

WSGC COMMUNITY GUIDANCE

UPDATED April 12, 2021

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

*This document supersedes all related WSGC COVID addendums and other appendices.

Capacity	
Capacity	At this time due to the updated NYS Department of Health K-12 Guidance , declining infection rates in our School and the surrounding areas, and increased vaccination rates amongst WSGC Employees we believe that reopening our building at 100% capacity as soon as possible is the best approach. Assuming our Region remains in Phase 4, and community infection rates remain low, Hybrid students will continue to be welcomed back to the building on an on-going basis. The plan will continually be re-evaluated and monitored for the safest options.
Social Distancing	
Social Distancing	Desks will remain at least 6 feet apart in most instances for the remainder of the 2021 school year. Exceptions to this will be in the Grade 3, Grade 7 and some High School classrooms where the class size does not make this possible. Desk Shields will be removed in the Grade 7 classroom as a minimum of 3 feet social distance can be maintained, they are considered a cohort, and NYS and the CDC no longer recommends their use. When eating in all classrooms, lunch shall be "silent". If approximately 6 feet social distance cannot be achieved in a classroom, students will eat outside .
	Individuals participating in activities that require projecting the voice (e.g., singing) or playing a wind instrument must be 6 feet apart and there must be 6 feet of distance between the performers and the audience during performances and concerts.
PPE and Face coverings	
PPE and Face coverings	Appropriate face coverings (having at least two layers of material, surgical or KN95) 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. Students should bring additional masks to change out throughout the day. The School will have disposable masks available upon request.

	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. Employees are required to wear KN95 masks that will be provided by the School.
Operational Activity	
Transformation of space	Communal spaces, including the cafeteria, student room, Bonner Hall, and library remain converted into classrooms to allow for social distancing.
Use of playgrounds	Playgrounds will be used by one grade at a time in most instances and frequently touched areas will be cleaned and disinfected at the end of each school day. Handwashing stations and sanitizing stations have been placed strategically throughout the hallways and by exits/entrances to playgrounds.
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. Snack and lunch will be “silent” without speaking to reduce the spread of aerosols. In the High School, lunch and snack should be with an individual class.
After School Programs	Extended care between 3-6pm is currently closed due to maximum “COVID” capacity. This program will be monitored closely based on local and school infection rates. All other after school programs are open at the moment including intramurals for Grades 7-12.
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. Social distancing will be required. The School will not participate in league play in the spring semester. The decision regarding the fall 2021 season will be made in the summer..
Field Trips & Glen Brook	The School will not be taking any local field trips during the spring semester, outside of Glen Brook. This decision will be reevaluated for fall 2021, and dependent upon school and local infection rates. 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 unless deemed safe and protocols for capacity and social distancing are adhered. Large events will be held virtually or outdoors if possible given the current community infection rates. Live student performances and commencements and community gatherings are being planned accordingly. No food will be served and restrooms will be available outdoors.
	All faculty meetings have been held virtually and may move to in-person social distanced gatherings in the spring based on current community infection rates.

	All parent meetings will continue virtually unless cleared by Admin. and may move to in-person social distanced gatherings in the spring based on community infection rates.
Admittance to the building	The School will continue to 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 continues to have 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. We will continue to evaluate this protocol as we would like to welcome back members of our community sooner than later.
Cleaning & Ventilation	
Cleaning	Cleaning will be continued to 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	Doors and windows will be kept open as much as possible given warmer weather to allow for increased air circulation. An air purifier is located in each class room and common multi-purpose areas.
Water stations	Students are encouraged to bring water bottles. Automatic bottle fill stations will be utilized for refilling bottles throughout the day. Drinking from water fountains remains discontinued.
Covid-19 Safety Coordinator	The Covid-19 Safety Coordinator for WSGC is Nicole Litrean, the School Administrator. The Reopening Task Force will continue to be responsible for supporting tracing, decisions about closures, and communicating to parents.
Hygiene, Cleaning and Disinfecting	
Hygiene	Hygiene etiquette will continue to be reinforced by all employees.

