from home or will purchase pre-packaged meals from our Cafeteria; pre-packaged meals will be delivered to individual classrooms. The School has a policy of not permitting sharing of meals between students. Hand hygiene protocols for before and after meals have been put into place for each grade depending on the location of their designated bathroom, which can be in the classroom or in a nearby hallway. If the bathroom is outside of their classroom, students will be monitored by cohort whenever they perform handwashing. Handwashing stations have also been installed for outdoor use.

Faculty will be trained before the start of the school year in identifying food allergies and will be made aware of any students who have food allergies in their class. Serious food allergies will be flagged, and if necessary, specific types of food will not be permissible in classrooms. The school already has a no-peanut policy throughout the building.

Transportation Guidance

WSGC does not provide busing but relies on the school districts to bus the students daily. The school will support the policies and protocols set forth by the local school districts and will encourage students to comply with these.

Social and Emotional Well-Being

The School Health Team consists of the School Nurse and School Counselors. These employees will work in collaboration with class teachers to identify the social and emotional needs of our students.

The School will provide social and emotional support to all students and faculty during In-School Learning, Hybrid-Flex Learning and TDDL. Grades 1-8 will have a weekly SEL class with one of our School Counselors. Grades 9-12 have regular Leadership classes with the HS Guidance Counselor. The School will employ two School Counselors in addition to the School Psychologist, who is provided by the Garden City Public School District.

The School will also work with the parents to ensure that there is awareness around the added stresses the current pandemic may be causing their students. The School has already shared resources with parents on ways to deal with anxiety in children and will continue this support throughout the school year. During TDDL, regular parent meetings will be held to ensure parent support. For the Early Childhood classes, individual calls are made by the EC faculty members with parents and students to allow for extra emotional support and social bonding.

Religious and Independent School Schedules

The School has prepared for an in-person teaching schedule as well as a fully remote Teacher Directed Distance Learning schedule for Grades 1-12. The two schedules have been made in such a way that they can run simultaneously. This is critical because the School has faculty members who teach across the sections (EC, LS, MS HS), and this will allow for certain classes to be receiving in-person teaching while others are working remotely. There is also a plan in place for the entire School to seamlessly switch between the two scenarios.

Attendance

Attendance will be taken daily, independent of which scenario(s) the School is operating under. The School utilizes an online app called *SchoolPass* for attendance.

In-Person Attendance

For In-Person attendance, *SchoolPass* will be utilized to track attendance at all entrances during arrivals and at the Main Entrance (which is the only entrance that will be utilized outside of regular arrival hours). Accommodations will be made to switch students from in-person to hybrid-flex learning if they need to quarantine and are well enough to attend classes.

Students in grades 1-12 are expected to be in class every day, all day, except in the case of an excused absence. Attendance is mandatory for all-school-day events including, but not limited to, trips to Glen Brook, assemblies, Michaelmas, Earth Day, and Field Day. Excused absences can include:

- Illness

- Family emergencies
- Religious holidays
- College visits
- Medical appointments

Regular attendance is essential for student success. Unexcused absences numbering over **5** is excessive and may require a parent conference with teachers or section chairs.

Parents or Guardians must call the School if a student is going to be absent or late for any reason. The appropriate teacher will be informed and any communicable illnesses will be reported to the School Nurse. The School will contact families for any student absences that have not been verified in this way. High School students may not excuse themselves for being absent or late; this message must come from a Parent or Guardian.

Hybrid-Flex Learning

For the hybrid model, students will be receiving some instruction live through Zoom and some recorded sessions. Attendance for students who are participating in Hybrid-Flex Learning will be tracked daily in the same way as described in the section about Teacher Directed Distance Learning below (tracked by each individual teacher and reported to the Faculty Chair Assistant for Grades 1-8 and to the High School Secretary for Grades 9-12).

Teacher Directed Distance Learning (TDDL)

During Teacher Directed Distance learning, the students will have live Zoom sessions for most of their classes.

Attendance is tracked by each teacher and reported to the Faculty Chair Assistant for Grades 1-8 and to the High School Secretary for Grades 9-12.

Students are expected to attend all TDDL classes unless they are absent due to:

- Illness
- Family emergencies
- Religious holidays
- College visits
- Medical appointments

In Grades 6-12, absences due to any student willfully choosing not to show up for scheduled Zoom class will be considered unexcused; when absence or lateness is unexcused, a student is not allowed to make up work and will receive a 0 for all missed work including any required assignments, tests, quizzes, and homework due that day.

Any absence or lateness must be reported to the School before the start of the class by the parent or guardian.

High School students are required to be present for a 15-minute meeting with their Advisors at the start of each school day; they are also required to attend all scheduled Zoom classes. Any student who misses one or two classes on any given day will be credited with a half-day absence. Any student who misses or arrives late at the morning check-in time will be marked “tardy excused” or

“tardy unexcused”, depending on whether or not a legitimate message of excuse from a Parent or Guardian has been received.

In the case of technical glitches that prevent a student from attending a class, students are asked to send an immediate communication to the High School Secretary (and/or the Class Advisors and/or the Classroom teacher).

Teaching and Learning

The Waldorf School of Garden City (WSGC) recognizes that it is difficult to predict what the 2020/21 school year will look like, and has therefore developed three scenarios for learning that easily can be transitioned between depending on the environment and course of the Covid-19 pandemic. The three scenarios include In-Person Learning, Hybrid-Flex Learning and Teacher-Directed Distance Learning (TDDL). Details and operational plans for each scenario are highlighted in the sections below.

It is important to emphasize that the local situation in Long Island in terms of the containment of Covid-19 will impact which scenario the School operates under, and that the circumstances may necessitate alternating between scenarios throughout the school year. To make this transition as seamless as possible, faculty and staff will receive extensive training on aspects of each scenario, parents will receive continuous communications regarding the scenarios, and plans, protocols and schedules will be put in place at the beginning of the school year for each scenario to ensure continuity.

