



## REOPENING PLAN 2020-2021

Revised: 08/15/2020

### **OVERVIEW**

Wishing Well School is a holistic, non-profit school in Los Osos. Guided by the principles of Waldorf education, we provide a learning experience that engages the whole child - head, heart and hands. In the development of our plan to offer schooling for the 2020/21 year, we have strived to honor: our role in the realm of public health & safety; our responsibility to restrict the spread of Covid-19; and, our commitment to providing an education for our students that maintains alignment with our pedagogy and methodologies.

Our program will follow the recommendations and requirements of both state- and county-level agencies, including the California Department of Public Health (CDPH) and Center for Disease Control's guidelines, in order to ensure the safety and well-being of our students, staff & faculty, our community of families, and the broader San Luis Obispo County community. In particular, we seek the guidance and approval from the San Luis Obispo County Public Health Department (SLOCPHD) and the San Luis Obispo County Office of Education (SLOCOE) to provide a school experience that protects the health of all, while offering a beneficial education to our students.

To meet these challenges, we are offering entirely outdoor schooling<sup>1</sup> for the 2020/21 academic year to our entire program. We serve approximately 90 students with a staff and faculty of 8 full-time employees and 8 part-time employees. Each individual class will be regarded as a stable cohort, which will be physically separate and distinct from one another. We will maintain social distancing of 6 feet at all times within a cohort, across the entire program. Masks will be used as appropriate and as needed. We will incorporate procedures for regular cleaning and sanitization of surfaces and spaces, including making available cohort-specific hand-washing stations.

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<sup>1</sup> We have one subject, string orchestra, which will use indoor classroom space. This class is taught to just two cohorts. Students will be seated 6 feet apart and masks will be required.

## **1. HEALTHY HYGIENE PRACTICES**

Hand sanitizer will be available throughout campus, including each of the three zones of drop-off and pick-up. Separate, modular hand-washing stations will be available to each cohort, in their classroom area, including directly outside the office. Each child will be required to wash their hands before entering their cohort space and at regular intervals throughout the school day.

Teachers and staff will also be required to wash hands prior to entering a classroom area, as well as the office. Teachers will be required to wash their hands at regular intervals throughout the school day.

At each entry point to the school, there will be a sign posted reminding students, parents, faculty and staff to wash hands before entering, to practice social distancing at all times, and to use a face covering. In addition to these entry points, similar signs will be posted throughout key locations on campus.

## **2. FACE COVERINGS**

Cloth face coverings are required for:

- Students in grades 3 and above
- All staff and faculty
- Any parents or campus visitors

Face mask or face shield use will be strongly encouraged for students in 2nd grade and below. Students will be required to wear face coverings when participating in unstructured activities (such as recess) according to the identified grade guidelines.

Use of face coverings by the students will be enforced by the teacher that is giving instruction or providing supervision. Additional staffing will be available during outdoor recess periods to ensure proper use of face coverings by students. The school director will ensure enforcement of this policy for teachers and staff.

Face coverings may be removed:

- During meal and snack times, while maintaining 6 feet of distance
- While students are participating in structured outdoor classroom instruction or activities **and** maintaining 6 feet of distance .

Each student will be supplied with a labeled paper bag for stowing their face covering, when not in use.

Face shields may be permitted for those individuals for whom face covering use is required (see above), but is not possible due to medical conditions. Students who are unable to attend campus

because the student cannot or will not wear a face covering will be given the option of home-based educational materials, under the guidance of our Pedagogical Director.

If a student or staff member does not have a face covering, the school will provide one. A student who refuses to wear a mask, when required, will not be permitted on campus. Face shields will be permitted when it is not possible for a student, teacher, or staff to use a face covering, as outlined by the CDPH. Students, faculty, and staff who are exempt from wearing a face covering will be accommodated with guidance from the SLOCPHD.

Families, teachers, and staff will be educated in proper use, removal, and washing of cloth face coverings.

