



## **WINGS COVID-19 Reopening Plan**

WINGS will be opening school, limiting in-person learning to one classroom on site one day a week while safely adding onsite classes each week in a scaffolded approach to fully open in the coming months. School will consist of both in-person and distance learning. All plans are tentative and are reliant on permitting guidelines from the state and San Mateo County.

### **General School Schedule:**

- School will begin in-person learning on Monday October 26th
- Staff schedule: 7:30am-2:30pm
- School schedule 8:30am-12:30pm

### **Cleaning and Disinfection**

- Janitor onsite from 8:30am-1:30pm to clean and disinfect restrooms and high touch areas (playground/recess equipment, kitchen, cafeteria, exercise equipment, and the library.)
- Afternoon Janitor will be onsite once all students and staff have left to clean and disinfect the school.
- Janitorial staff will be keeping daily cleaning logs that will be updated throughout the day.
- Bathrooms will be used one at a time and equipped with touchless soap dispensers, and touchless paper towel dispensers.
- Touchless hand sanitizing stations and disinfectant sprays available throughout school hallways and classrooms.
- Disinfectant wipes available in each classroom.
- Contactless door openers installed on high-traffic doors.
- Air purifying filtration fans plus additional fans placed in each classroom. ○ All students receive their own personal school and art supplies for their individual use.
- Any shared classroom and therapy materials, iPads, AAC devices, sensory tools, and toys will be cleaned by staff between each student use.

### **Healthy Hygiene Practices**

- Facial tissues and wipes available in each classroom.
- Touchless hand sanitizing stations located throughout school areas.
- Students will use hand sanitizer before entering and exiting the school building.
- Students will wash their hands after each activity, recess, and before and after eating snack and lunch.
- Signs posted at all school entrances instructing staff, students, and visitors not to enter school building if they have any of the following COVID-19 symptoms:



- Chills
- Fever
- Cough
- Shortness of breath/Difficulty breathing
- Fatigue
- Muscle/Body aches
- Headache
- Recent loss of taste/Smell
- Sore throat
- Congestion/Runny nose
- Nausea/Vomiting
- Diarrhea

- Face Coverings and Other Essential Protective Gear** ○ PPE gear provided to all staff and students (disposable masks, gloves, and face shields.)
- PPE gear supplied in each classroom.
  - Staff are required to wear face masks during work hours (7:30am-2:30pm) except for when eating.
    - Staff are provided the option to wear a field shield, but not required.
  - WINGS students are required to wear a face mask independently on campus during school hours (8:30am-12:30pm) except for when eating. If a student is unable to wear a face mask, refuses to wear a face mask completely and/or becomes a health risk to others, they will be required to remain off campus and continue with distance learning remotely.
  - Transportation companies such as: Adroit, Lyft, Uber, and Zum require the driver and rider to wear a mask while in the vehicle.

- Entrance, Egress, and Movement within the School** ○ The school church parking lot will be used as the pick-up and drop-off areas for students.
- All students must remain in their vehicles before their temperature is taken and allowed into the building with their designated classroom staff.
  - Staff and students must use hand sanitizer before entering and exiting the building.
  - Students and classroom staff will enter and exit the building through their exterior classroom door.
  - Staff may enter and exit the building through the parking lot door by the Program Director's office or through their exterior classroom door.
  - All Staff/adults entering through the church parking lot gate and the school building MUST wear a face covering.



## **Physical Distancing**

- All staff and students will practice social distancing on site.
- All classrooms and work areas are designed to promote social distancing. ■  
Teachers/Staff and aides desks and work areas will be 6 feet apart to enforce social distancing.
  - All students will have designated desk and work areas 6 feet apart to enforce social distancing.
- Administrators needing to enter a classroom will keep 6 feet distance and limit their time in the classroom.
- Signs posted throughout the school and classrooms to promote and practice social distancing.
- All school meetings will be held virtually via Zoom.

## **Cohorting**

- One classroom on site one day a week beginnings October 26th 2020. Beginning February 8th each classroom will add one additional day per week until all classes are on site 5 days per week. Additional on site days will be contingent on safety protocols being followed regularly and successful training of staff in cohort and social distancing procedures.
- Staff on site: 3 Administrators on site M-F, 1 Teacher and up to 6. Instructional Assistants-will change daily, up to 7 students-will change daily, 2 Therapists-will change daily, and 1 Janitor-on site M-F.
- Beginning the Week of February 8th One classroom will receive an additional onsite day per week culminating to 5 classes on site 5 days a week with social distancing and PPE protocols in place by May 17th if positive COVID-19 tests remain low.
- The cafeteria and kitchen may be used with appropriate social distancing and no more than 2 people in the kitchen at one time or 6 people in the cafeteria. The classroom onsite may stay in their designated classroom to eat snack and lunch. Masks must be worn at all times unless actively eating or drinking.
- Janitor will clean and disinfect the cafeteria and kitchen after each use. ○  
Classroom cohorts remain together and eat snack or lunch in the cafeteria.