Assuming infection rates continue at the current levels, and NYS allows schools to reopen in September 2020, WSGC is planning on bringing its students back to in-person instruction in a phased approach. Initially 50% of our students will return to in-person learning on our first day of School on September 8th. This 50% will consist of our Early Childhood and our Grades 1-5. Grades 6-12 will start the school year with Teacher Directed Learning. After an initial 4 weeks, the School will reevaluate the situation in order to determine whether or not to extend on-site learning to the remaining classes or a portion of these. The next steps will clearly be communicated to parents so they know what to expect.

The faculty and staff of the WSGC have been meeting since the start of the pandemic to assess areas that need to be addressed. These meetings have continued throughout the summer months to ensure planning for the 2020/21 school year. Teachers have been undergoing professional development on the use of technology as well as how to better teach their subjects on-line and in this new learning environment. The administrative staff has been working on finding solutions in the building to allow for Hybrid-Flex Learning and upgrading our technology. For any student who needs to study at home and who does not have access to a computer, the School will provide one.

To ensure that there is a smooth transition between the various scenarios, supply and equipment pick up days will be scheduled when moving from In-Person to Hybrid-Flex Learning or to TDDL. Faculty and administrative staff will collaborate on putting together school-supply packets for students/families with items relevant to specific classes. These packets of items may either be collected at School or the School’s employees will facilitate a drop-off for those students who are unable to collect their supplies.

In-Person Learning

As mentioned above, specific details on how the School will follow NYSDOH Requirements for In-Person instruction is provided in [Appendix A](#). Below are more specific details of what In-Person instruction will look like for each section of the School.

For all classrooms, desks are spaced 6 feet apart. Face coverings will be worn at all times indoors except during meals and during specific teacher directed mask breaks. Ventilation in classrooms will be enhanced by opening windows and doors, adding fans and extractor fans, and by supplying the rooms with freestanding units with air filters.

Cleaning will happen regularly throughout the day. For EC and Grades 1-5, dedicated rooms have been allocated for each Grade or cohort. These rooms will have the same students using them throughout the day. For grades 6-12, an attempt to limit movement to the extent possible has been made, but the curriculum requires certain classes to be held in specialty rooms. In these cases, rooms and any commonly-used items in the rooms will be cleaned between groups.

[In-Person Learning for Early Childhood \(EC\)](#)

The EC consists of a Nursery Program (ages 3-4) and a Mixed Aged Kindergarten (MAK) Program (ages 4-6). All the EC students will spend as much time as possible outside, only going inside to utilize bathrooms, have rest time, snack time, and/or engage in occasional artistic activities. Additional covered shelters outside will be used in inclement weather. Handwashing stations will also be available outside.

We are expecting an enrollment of 15-20 students in our Nursery program and 36-46 students in our MAK Program. The Nursery students will be split into two smaller cohort groups (max. 12 students in each cohort), and the MAK students will be split into 3-4 cohorts (group sizes will be dependent upon enrollment), with a maximum of 14 students to one cohort. Each cohort will stay with the same 2 teachers every day (one Lead Teacher and one Assistant Teacher) and can therefore be divided into 2 even smaller cohorts if needed. The cohorts will have their own designated room, bathroom facilities, and outside space that will only be used by each specific cohort; there will be no crossover between EC classes.

Nap time will take place on designated cots, which will be sanitized after each use, with a minimum of 6 feet of spacing between them. Snack and lunch will be pre-prepared or brought by the students from home and take place with 6 feet of distance between them. Each child will have their own bowl(s) and utensils that will be sanitized before and after each usage. Additionally, each child will have their own set of materials to avoid sharing of common items. Face coverings will be worn at all times while indoors except for meals and naptime. Mask breaks will be provided under the guidance of the teacher.

Grade Name	Room capacity with new guidelines	Expected enrollment
Nursery 1	12	8-12
Nursery 2	10	6-10
MAK 1	16	8-14
MAK 2	16	8-14
MAK 3	12	8-12
MAK 4	8	
Total Room Capacity and Expected enrollment	74	50-65

[In-Person Learning for Lower School - Grades 1-5](#)

We are expecting an enrollment of approximately 94 students across 5 grades in Grades 1-5. Some of these classes will be split into two smaller cohort groups. Students in Grades 1 - 5 will spend their school day with their designated cohort groups in their designated rooms and outdoors. Specialty teachers will come to the designated classrooms. Weather permitting, certain classes, in addition to PE, Movement and Music, will be held outdoors. Recess times will be staggered to avoid students from different grades mingling on the playground. Grades that are split into two cohorts will have outdoor recess together to allow social interaction across the grade level. By utilizing space previously used by our EC program, as well as larger communal spaces that will be converted into classrooms, Grades 1-5 will be accommodated in rooms as indicated in the table below and still adhere to the physical distancing guideline (PD) of 6 feet between desks. Face coverings will be worn at all times while indoors except for meals. Mask breaks will be provided under the guidance of the teacher.

Rooms available	Room capacity with PD requirements
Room 1	15
Room 2	16
Room 3	16
Room 4	16
Room 5	38
Room 6	16
Room 7	12
Total	129



In-Person Learning for Middle School Grades 6-8

We are expecting an enrollment of approximately 69 in Grades 6-8. Some of these classes will be split into two smaller cohort groups. The majority of Middle School classes will happen in their designated rooms and outdoors. Certain specialty classes (art, music, woodshop, and science labs) will be held in shared spaces, and these spaces will be cleaned and disinfected between cohorts using them. Recess times will be staggered. Grades that are split into two cohorts will have outdoor recess together to allow for social interaction across the grade level. By utilizing communal spaces that will be converted into classrooms, Grades 6-8 will be accommodated in rooms as indicated in the table below and still adhere to the physical distancing guideline (PD) of 6 feet between desks. Face coverings will be worn at all times while indoors except for meals. Mask breaks will be provided under the guidance of the teacher.