	Students will be directed by faculty to wash hands frequently throughout the day. Additional handwashing stations have been set up and maintained in hallways to avoid crowding at sinks.
	Hand sanitizer stations are available throughout the building.
	Restrooms are designated for use by specific grades and reinforced for use "one at a time."
	Electric hand dryers are 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 at least every two hours throughout the day by the custodial staff.
Cleaning and disinfecting	Cleaning will continue to be performed throughout the day by custodial staff, and the cleaning and disinfecting 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 for use.
	Cleaning logs will be kept including date and time.
	Bathrooms and other frequently used spaces (including door knobs, etc.) will be cleaned regularly throughout the day by the custodial staff.
	Rooms used by multiple cohorts will be cleaned between each group.
	Drinking fountains have been disabled and bottle refill stations will be used.
	Students will continue to receive individual supplies to the extent possible. Any shared objects or toys will be cleaned and disinfected between uses.

Extracurriculars	
After-school clubs	These will not be offered during the 2021-2022 School year outside of intramurals for grades 7-12. Reevaluation of this decision for fall 2021 will be made in the summer.
Before School	
Before School	As in the fall and winter, the School will not offer before-school care. Students may arrive at 7:30am and go straight to their respective classrooms that will be staffed by a teacher.
Vulnerable populations	
Students	For the spring, the School will continue to 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.
Food services	
Cafeteria	The School cafeteria remains unopened 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, School Counselor and School Guidance Counselor. These employees will work in collaboration with class teachers to identify the social and emotional needs of our students.
School counselor	The School has its own counselor 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	
Alerts	COVID alerts and updates will continue via email, text and phone calls. The COVID-19 resource page on the School website is also updated regularly.
Monitoring	
Screening	<p>The School will continue to require daily health checks through an online app for all faculty, staff and students. The app will include five questions, 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.</p> <p>Any individual who does not successfully pass the screening will be sent home immediately before accessing the building.</p> <p>Personnel performing the screening will have received training.</p> <p>The screening app will include the following health questions:</p> <ol style="list-style-type: none"> 1. Is anyone in your immediate household isolating or quarantining because there may have been exposure to COVID-19? 2. Have you knowingly been in close contact (6 feet or closer for a cumulative total of 10 minutes) in the past 10 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19? 3. Have you tested positive for COVID-19 in the past 10 days? 4. 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 10 days? 5. Have you traveled outside of NYS for a period of longer than 24 hours in the past 10 days? *All States outside of NYS are included
Testing Protocols	<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 and is accessible on the COVID resource page at www.waldorfgarden.org.</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 to get tested; a self-quarantining period and a DOH release from quarantine will be required before returning to school. The course of action will be determined in collaboration with the Nassau Department of Health.</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</p>

	<p>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>
Testing	<p>WSGC has partnered with ATC Healthcare to provide PCR testing for employees and students at the School. ATC Healthcare has partnered with many School districts on Long Island and institutions of higher learning across the country. Testing began on Wednesday, January 6. Testing is currently required for all employees once a week and students in all grades may opt-in. The testing is covered by insurance or the CARES ACT. All test results will be sent directly to the School's Safety Coordinator. Individuals will only be alerted if there is a positive test result otherwise if you are not notified within 72 hours your test was negative. Alternatively, for employees testing can be done elsewhere and submitted to the School within the timeframe needed to return to the School building.</p>
Early Warning Signs	<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 have received 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 the student and siblings will be sent home.</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.</p>

Collection	Parents will be notified immediately if a student falls ill and will be instructed to collect their child.
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 10 days, respiratory symptoms have improved and they have received release from isolation from the Department of Health. If a release from quarantine cannot be obtained by the DOH, clearance from a health care provider is acceptable.</p>
Exposed Individuals	<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 10 minutes), they must stay home for a minimum of 10 days. Symptoms must be tracked, and if symptoms develop, taking a test is encouraged.</p> <p>Families must inform the School immediately if a student or household member 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 or a household member 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 and disinfecting 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	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 completed contact tracing training through the New York State Contact Tracing Program before the start of school in September.

Communication	Updated policies and protocols will be posted on the dedicated Covid-19 portion of our website.
Closure	
Closure triggers	<p>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. 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 setting, so that we can responsibly provide for the health and safety of our students, families, faculty, and staff.</p> <p>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.</p> <p>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 a minimum of 10 days 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.</p> <p>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 continue to 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>
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