### **3. CLEANING & DISINFECTION**

High touch surfaces, such as doorknobs, sink knobs, toilet handles, toilets, tables, etc. will be cleaned and disinfected regularly and often throughout the day. Bathrooms will be sanitized several times each day, and professionally serviced twice per week. Families will be asked to send their student(s) to school with ample drinking water as water fountain use will not be permitted. The school will have available additional bottled drinking water, when needed.

Our school does not have a bus or transportation program.

Our school does not have a lunchroom or food service program. Students arrive at school with individual snacks and lunches, which are prepared at home. Students eat their snack and lunch individually, at their desks, located in the outdoor classroom spaces (with 6 foot distancing). Students will not be permitted to share food; this will be enforced by the instructor that is with the class.

There will be no soft toys and any toys played with will be set aside to be sanitized at the end of the day. The elementary age students will not be sharing materials. Instead, each student will have his/her own space (a labeled box, backpack, etc.) to store individual school supplies. There is a single play structure on campus. This plastic and metal structure will be used separately, by individual cohorts, and will be sanitized after each cohort use.

When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. Workers using cleaners or disinfectants will wear gloves and/or eye protection, as required by the product instructions, and all products will be kept out of children’s reach.

#### **4. VENTILATION & USE OF OUTDOOR SPACE (AND COHORTING)**

As a small school, enrollment requires that some of our grades-aged classes are mixed grades. For the 2020/21 school year, we will have the following classrooms, including student enrollment, and staffing:

- Preschool: 12 children (2 teachers min.)
- Kindergarten: 20 children (2 teachers min.)
- 1st grade: 14 children (1 main teacher)
- 2nd/3rd grade: 16 children (1 main teacher)
- 4th/5th grade: 18 children (1 main teacher)
- 6th grade: 14 children (1 main teacher)

These six classes define our stable cohorts. We have created a separate and designated outdoor classroom for each of these cohorts (see Site Map). A recent *New York Times* [article](#) shows evidence in favor of outdoor classrooms historically and now in response to pandemic conditions. The cohorts will not mix throughout the day, as recess and lunch times will be staggered and distinct.

In addition, our grades students receive instruction from 4 different speciality subject teachers (twice per week): Games, Spanish, Handwork, and Music / String Ensemble. These classes will also be taught separately to each cohort, in our outdoor classrooms, excluding String Ensemble. This class (for our 4th / 5th cohort and 6th grade cohort) will be taught indoors. While indoors all students and teachers will be required to wear masks. Both doors and all windows will remain open during these classes. All students will be seated 6 feet apart and will be required to wear a face covering, including the teacher.

#### **Site Map & Facilities Plan**

Please see the attached Site Map which identifies: outdoor classroom spaces, handwashing stations, and pick-up / drop-off locations.

We will provide a dedicated, modular hand-washing station to each cohort. Two port-a-potties will be added to our site, to supplement our existing restroom facilities. One will be dedicated to staff & faculty; one will be dedicated to the 4th / 5th and the 6th grade cohorts. Preschool - 3rd will continue to use the site-based facilities. Circulation of the existing site infrastructure will be used to facilitate drop-off and pick-up while minimizing interaction of cohorts and restrict presence of parents and adults on campus.

## **5. DISTANCING**

The strongest efforts will be made by all teachers and staff to maintain 6 feet of distance at all times, both indoors and outdoors, between students *and* between teachers and students. Similarly, staff and faculty, as well as any parents or adults who are on campus, will be asked to maintain at least 6 feet of distance at all times. Signs will be clearly posted at entry points and in key areas across campus, reminding students, teachers, and staff about maintaining 6 feet of distance.

Our outdoor classroom plan includes roofing structures (with no walls) that offer protection from sun and light to moderate rain. Therefore, we expect to be indoors *only* in extreme rain conditions and for our strings class (for the 4th / 5th grade class and the 6th grade class, individually), which occurs for 45 minutes twice per week.

Our classroom spaces are 30 foot square rooms (30' x 30'). These rooms provide sufficient square footage to maintain 6 feet of distance at all times for our largest potential class (18 students).