Rooms available	Room capacity with PD requirements
Room 1	16
Room 2	16
Room 3	16
Room 4	16
Room 5	8
Total	72

In-Person Learning for High School Grades 9-12

The High School, currently consisting of approximately 90 students in grades 9-12 and 15 faculty members and staff, will conduct classes in the High School wing of the building. The Waldorf School of Garden City High School's curricular offerings will continue to be in alignment with NY State's required number of classes, number of credits and general outcomes as established by the NY State Regents.

A dedicated entrance in the breezeway will be used for all High School students entering the building. There are three possible exits for dismissal time at the end of the day (cafeteria door to bus area/ breezeway doors/ doors that lead to the recreation area behind the High School).

Each grade level will be staying in designated classrooms as much as possible, but because sections of classes are designed along lines of interest and ability groupings, a moderate amount of moving between classrooms and through the hallway will be necessary. Likewise, subject teachers will be assigned to one classroom as much as possible, but some moving from classroom to classroom will be necessary. Snacks and lunch will be eaten in designated classroom space or outside. Certain classes will be held as a full grade in the larger available rooms while still ensuring physical distancing (i.e., having desks a minimum of 6 feet apart). Face coverings will be worn at all times while indoors except for meals. Mask breaks will be provided under the guidance of the teacher.

Particular attention will be given to ensuring ample ventilation in each classroom. We will have fans and an air filter in each classroom.

Many classes, for example, art, foreign language, and math, are divided into small sections of 10 or fewer students. Main lessons will rotate on a monthly basis depending on the subject taught and room needs. By utilizing existing classrooms and communal space, the High School students will be accommodated as per the table below and still adhere to the physical distancing guideline of 6 feet between desks. Space dividers may be added in certain rooms based on needs. In certain rooms, including art and labs, where maintaining 6 feet cannot be assured, space dividers may be added for additional safety. In these rooms face coverings will be required at all times by all students and faculty.

Name of room	PD # students	Main Lessons	Room 1	Room 2
Spanish Room	5	Main Lesson 1	Cafeteria	
English Room	13	Main Lesson 2	Student Room	
Math	13	Main Lesson 3	English Room	Math Room
Art	7	Main lesson 4	Chemistry Lab	German / Art
German	8			
Biology	6	Grade	Expected Enrollment	
Chemistry	14	Grade 9	20	
Yearbook	2	Grade 10	24-27	
Student room	28	Grade 11	23-24	
Cafeteria	38	Grade 12	21-22	

The High School has designed two schedules: one for in-school operations and one for teacher-led remote learning. Passing time will be staggered to allow one grade at a time to be in the hallway at the lockers. We are also considering having shelves in the grade-specific classroom space on which students may keep their books and supplies, thereby cutting down on the need to make many trips to the hallway lockers every 40-50 minutes. Banks of hallway lockers, previously bunched together by class, have been reassigned to allow distancing between students while at their lockers. Appropriate 6-foot-spacing of desks will be strictly adhered to. Whenever a new classroom is entered, teachers and students will sanitize the desk and chair that they are occupying. Wipes to do this will be provided by the School and be available in each classroom.

Teachers are planning on using their personal phones to communicate school business within the building. Classroom doors will be propped open as much as possible to allow for ventilation and obviate the need to touch door handles when entering or leaving classrooms. Also, rather than needing to touch the doorknob of the classroom and open the door to see whether or not the hallway is clear before dismissing a class, internally communicated “all clear” messages will be sent to the teachers at the end of each period. Bathroom availability may also be communicated in

this way so as to avoid lines forming in front of the bathrooms. An outdoor toilet, located outside in the High School recreation area, will be designated for high school use only. All student bathrooms will be single use, i.e., no more than one person may be in a bathroom at a time.

Hybrid-Flex Learning

The School understands that even if the school building is open, there will be certain families that are unable to attend school due to medical conditions or other issues. The School will therefore offer Hybrid-Flex Learning for students who are unable to attend classes at the school building for various reasons including quarantine, medical conditions, or parents not feeling comfortable with sending their children to school. Long-term Hybrid-Flex Learning will only be offered to Grades 3-12, but will be available for all students on a short-term basis if the reason for not attending is due to sickness or quarantine.

For students in Grades 3-5, families will need to choose whether they want In-Person Learning or Hybrid-Flex Learning at the beginning of the school year. However, for families who choose In-Person Learning and then have to keep their children home for a longer period due to contracting Covid-19 or because of quarantining, Hybrid-Flex Learning will kick in. Students in Grades 6-12, who will start their year with remote learning, can choose to continue with Hybrid-Flex Learning if In-Person Learning is expanded, their grade returns to campus, or if the needs of the student requires them to remain at home.

Hybrid-Flex Learning includes live streaming and recordings of the classes that take place indoors. Classrooms will be equipped with the necessary technology for students to Zoom into the classroom, participate in the class, and view the chalkboard. When live streaming is not an option, classes will be recorded and made available to the students in the Hybrid-Flex Learning program. Classes held outdoors are not included in the Hybrid-Flex Learning option. Teachers will maintain regular contact and communication with the students who are learning from home.

Due to the many effects of the pandemic, including travel restrictions imposed on our international students, who make up 15% of our High School student body, there is a likelihood that some of our international students will not be able to attend school in person. The High School Faculty members are planning to accommodate those students not able to be physically present in the classroom by means of synchronous and asynchronous remote learning; in addition, our ENL teacher will be in touch with our international students on a regular basis each week.

Teacher-Directed Distance Learning (TDDL)

The School will provide a laptop to any student who does not have adequate access to one at home.

Teacher-Directed Distance Learning for the Early Childhood:

- Class meetings via Zoom
- Weekly activity packets
- Weekly parent calls
- Weekly calls with children
- Weekly audio stories and songs
- Google classroom resources
- Weekly in person storytelling experiences - as Governmental phasing allows
- Weekly EC wide thematic newsletters - delivered in a shared EC Google classroom

Teacher-Directed Distance Learning for Grades 1-12:

After a spring term of distance learning, the School has adapted, added, and amended the distance learning schedule and how the students experience it.

