

Dear Colleagues,

It has been invaluable to work together as we figure the path forward in January. While we wish there could be a decision that will meet everyone's wishes, our School serves so many different constituencies in so many different ways, that we recognize that is not likely. We have considered your input, feedback from parents, financial policies of the School and our desire to have a strong school moving forward for years to come. This continues to be a situation that requires constant flexibility. We know that what we decide today might change sooner rather than later. With that in mind, we have built in review processes and other check-in points to determine if we need to adjust our path.

As of today, **THE PLAN** is as follows:

- The School will provide each employee with five KN95 masks.
- The parents of any student returning to the building must attest that they have followed our safety protocols. (See below for details) Families in grades 3-12 who cannot attest to this may opt for the Hybrid Learning model.
- When the In-School/Hybrid schedule is used for remote learners (Gr. 6-12), small alterations will be made. (See below for details.)
- The School is working on establishing on-site testing every two weeks for all employees. More information on this will be forthcoming after the new year.

January 4 **Parent-Child Classes begin as scheduled outdoors on the School grounds.**
Early Childhood will be on the TDDL schedule.
Grades 1-5 - remote learning using the TDDL schedule.
Grade 6-12 - remote learning using the In-School/Hybrid schedule.
Building is open to all WSGC employees who have followed safety protocols (below).

January 11 **Early Childhood will begin In-School. Garden Nest Afternoon Care program is closed. Classes are strictly outdoors and a "snow day" is called for inclement weather.**
Grades 1-5 - will continue remote learning using the TDDL schedule.
Grades 6-12 – will continue remote learning using the In-School/Hybrid schedule.

January 25 Early Childhood continues in the building. **Garden Nest Afternoon Care program resumes.**
Grades 1-5 - return to the building using the In-School/Hybrid schedule.
Grades 6-12 – will continue remotely learning using the In-School/Hybrid schedule.

February 1 **Grades 6-12 - return to the building using the In-School/Hybrid schedule.**
Grades 9-12 – return to the building on a rotating schedule until further notice.

Review Process:

- Weekly section meetings will gather feedback and be reported to Admin. Circle and College.
- College will discuss Zoom schedule on January 12th.
- Admin. Circle will consider possible needed changes on a twice-weekly basis.

Under Consideration:

Please feel free to add to this list of topics to discuss in Sections:

High School:

- Faculty Office – reconfiguration, fewer people, no gathering, HS faculty only.
- Recommitment to safety protocols.
- Lunch by grade, no talking policy unless outdoors.
- Enforce policy of one student at a time in the bathrooms.
- A commitment to classroom doors open, air filters on, and at least one window open.
- See something – Say something (i.e. if you hear of unsafe gatherings of students/families outside of school, please report to Section Chair and Admin Circle)
- Coordination and logistics of supply pickup.

Lower School:

- Recommitment to safety protocols.
- Lunch --no talking policy unless outdoors.
- A commitment to classroom doors open, air filters on, and at least one window open.
- Substituting for only classes you typically teach.
- Face shields must be accompanied by a mask.
- See something – Say something (i.e. if you hear of unsafe gatherings of students/families outside of school, please report to Section Chair and Admin Circle.)
- Teach subject classes in blocks in order to keep teacher cross-over to a minimum.
- Coordination and logistics of supply pickup.

Early Childhood:

- Ongoing review of Garden Nest program
- First Grade Readiness assessments – new spaces and schedule required
- Face shields must be accompanied by a mask.
- EC to communicate to families regarding supplies needed i.e. hot hands, etc.
- Alerting families of inclement weather “snow days” with ample time to allow for child care support
- Full MAK parent evening on School readiness
- Outdoor heat source
- TDDL review

Admin. Circle:

- Work out details of bi-monthly testing protocols for employees.
- Consider bi-monthly testing protocols for grades 6-12.
- Ensure our employees qualify as “essential workers” in terms of vaccine.

Safety Protocols for Employees to Return to the School building:

Employees must attest to the following:

- Fourteen days prior to the return to the School building, the employee has not been in touch with anyone outside of their immediate household except for medical care and essential needs **OR** proof of a negative test within 4 days of returning to the building
- If the employee has traveled outside of NYS the employee will need to provide proof of two negative test results before returning to the building
- There is no single symptom of Covid-19 and you have answered and acknowledged all questions honestly on the SchoolPass app.
- **The building is not open before Tuesday, December 29th**

Safety Protocols for Students to Return to In-Person Learning:

Parents must attest to the following:

- Fourteen days prior to the return to the School building, the family has not been in touch with anyone outside of their immediate household/pod except for medical care and essential needs.
- To support the mental health of all involved, you may extend your household to include a “pod.” A pod may include another In-School learner of the same grade following these same protocols. It does not include anyone else.
- If the family has traveled outside of NYS the student will need to provide proof of two negative test results before returning to the building
- There is no single symptom of Covid-19 and you have answered and acknowledged all questions honestly on the SchoolPass app.

In-School/Hybrid Schedule for Remote Learners (Gr. 6-12):

- All classes will begin on time as scheduled.
- Main Lesson teachers may end class early on some or all days as long as the necessary material is appropriately covered.
- Double-period classes may be reduced to one period at the teacher’s discretion.
- Specialty Subject Classes scheduled for 40-minute periods may be reduced to 30-minute periods at the teacher’s discretion.
- Student assessment for Zoom classes should be consistent with In-Person classes.
- Faculty are strongly encouraged to be creative in lesson formats. This might include more student-directed learning as age-appropriate, using some class time for homework or Main Lesson Book time, etc. Share ideas with your colleagues!

We believe the necessary sacrifices required by these protocols are necessary to keep our community safe over the next couple of months. We will continue to update and adapt as the situation unfolds. We will be available after December 26th to respond to questions and concerns. At that time, feel free to reach out to us or to your Section Chair. Admin. Circle will be meeting regularly throughout this Holiday Break.

[Click here for COVID Resource page on our website.](#)

Thank you for your continued flexibility and commitment to The Waldorf School of Garden City.
Happy Holidays!

Nicole Littrean
School Administrator
littreann@waldorfgarden.org

Kelly O'Halogan
Faculty Chair
ohalogank@waldorfbarden.org