We do not have a staff or faculty lounge or break room. In the past, our staff and faculty have used outdoor spaces for breaks or used the office for breaks. Because our students will be in their outdoor classrooms, faculty will be permitted to use their respective indoor classrooms as a space for break periods (in other words, each teacher still has access to their *own* indoor classroom).

The office is also 30 foot square and holds two full-time staff and one part-time staff. These individual work stations have been spaced more than 6 feet apart. Additional space remains, which has been used to set up four (4) individual “break” tables, which are greater than 6 feet apart. These spaces easily accommodate our part-time faculty (4) for breaks, who are not all on campus on the same days.

As noted above, we do not have a lunchroom and we do not provide lunch or food service.

### Arrival & Dismissal Procedures:

To facilitate distancing between families and students, outside of classroom instruction, we have implemented the following procedures for pick-up and drop-off:

### Grades Classes

We will use the two entry points onto our campus, an upper and lower parking lot, to maintain distance between students and adults. For 1st and 2nd/3rd grades, parents will drop off at the upper circle drive (see Site Map). For 4th/5th and 6th grades, parents will drop off at the lower

parking lot (see Site Map). The class teacher will pick-up or drop off the students at the designated parking lot so that the parents do not need to enter campus. In the morning, after being picked up by the class teacher, the students will be led to a handwashing station and do a health screening before entering campus. In the event that a parent needs to enter campus, they will need a face covering and to practice social distancing.

### Preschool and Kindergarten

There are two separate outdoor classrooms for each of these classes. At the entry to each of these classrooms, there will be a handwashing station where the parent and the student will wash hands. Parents will be asked to bring their own pen to sign their child into or out of class; however, sanitized pens will also be available, if needed. Parents will be asked to enter and exit the outdoor classroom spaces one at a time to allow for social and physical distancing.

## **6. SHARING OF OBJECTS**

The students do not use electronic devices at Wishing Well School. School supplies will not be shared. Each student has their own set of supplies, which will be stored separately in labeled containers. Student belongings will be kept in individual backpacks.

## **7. COHORTING (see #4)**

## **8. TEACHER AND STAFF SAFETY**

All teachers and staff will go through a thorough Covid-19 training (see below). In addition higher risk staff members will be supported through virtual work options, less “frontline” tasks and will have minimized staff-to-staff and staff-to-student interactions.

## **9. TRAINING STAFF & EDUCATING FAMILIES**

Wishing Well School will require training of all faculty and staff, prior to the first day of school, in the areas of:

- enhanced sanitation practices
- physical distancing and implementation
- proper use of and washing of face coverings
- how to conduct a health screening
- how Covid-19 is spread
- symptom identification and when to seek medical attention

- how to prevent the spread of Covid-19 if the employee is sick or if someone they live with has been diagnosed with Covid-19, and the importance of not coming to work
- Wishing Well School’s plan and procedures to follow if a child or adult becomes sick at school
- Wishing Well School’s plan and procedures to protect employees from Covid-19
- how to identify and respond to a medical emergency

This training will be conducted, in part, with the aid of videos and support materials that have been provided by the SLOCOE.

Wishing Well School will ask all families to comply with all procedural and logistical rules, as they are described in this plan proposal. Families will be provided with a modified version of this proposal. In addition, families will be asked to sign a “Community Agreement,” affirming the family’s commitment and adherence to behaviors while at home and in their personal time that helps to minimize the risk of exposure and spread of Covid-19.