- Morning main lessons will be scheduled for each day.
- In the upper grades, additional English, history, and science periods have been added.
- Staggered start times in the morning: 8 am works for the younger students and 9:45 am works well for the older students. This will be in combination with an earlier end time and increased breaks for the younger students, while the older students will run later into the afternoon.
- Additional bookwork time under the supervision of the class teacher for Lower Grades.
- Morning and afternoon check-in for Lower Grades to provide greater support for students.
- New Social-Emotional Classes for Grades 1-8.
- Increased faculty training on Google Classroom and Zoom practices.
- Agreements around increased consistency regarding workload for the students.
- Across the grades, there will be time when students are in class, but not necessarily looking at a screen; time will be provided for students to be completing work while receiving assistance from a teacher.

Guidelines for class time on a computer screen:

Grades	Range of time
1st-3rd	2-2.5 hours
4th-5th	2.5-3 hours
6th	2.5-3.5 hours
7th-8th	3-3.5 hours
9th-12th	3-4.5 hours

Short-term Closures of the Campus

In the event of a short-term closure, the School will communicate with families through Email, *MyBackpack*, and our emergency text and voice system about any closure of the physical school building.

Short-term closures will take place if the School needs to close parts of the campus or the entire building for a minimum of 1-3 days following a positive diagnosis of a student or employee that had been in the school building within the past 7 days (in order to facilitate the cleaning and disinfecting of the building).

For any short-term closures the following will go into effect:

Early Childhood: In the event of short-term closures, all EC families will receive an audio story from their class teacher and suggestions for at-home craft activities .

Grades 1-8: The first day will be treated like a snow day and used to put our distance-learning plans into place. Starting on Day 2, the School's distance-learning plan will commence.

Grades 9-12: The HS will transition directly into distance-learning immediately upon closure.

Science and Laboratories

Three science laboratories will be used for our students. One will be restricted to students in grades 6-8 and two others will be restricted to students in grades 9-12. These rooms will be properly cleaned and equipment will be sanitized between groups. Additional time has been added to the schedule to allow time for cleaning.

For the Hybrid-Flex Learning and TDDL students, science classes will continue virtually and to the extent possible, students will conduct laboratory exercises and experiments at home. Students will also engage in online virtual experiments.

Arts

The School has several art and music rooms, some of which will be shared by students in Grades 6-12. These rooms will be properly cleaned between groups, and any equipment that is shared will be sanitized between usage. Students bring their own equipment/instruments, and there will also be an emphasis placed on individual art supplies for this school year to avoid sharing between students. Handwashing stations and hand sanitizer dispensers will be placed close to shared spaces. Additional time has been built into the schedule to allow for transitions and cleaning to take place.

In the case of the Hybrid-Flex model and TDDL, the art teachers will ensure that the students have the supplies that they need with them at home in order to complete their projects. Teachers will work with the students virtually in small groups to ensure that progress can be made and that support is provided.

Physical Education

All Physical Education (PE) and Movement classes will be held entirely outdoors during the fall of 2020. This will be reassessed later in the school year and decisions will be made based on local and NY State guidelines.

During PE and movement classes outside, anyone who is not 12 feet or more apart will be wearing a face covering. Faculty will be using demarcated areas to ensure children are spaced correctly.

Students will be directed to use individual equipment such as balls, racquets etc., and these will be sanitized between use. Sports that involve touching of equipment by multiple students in one session (i.e. volleyball, basketball etc.) will either be avoided or altered.

During the Hybrid-Flex Learning Model, outdoor classes will not be recorded. In the TDDL Learning Model, PE and Movement classes will be live-streamed or recorded.

Academic Intervention Services

When a faculty member has ongoing concerns regarding a student's academic or behavioral difficulties, the School may recommend, or even require, that the student have further educational and/or psychological testing. Resource Room and other services are provided by the Garden City Public School District (GCPSD), which also has responsibility for evaluating students, developing individualized education programs (IEPs), and conducting meetings of the Committee on Special

Education (CSE), which evaluates and recommends all students who are eligible for special educational services.

Parents concerned that their child may have a learning difference are encouraged to discuss this concern with the class teacher/advisor, as well as the School Psychologist, Licensed Clinical Social Worker, or the School's Learning Consultant. Parents are also encouraged to directly contact GCPD Pupil Personnel Services to request such testing. Any program of regular student support services—whether through an independent tutor or the GCPD--should be designed in consultation with the Class Teacher or Advisor. It may also be appropriate to notify the Faculty Chair or High School Chair, as well as the School's Guidance Counselor.

When a child is identified as having a learning difference, the GCPD provides the necessary personnel resources, with services taking place at the School. The Resource Room schedule is coordinated by the Faculty Chair.

WSGC will be working with the GCPD on the delivery of "Resource Room" during this coming school year and support these services whether in-person or virtual.

Grading

Grades 1 - 6: Students do not receive letter grades. Written reports are sent after the mid-point of the year (February) and after the end of the school year (July). Parent-teacher conferences are scheduled in the fall and spring and also may be arranged at the request of either the teacher or the parent. For this current school year, these conversations will be held virtually.

Grades 7 - 8: Written reports, including letter grades, are sent after the mid-point of the year (February) and after the end of the school year (July). Parent-teacher conferences are scheduled in the fall and spring and also may be requested at other times by either the teacher or the parent. For the current school year these will be held virtually. For students with academic or behavioral difficulties, a weekly "update" report may be requested by either parents or faculty.

Grades 9-12: Graded reports are prepared on a quarterly basis. The final June report contains a record of courses and credits earned for the year. Parent-teacher conferences are scheduled in the fall and spring and also may be requested at other times by either the teacher or the parent. For the current school year these will be held virtually.

In Grades 9-12, grades are recorded each quarter. A student with a failing average in any year-long subject, may not re-enroll unless courses failed during the school year are made up during the summer through summer school. A student must have a yearly grade point average of no less than 70% in order to advance to the next grade. Passing grades are reported from 100 to 65 (A to D); a failure is recorded as below 65 (F). All academic courses are graded. Some elective courses are graded with P (pass), F (fail), or O (outstanding). Ranges for letter grades are as follows:

GRADE RANGE A+ 97 - 100

A 93 - 96.99 A- 90 - 92.99

B+ 87 - 89.99

B 83 - 86.99

B- 80 - 82.99

C+ 77 - 79.99

C 73 - 76.99

C- 70 - 72.99

D 65 - 69.99

F Below 65

Assessment

The school utilizes a number of methods to assess student progress. The information received from outside testing companies, (such as Stanford, ERB, SSAT, etc.) is one such objective assessment and is useful when reviewed and worked with consciously by teachers.

Standardized test reports supply information on the reading and math skills of individual students and the class as a whole, enabling the teacher to identify a student or class weakness and to begin work towards building those skills. Testing results in the older grades, (Grade 5/6 and above) are made available to the parents.

Standardized test are utilized as follows:

Grade 5 (Spring) or Grade 6 (Fall) Stanford Achievement Test

Grade 6 (Spring) or Grade 7 (Fall) ERB

Grade 9 (Spring) ERB

Grade 10 (Fall) Practice PSAT

Grade 11 (Fall) PSAT

Educational Records Bureau (ERB) tests are administered in English and mathematics in the freshman year.

The Preliminary Scholastic Aptitude Test (PSAT) is administered to sophomores and juniors in the fall. (Sophomores take this test for practice.) The school automatically registers all sophomores and juniors for the PSAT.

The American College Test (ACT), The Scholastic Aptitude Test (SAT), and SAT Subject Tests are administered at local schools; we do not administer ACT and SAT exams at Waldorf. Students take the ACT and/or SAT in the spring of the junior year and often again in the fall of the senior year. Test dates are available on the College Board and ACT websites

Teachers communicate with parents as to the timing of these tests, in order to lessen both parent and student anxiety and to encourage students to eat properly and get enough rest around the testing period. In addition to the standardized testing, outlined above, the School performs internal assessments during the early grades to identify both readiness and the possibility of learning differences.

Library

The school's librarian will continue working to support students. For safety reasons, the Library will not be accessible to students but the librarian will work to deliver books requested by the teacher to individual classrooms. Books that are returned will be left for a minimum of seven days untouched and will then be wiped down before they are available to others. Library Science classes will continue both in-person and virtually but curriculum may be adjusted.

Athletics and Extracurricular Activities

Athletics

The Waldorf School of Garden City will not be participating in NYSAISAA interscholastic sports season with the Private School Athletic Association (PSAA) during the fall of 2020, but will reassess the situation and make a decision for the Winter and Spring 2021 seasons in the late fall of 2020.

The School will plan to hold after-school physical education outdoor sessions for grades 6 -12. The sessions will be held on a grade by grade basis and will be coed to avoid intermingling between grades.

Safety protocols that will be followed at all times:

- A staggered start and finish time will take place on days that two grades are both scheduled.
- Students must wear a mask at all times upon entering campus via the outdoor gate on Cambridge Ave.
- Students will have to fill out the daily health check on *StudentPass*
- Each student will be subject to a health screening - NFHS "COVIS-19 Athlete/Coach Monitoring Form"
- Coach will use a non-contact infrared digital thermometer to check every student's temperature.
- Anyone over 100.0 degrees will not be permitted on campus and will have to wait until their parents come to pick them up. Information will be shared with parents by the coach.
- If the student passes the health screening, they may enter campus and go to their designated 12 ft diameter circle painted on the field.
- Once in the circle, and away from other students, they may take off their face covering and begin warming up until the health screenings of all other students are complete, and the Coach gives them instruction on what to do next.
- Students may keep face coverings off as long as long as they remain in their designated circle.
- If called to the centre of the field to hear instruction from the Coach, their face covering is to be put on before leaving the circle and any equipment they may have is to remain in their circle.
- When listening to Coach's instructions, students are to be spaced 6 feet apart from one another and will keep their face covering on.
- Once the student returns to their circle they may remove their face covering and begin the drill instructed.
- The aforementioned procedure will take place for the remainder of the session.
- Any equipment that is needed by the student will be brought from home.
- There will be no sharing of equipment at any point.
- Any equipment used by the Coach will be disinfected at the end of the session before being put away into storage.
- No handshakes, high fives, fist bumps, or hugs will be permitted at any time.

Bilingual Education and World Languages

To meet the needs of the School's international population that comes primarily for Asia, the School will offer ENL classes via live Zoom for grades 8 to 12. Recognizing the difficulty of entry into the US and the time difference between the US and Asia, the School will offer most of the classes as recorded Zoom lessons. Additionally, if in-person instruction is taking place, the School will offer in person ENL classes to new students to ensure a smooth transition into our School. To meet the emotional needs of our international population, the School's Guidance Counselor, in tandem with our ENL instructor, will hold weekly check-ins with our international students.

All of the School's communications with our Asian families are translated. Additionally the School offers translators for our Spanish speaking families and Mandarin speaking families for parent teacher conferences. To provide services to our F-1 visa holders, we will have live zoom meetings, email communications, and phone calls.

Appendix 1 - NYSDOH Guidance Response by WSGC

While the risk of COVID-19 is present in the community, the School will alter its operations for on-campus learning to ensure the health and safety for all our students and employees.