Wishing Well School will educate all families both in practice and in documentation in the realms of:

- Arrival and dismissal procedures
- Hygiene and cleaning practices
- Health screenings
- Social distancing policies
- Signs and symptoms of Covid-19
- Teacher and staff absence and illness plan
- Student and class illness plan
- Family agreements policy
- Outdoor education policies and *Wishing Well At Home* (our online distance learning plan)
- Considerations for total and partial closure
- Reopening considerations

## **10. HEALTH SCREENING & ISOLATION**

A health screening will take place every morning for each student, faculty, and staff member. Using a no-touch thermometer, we will take the temperature of each student and employee upon arrival. Additionally, all students and staff will be asked about COVID-19 symptoms within the prior 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Anyone who has an affirmative response on any of these points will not be allowed to enter (see “Positive symptom & case response” below). We will monitor staff and students throughout the day for signs of illness. Students and staff that are found to have: a fever of 100.4 degrees or higher, a cough, or other COVID-19 symptoms, will be immediately asked to use a face covering. This individual will be isolated in a physical space until they can leave school campus, to either return home or proceed to a healthcare facility, as soon as possible. These individuals will be advised to immediately obtain testing, and will be given information of available testing sites in the area.

In agreement with the CDPH guidance below:

- Students, faculty, or staff who have a household member with Covid-19 symptoms will be required to stay home
- Sick students, staff, and faculty who test negative for COVID-19 must not return to campus until symptoms have significantly improved and no fever for 24 hours (without using fever-reducing medicine).
- Sick students, staff, and faculty who test positive for COVID-19 or do not get tested for COVID-19 must not return to campus until they have met the CDC criteria to discontinue home isolation, including at least 24 hours with no fever (without using fever-reducing medicine), symptoms have significantly improved, AND it has been at least 10 days since symptoms first appeared.

#### **11. MANAGING CASES: POLICIES FOR POSITIVE SYMPTOMS & CASES**

When an employee, student, or visitor exhibits symptoms of Covid-19 while on campus, he/she will immediately be required to wear a face covering and will be required to wait in an isolation area until they can be transported home or to a healthcare facility. In the case of a student, the parent will be contacted immediately. In the case of an employee they can drive themselves or arrange to be transported home. The school will immediately notify local Public Health officials of a confirmed case or instances of exposure of staff, students, and families to known positive cases. These Public Health officials will be provided with all relevant contact information.

We will strictly follow the policies set forth by the CDPH (reprinted below) with respect to “Action” and “Communication” following symptoms, contact, or positive diagnosis by a student, teacher, or staff member. In addition, we will work with the local Public Health Department in support of case investigation and contact tracing, such as creation and submission of line lists of exposed students and staff and attendance monitoring.



State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
 Governor

*What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?*

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>No Action needed</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 24 hours after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing</li> </ul>

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

## **12. TESTING**

Our school administrator will work directly with the SLOCPHD in response to the need for rapid testing of students and staff when there is a confirmed case of COVID-19 at Wishing Well School. An updated list of testing locations, rapid response times, and additional information will be made available in the main office and maintained by the school administrator.

## **13. POINT OF CONTACT**

Dr. Hilary Soldati will serve as a point of contact for Public Health related to COVID-19. She can be reached at (805)-235-4401 or via email: [info@wishingwellschool.org](mailto:info@wishingwellschool.org)

## **14. SPORTS & EXTRA CURRICULAR ACTIVITIES**

Our school does not have any organized sports teams or extracurricular activities or clubs. Students participate in “Games” class twice per week, which includes outdoor physical activities. Six foot social distancing will be required by the instructor. Use of face coverings will meet the requirements specified in Section 2, “Face Coverings,” above. Field trips will not be permitted.

Playing of wind instruments and singing will not be permitted.

## **15. WIDESPREAD FLU VACCINATION**

The school has 5 pathways of communication with families:

- Weekly direct emails
- Biweekly newsletter
- Social media
- Parent Square (newly adopted)
- Signage at entry points and on campus

The school will use these methods of communication to encourage families to obtain regular flu vaccines during the Fall season. This information will include location and times of free flu vaccine clinics. Additionally, the school will employ these communications channels to educate families about best practices from the Public Health department to support the campaigns and

efforts by our public agencies to maintain the health and well-being of the greater community and to minimize the spread of Covid-19.

The school will provide the same information and education to faculty and staff through internal communications, faculty and staff meetings (over Zoom or distanced, with face coverings), and signage in faculty and staff areas (individual classrooms and the office).