Capacity	
Capacity	<p>Due to the size of our School’s building and campus, and the possibility of transforming communal spaces into classrooms, WSGC is able to accommodate all its students from Early Childhood to Grade 12 on campus and still maintain a physical distance of 6 feet between our students.</p> <p>However, we do not believe that reopening our building at 100% capacity is the best approach. Assuming our Region remains in Phase 4, and we are allowed to open our school building for in-person learning, the School will proceed with a phased reopening, that consists of having 50% capacity including the Early Childhood program (17% of our students) and Grades 1-5 (32% of our students) in the building, while Grades 6-12 (approximately 51% of our students) will be learning remotely. After one month, an evaluation will take place to see if on-campus learning can be extended to additional grades.</p>
Social Distancing	
Social Distancing	Desks will be placed 6 feet apart in all classrooms. Communal space has been reconfigured to accommodate this distance (specifics by section below).
	Classes will be split or reduced in size to smaller cohorts.
	Singing, as well as all aerobic activities that generate excessive breathing, including jump roping, running, etc. will only be done outside, and students will be required to maintain 12-foot distancing during these activities.
PPE and Face coverings	
PPE and Face coverings	<p>Appropriate face coverings will be used at all times by students, faculty and staff when inside and when physical distancing of 6 feet cannot be maintained outside. Mask breaks will be provided.</p> <p>Face coverings will be provided to all faculty and staff. Students will be asked to bring their own, but the School will have ones available upon request.</p>
	All employees, students, and any visitors will be asked to have a face covering prior to entering the school buildings and grounds. Clean face coverings will be readily available for anyone who does not have one or if a face covering is damaged or soiled.

Additional PPE	Employees providing health screening will be supplied additional PPE including KN95 masks (or N95 if they can be fitted for this), face shields, goggles, and disposable gloves.
Operational Activity	
Transformation of space	Communal spaces, including the cafeteria, student room, gymnasiums, and library have been converted into classrooms to allow for social distancing.
Use of playgrounds	Playgrounds will be used by one grade at a time and frequently touched areas will be cleaned between groups. .
Meals	All meals must be brought from home or pre-packed food can be ordered from the cafeteria. Food will be consumed in classrooms or outside only.
After School Programs	Extended care will continue to be offered, but will take place in small groups only and predominantly held outside. If infection rates on Long Island increase, the School may choose to cancel all after-school activities.
Athletics	All sports and athletics will be held outdoors only. This will be organized by grade rather than gender to avoid the mixing of classes. 12-foot social distancing will be required. The School will not participate in league play in the fall semester. The decision regarding the winter and spring seasons will be made in the fall and/or winter,
Field Trips	The School will not be taking any local field trips during the fall semester. This decision will be reevaluated for the winter and spring, and dependent upon local infection rates. Special trips to the School's second campus, Glen Brook in New Hampshire, may take place assuming that New Hampshire is not on the NYS Travel Advisory. Decisions about Glen Brook will be made on a case-by-case basis and will entail specific regulations regarding transport to and from the camp and pre-arrival protocols.
Large group gatherings/ Assembly meetings	No large group gatherings or assemblies will be allowed indoors. Large events will be held virtually or outdoors if possible.
	All faculty meetings will be held virtually.
	All parent meetings will be held virtually.
Admittance to the building	The School will utilize five separate entrances for the various sections of the School (for students, faculty and staff) to avoid crowding and bottlenecks at arrivals and dismissals. There will be clear signage to remind everyone of social distancing at entry points.
	The School has specific procedures in place for deliveries, mail, etc. Mail and deliveries will be left outside the main entrance and brought into the building by our custodial staff.

Visitors	Non-essential visitors will not be allowed inside the building, including volunteers. Essential visitors may enter the building by appointment only. If it is necessary to bring in outside contractors, special precautions will be made to ensure the safety of our building, students, and employees. Such visits would also be scheduled around times when there are fewer people in the building. Any person entering the School building who is not an employee or student, and who is not registered with our SchoolPass app will be screened in person at the Main Entrance upon arrival. The screening will include temperature checks and answering specific Covid-19 related questions.
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Restart Operations

Cleaning	Cleaning will be performed throughout the day by custodial staff, and the cleaning of the entire building at the end of each school day will be outsourced to a cleaning company. Both will follow CDC guidelines for cleaning.
Ventilation	Ventilation will be increased in all rooms. Doors and windows will be kept open as much as possible to allow for increased air circulation. Fans will be added to increase airflow (both extractor and regular fans). The school is also looking into procuring air purifiers for each room.
Water stations	Students will be encouraged to bring water bottles. Automatic bottle fill stations will be utilized for drinking water throughout the day.
Covid-19 Safety Coordinator	The Covid-19 Safety Coordinator for WSGC is the School Administrator. The Reopening Task Force will be responsible for supporting tracing, decisions about closures, and communicating to parents.

Hygiene, Cleaning and Disinfecting

Hygiene	Hygiene etiquette will be taught and reinforced by faculty. Information will also be provided to the parents. Faculty will receive training in hygiene protocols before the start of the school year.
	Students will be directed by faculty to wash hands frequently throughout the day. Additional handwashing stations have been set up in hallways and outdoors to avoid crowding at sinks.
	Hand sanitizer will be available throughout the building.
	Restrooms will be designated for use by specific grades.
	Electric hand dryers have been disabled and replaced with automatic paper dispensers.
	Signs placed in and around the building will serve as reminders to practice good hygiene and effective handwashing.
	Bathrooms will be cleaned and disinfected throughout the day by the custodial staff.

Cleaning and disinfecting	<p>Cleaning will be performed throughout the day by custodial staff, and the cleaning of the entire building at the end of each school day will be outsourced to a cleaning company. Child-safe cleaning supplies will also be stocked in each room so that teachers and older students can support the cleaning efforts.</p>
	<p>Cleaning logs will be kept including date, time, and scope of cleaning.</p>
	<p>Bathrooms and other frequently used spaces (including door knobs, etc.) will be cleaned regularly throughout the day by the custodial staff.</p>
	<p>Rooms used by multiple cohorts will be cleaned between each group.</p>
	<p>We will schedule staggered recesses, and all frequently touched surfaces on the playground will be disinfected between groups.</p>
	<p>Non-touch amenities including water bottle refill stations and paper towel dispensers will be installed where feasible.</p>
	<p>Drinking fountains have been disabled and bottle refill stations will be used.</p>
	<p>Students will receive individual supplies to the extent possible. Any shared objects or toys will be cleaned and disinfected between uses.</p>
Ventilation	<p>Ventilation will be increased in all rooms. Doors and windows will be kept open as much as possible to allow for increased air circulation. Fans will be added to increase airflow.</p>
Extracurriculars	
League play	<p>WSGC will not participate in intramural sports for the first semester. A decision about the winter and spring season will be made in the late fall depending on infection rates.</p>
Athletics	<p>All sports and athletics will be held outdoors only. This will be organized by grade rather than gender to avoid the mixing of classes. 12-foot social distancing will be required.</p> <p>The school will not participate in league play in the fall semester, but will reevaluate this decision in the late fall and make a decision regarding the winter and spring seasons.</p>
After-school clubs	<p>These will not be offered during the first semester. Reevaluation of this decision will be made in the late fall and will depend on infection rates.</p>

Before and After School	
Before School	The school will not offer before-school care. Students may arrive at 7:45 am and go straight to their respective classrooms that will be staffed by a teacher.
After School Programs	After-school care will be offered to families who need this service. After-school care will be held in small groups only, with an attempt to keep grades separated to the extent possible. After-school care will be held predominantly outside. If infection rates on Long Island increase, the School may choose to cancel all after-school activities.
Vulnerable populations	
Employees	The School is doing its best to offer alternative modes of work for faculty members who have underlying health conditions or are in a higher risk category. To the extent possible we are allowing these employees to continue teaching remotely without coming into the building even if their classes are scheduled to be taught in person. This is being handled on a case-by-case basis.
Students	The School will offer hybrid-flex learning for students who are unable to attend classes at the school building for various reasons including quarantine, medical conditions or parents not feeling comfortable with sending their children to school. Long-term flex learning will only be offered to Grades 3-12, but will be available for all students on a short-term basis if the reason for not attending is due to sickness or quarantine..
PPE	The school recognizes that it will be very difficult for certain students to wear masks for extensive periods of time. Frequent and periodic mask breaks will be given to students based on age and developmental appropriateness. Accommodations will be made for students who cannot medically tolerate a face covering. The School will work with individual families to find solutions.
Transportation	
To school transportation	WSGC does not offer busing of our students to and from school. We rely on the local school districts for this.
Transportation	In the event that students need to be transported in the School's buses, masks will be mandatory, and students will be physically distanced (one to a seat). Windows will be open to the extent possible

Food services	
Cafeteria	The School cafeteria will not be open for dining. All meals will be consumed in individual classrooms or outside. Students may bring their own food from home, or they may pre-order pre-packaged food from our cafeteria. Pre-ordered food will be delivered to the classrooms. Food allergies will be taken into consideration in both preparing food and when supervising meals.
Mental Health, Behavioral, and Emotional Support Services and Programs	
School Health Team	The School Health Team consists of the School Nurse and School Guidance Counselors. These employees will work in collaboration with class teachers to identify the social and emotional needs of our students. Faculty will undergo training specifically related to managing stress and anxiety around Covid-19.
School counselor	The School has its own school counselors on staff who will provide weekly group sessions to individual classes as well as offer one-on-one support to students.
District Services	The Garden City Public School District will determine if student services are provided virtually or in-person. The school will accommodate either option for all our students.
Communication	
Parent Communication	All parents will receive clear communication before the start of school outlining all the new protocols and policies adapted due to Covid-19. The School has a dedicated page on its website that is readily available for parents. Parent information will also be posted on their individual pages on MyBackpack. We will also utilize an emergency text messaging system for communication of time sensitive information including any closures.
Signage	There will be clear signage to remind everyone of social distancing at entry points and throughout the building. There will also be signage reminding students and employees about hygiene protocols.
Monitoring	
Screening	The School will require daily health checks through an online app for all faculty, staff and students. The app will include the four questions outlined by NYSDOH, including temperature checks. Temperature checks will be performed by school employees at the entrance before entering the building and no one with a temperature of above 100.0°F will be allowed to enter the building. Any individual who does not successfully pass the screening will be sent home immediately before accessing the building.

	<p>Personnel performing the screening will be wearing appropriate PPE and will have received training.</p> <p>The screening app will include the following health questions:</p> <ol style="list-style-type: none"> 1) Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for Covid-19 or who has or had symptoms of Covid-19? 2) Have you tested positive through a diagnostic test for Covid-19 in the past 14 days? 3) Have you or anyone in your immediate household experienced any symptoms of Covid-19, including a temperature of greater than 100.0°F, in the past 14 days? 4) Have you traveled internationally or from a state with widespread community transmission of Covid-19 per the New York State Travel Advisory in the past 14 days?
<p>Testing Protocols</p>	<p>The School Nurse in conjunction with the Covid-19 Safety Coordinator will ensure that families are given correct and accurate information regarding testing options. An up-to-date list of nearby testing facilities will be kept by the Covid-19 Safety Coordinator and the School Nurse.</p> <p>Any employee or student who has been in contact with someone who has tested positive for Covid-19 or who displays symptoms of Covid-19, will be encouraged and/or required to get tested; either a self-quarantining period or a negative test result will be required before returning to school. The course of action will be determined in collaboration with the Nassau Department of Health.</p>
<p>Testing Responsibility</p>	<p>WSGC has established contact with the Nassau County Health Department and will work with them on how to manage a suspected case of Covid-19. It will be the responsibility of the Covid-19 Safety Coordinator to ensure that information is provided to individuals who are suspected of having Covid-19 or been in contact with a person with a confirmed case. The decision of whether a test should be conducted will be determined by the health care provider or Nassau Health Department. The School will support this process.</p>
<p>Early Warning Signs</p>	<p>The Covid-19 Safety Coordinator will continuously monitor the infection rates at a local and regional level. Daily attendance at school will also be closely monitored to identify any trends and early signs of Covid-19 within specific grades or the school. The School will follow up with any absent students' families to determine the reason for student absences.</p>