## **16. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

In accordance with the CDPH guidance above, the school will close campus learning and switch to 100% distance learning (known as *Wishing Well At Home*) if:

- Multiple cohorts have cases *or*
- 5% of students and / or staff have tested positive within a 14-day period *or*
- Local public health officials make a recommendation for campus closure

The Director is responsible for monitoring the above triggers and making the determination for closure. Public Health officials will be notified if the above triggers for closure are met.

On campus instruction may resume, following 14 days of closure, with the guidance and approval of local public health officials.

## **17. COMMUNICATION PLANS**

Staff and faculty will be instructed to report Covid-19 symptoms or positive test results immediately to the school Director. This requirement will be part of their training and will be included as a reminder in regular inter-school communications. Families and students will be instructed to report Covid-19 symptoms or positive test results immediately to the school Director as well. This requirement will be part of the “Family Agreement” (see *Consultation With Parents* below), and will be included as a reminder in regular family and community communications (see *Widespread Flu Vaccination* above for communication channels).

The school Director will communicate instances of positive cases or exposure of students, faculty, or staff to our school community (faculty, staff, and families) via email, which will require confirmation of receipt of this information. School community members who do not confirm receipt of the information regarding positive cases or exposure will receive a phone call by the Director.

All communications (via phone or email) will meet state and federal privacy requirements and be consistent with FERPA standards. Names of individuals, or other identifying information, will not be disclosed.

### **“CONSULTATION WITH LABOR”**

As a very small school, we ended the 2019/20 school year with only four (4) returning full-time faculty and staff, and four (4) returning part-time faculty and staff. With this small group, we have conducted numerous, *weekly* “in person” meetings and conversations (via Zoom or over the phone) to discuss reopening plans. We have communicated with our employees both as a group and individually, to preserve privacy. These conversations included response to any employee questions and concerns about our outdoor school plan, as well as school expectations of employee training, behavior, and requirements while on site. In addition, our interview and hiring process over recent months included extensive discussion of these same points for all new hires.

### **“CONSULTATION WITH PARENTS”**

As a very small school, we provide continuous direct communication, primarily via email, to our approximately 60 families. At the close of 2019/20, we held a “town-hall” meeting over Zoom to discuss our plan for outdoor schooling in Fall 2020/21. In this forum, parents were welcomed to participate in the exchange of ideas. There have been numerous emails (see attached *Sample Parent Communication #1* and *#2* below) to our parent community over the summer months to keep our families updated on any developments. These communications have encouraged submission of feedback, concerns, and questions.

Our communication with parents have covered topics that include: safety measures (distancing, face coverings, hygiene & sanitation), outdoor classroom and cohort design, development of our “Family Agreement,” reduced tuition plans and optional remote learning in the event of mandated closure, restriction of parent presence on campus (unless necessary), reduction of or modification to all-school events (assemblies, celebrations, etc...). In addition, our regular Board of Directors meetings are open to parents and the public. Board minutes can be provided upon request.

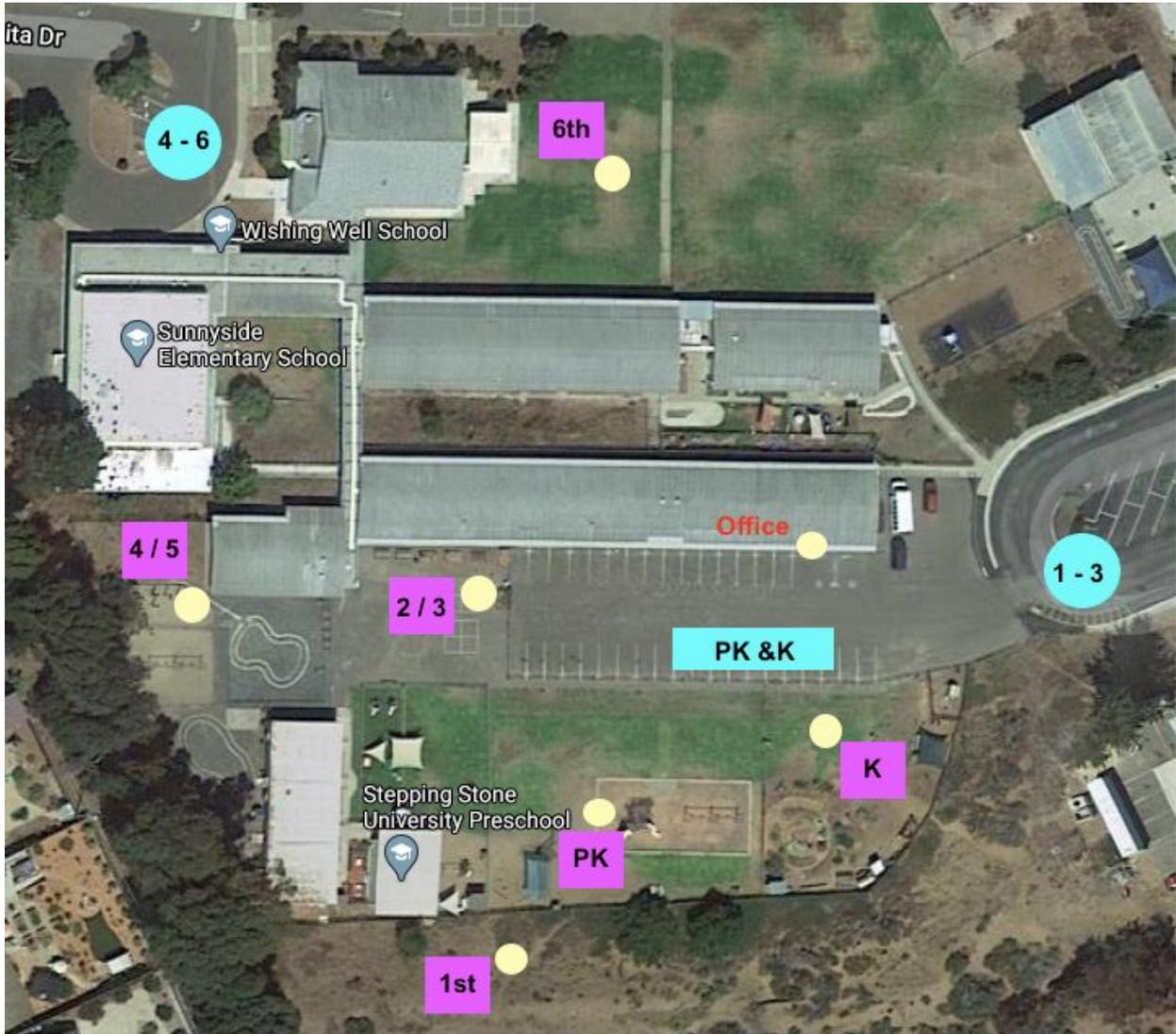
## “CONSULTATION WITH COMMUNITY”

Broadly speaking, our parents and families are our direct community (see above). Our website and social media outlets have provided information to the broader local community of our plan for outdoor schooling in the Fall. These outlets provide an opportunity for public comment. In addition, we have been in ongoing communication with SLOCOE and SLOCPHD, through regular meetings with local private and parochial schools, which has allowed us to remain connected to and cognizant of the standing of our broader community. Lastly, we have engaged in conversation with other programs (CalFire and other licensed childcare facilities) that also operate at the Sunnyside Elementary school site. These organizations have continued operations and understand our plans for outdoor schooling in the Fall. We *do not share* facilities or outdoor site space with these programs.

Our plan is publicly available via our school website: [www.wishingwellschool.org](http://www.wishingwellschool.org)

## SITE MAP

Wishing Well School rents facilities at the Sunnyside Elementary school, in Los Osos, from the San Luis Coastal Unified School District.



  
**Outdoor  
classrooms**

  
**Hand-washing  
Stations**

  
**Pick-up &  
Drop-off area**