Containment	
School health office	<p>Additional locations for health offices have been identified to allow access in various parts of the school building.</p> <p>All employees will receive training prior to the school year in identifying signs and symptoms of Covid-19 and will refer any suspected case to the School Nurse. The nurse will have adequate PPE equipment.</p> <p>The nurse will assess the student and determine the next step. If there is a suspected case of Covid-19, the parents will be notified and contact will be established with the Nassau County Department of Health.</p>
Isolation	<p>WSGC has designated several isolated spaces in different parts of the building for quarantining of suspected cases of Covid-19 and will follow CDC guidelines for containment of a sick individual at campus. In the instance of a suspected case, the student will be quarantined in an isolation space while the family is contacted to pick up the student. The school will immediately contact the Nassau Department of Health to determine the correct course of action with respect to quarantine time for the student with the suspected case, as well as anyone the student has been in close contact with. It will also support contact tracing. The school will also follow up with the family about test results.</p>
Collection	<p>Parents will be notified immediately if a student falls ill and will be instructed to collect their child. The isolation space can be accessed directly from outdoors, which limits the exposure within the school building.</p>
Infected individuals	<p>The School will collaborate with the Nassau County Department of Health if a confirmed case is discovered among our employees or students.</p> <p>After a positive test, a student must stay home and not return to school until they have not had a fever above 100.0°F in the past 14 days, respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart and they have received medical clearance from their health care provider.</p>
Exposed Individuals	<p>For a suspected case, employees and students must stay at home until symptoms have improved, for a minimum of 10 days since the first symptoms appeared, and have not had a fever of 100.0°F without any fever-reducing medications in the past 14 days.</p> <p>If an employee or student has been exposed to Covid-19, by being in close contact with someone who has Covid-19 (including being closer than 6 ft for more than 15 minutes), they must stay home for 14 days. Symptoms must be tracked, and if symptoms develop, protocols for a suspected case must be followed.</p>

	<p>Families must inform the School immediately if a student has been diagnosed with Covid-19 is displaying symptoms of Covid-19 or has been exposed to someone who has tested positive for Covid-19.</p> <p>Employees must inform the School immediately if they have been diagnosed with Covid-19, are displaying symptoms of Covid-19 or have been exposed to someone who has tested positive for Covid-19.</p> <p>If a suspected case is identified during the school day, the individual will be brought to a separate isolation space, the family will be contacted and asked to pick up the child immediately. The School will liaise with the Nassau Department of Health to determine the next steps. The school may choose to ask the rest of the individuals' class to self-quarantine until it can be determined whether the suspected case in fact is Covid-19.</p>
Hygiene, cleaning and disinfecting	<p>If a case of Covid-19 is identified at school, areas used by the patient will be closed off and any exposed students will be sent home. The School may choose to close the campus or parts of the campus for 2-5 days while working with the local health department to determine next steps.</p> <p>Doors and windows will be opened and the School will (to the extent possible) wait 24 hours before cleaning. The cleaning will be performed by the schools custodial staff or our contracted cleaning company. Special PPE will be issued to ensure the safety of our employees.</p>
Contact tracing	<p>A team of School employees has been identified to support contact tracing within the School. This team consists of employees from each section of the school who will undergo contact tracing training through the New York State Contact Tracing Program before the start of school in September.</p> <p>Classes will be kept in cohorts in EC through Grades 8 and will not intermingle with other grades even during outside time. EC through Grades 5 will be isolated in their respective rooms throughout the day, except for outside time. These measures will reduce the opportunities for cross-exposure and support easier containment.</p>
Communication	<p>Updated policies and protocols will be published and distributed to all employees and families. These will also be posted on the dedicated Covid-19 portion of our website.</p>
Closure	
Closure triggers	<p>During the coming year, there may be times when we are ordered to close the school by State Authorities. The School will follow any NYS guidelines related to closure. These include the region of Long Island moving out of Phase 4 and infection rates above 9%.</p> <p>Under guidance from the State and local authorities, WSGC has identified policies to help us track and trace the level of transmission in the school</p>

	<p>setting, so that we can responsibly provide for the health and safety of our students, families, faculty, and staff. WSGC will work with the Nassau County Department of Health at all times. The School has clear plans in place for a seamless transition between in- school learning and teacher-directed distance learning. The School may choose to close in-person learning for only sections of the School or for the entire School, depending on the local conditions.</p> <p>If a student from a given grade is confirmed to be Covid-19 positive, then the class will self-quarantine at home for the following two weeks and the school community will be alerted. The grade that is self-quarantining will receive teacher-directed distance learning. If the student who tested positive has a sibling or siblings in the school, the sibling(s) would also be required to self-quarantine, but the rest of the sibling’s or siblings’ class(es) would not need to quarantine unless the sibling(s) tests positive or the Nassau Department of Health instructs us to do so.</p> <p>Through contact tracing and in collaboration with the Nassau Department of Health we will determine which employees would need to be quarantined.</p> <p>The School may also decide to transition the entire school to distance learning if:</p> <ul style="list-style-type: none"> ● If more than 20% of the classes that are receiving in-person learning are self quarantined ● If more than 40% of the student population (who are attending in-school learning) are absent due to illness, or ● If the School is not able to staff its programs safely because of the number of faculty and staff out sick.
Operational Activity	<p>If the School is mandated to close by State or Local authorities, all non-essential staff will immediately be asked to work from home. WSGC has put in place measures to make it possible for most employees to seamlessly transition to working from home and still perform their tasks. If only specific sections of the School are self-quarantined the daily operations of the School will continue with select individuals working from home if possible.</p>
Communication	<p>The School will utilize various communication channels to communicate any closure plans both externally and internally. These include sending emails, posting updates on the School website’s dedicated page for Covid-19 information, and posting on a family’s MyBackPack account. We would also utilize our emergency text and voice messaging service for more urgent messages. The School will also organize virtual meetings, both internal employee meetings as well as Town Hall meetings, in order to ensure that the school community is informed.</p>