## **Health Screenings for Staff and Students:**

- **As of January 11th 2021, staff who are current Kaiser Permanente members may contact their primary care physician to request a COVID-19 vaccination under the Tier 2 guidelines. Determination of vaccination availability and access will be decided by the health care provider.**



- **All staff and students will answer and submit a mandatory health screening questionnaire and temperature checks before coming on site and entering the school building.**
- **All staff and parents will use the CScreener App to answer and submit health screenings.**
- **CScreener App uses questions directly from the CDC.**
- **Staff and parents will answer 3-4 health screening questions and should take no longer than 2-3 minutes to complete.**
- **All staff and parents must use the CScreener App to submit their health screening before leaving home and coming on site.**
- **Parents and staff are expected to be honest with WINGS about travel plans and exposure before entering back into WINGS program.**
- **All parents are expected to take their students' temperature prior to them leaving for school in the morning and keep their child home if he/she has a temperature of 100.0F degrees or higher.**
- **Staff or students testing with a temperature above 100.0F will be sent home.**
- **Staff must use the CScreener App to answer and submit their health screening before leaving home and coming on site.**
- **Staff will have their temperature taken before entering the school building. ■ Staff must remain in their vehicle and have their temperature taken by an Administrator.**
- **Once cleared, staff may enter the church parking lot gate to enter the school building.**
- **Parents must use the CScreener App to answer and submit their child's health screening before their child leaves home and comes on site to school.**
- **Students who arrive on site without a cleared health screening will be taken to the quarantine room.**
- **The parent/emergency contact will be notified and instructed to pick up their child within 1 hour.**
- **Students will continue distance learning at home for that day.**
- **Students will have their temperature taken before entering the school building.**
- **Students must remain in their vehicle, bus, or transportation vehicle and have their temperature taken by an Administrator.**
- **Once cleared, students may enter the school building through the cafeteria door or church parking lot gate with their designated classroom staff.**
- **Staff and students who are feeling cold, flu, or COVID-19 symptoms are instructed to stay home 72 hours after resolution of symptoms.**
- **Anyone showing COVID-19 symptoms needs to get tested by their doctor and cleared to return **OR** quarantine for 14 days.**



- Students showing cold, flu, or COVID-19 symptoms at school will be isolated and monitored until a parent or emergency contact.
- Parent or emergency contact will have **1 hour** to pick up their child.
- School will recommend staying home for 72 hours after resolution of symptoms.
- School will recommend testing.
- A quarantine room is created for this purpose (school laundry room.)
  - The quarantine room will be cleaned and disinfected thoroughly by the Janitor after use.
    - All areas used by a symptomatic person will be thoroughly cleaned and disinfected by the Janitor before use.
    - Staff showing or reporting symptoms at school will be sent home.
  - Staff or students who have been exposed to a person who has tested positive for COVID-19 are instructed not to come to school for 14 days. School will recommend testing.
- See COVID-19 Response Chart on page 7 for necessary information and actions.
  - Limited access to parents, caregivers, drivers, and outside visitors.
- All outside visitors will be given an in person health screening by an Administrator, once cleared:
  - Temperatures will be taken before entering the building and masks worn.
  - Parents and District personnel needing to come on site in person must call and schedule an appointment beforehand with the Education Coordinator Assistant.

### **Testing of Students and Staff**

- All WINGS staff working on site will be tested prior to coming back for in person learning by Monday, October 19.
- All WINGS staff working on site will be tested monthly.
- WINGS Executive Director, Program Director, Operations Manager, and Janitor will require testing every two weeks due to being on site Monday through Friday.
- All testing mandated by Wings will be paid for by Wings.
- Testing results may take up to 14 days to process tests and provide results.
- Kaiser Permanente, WINGS insurance carrier is free when referred by a doctor. County testing sites will bill an individual's health insurance, but there is no additional cost to the patient. See website below:
  - <https://covid19.ca.gov/testing-and-treatment/>
  - WINGS will pay or reimburse staff for testing.
- Staff and students who have been exposed to a person who has tested positive for COVID-19 are instructed to quarantine for 14 days or get tested.
- Staff and students testing positive for COVID-19 are instructed to quarantine for 14 days.



- Staff and students must remain at home distance learning until testing negative and must submit a note from their doctor that they are cleared to return to work/school.
- School-based close contacts will be identified and instructed to test and quarantine for 14 days.
- San Mateo County Public Health Department will be notified.

### **Identification and Tracing of Contacts**

- If WINGS encounters a positive case of COVID-19 at school, WINGS staff contact in charge of COVID cases Executive Director Alicia Jennings will submit a list of exposed persons to the County Health Department and the San Mateo County of Education. WINGS Executive Director will notify exposed persons by email and/or phone, maintaining the confidentiality of the student or staff member with COVID-19.
- WINGS Program Director or Operations Coordinator will be in charge of reporting COVID-19 cases when the Executive Director is not on site.

### **Triggers for Transitioning to Distance Learning**

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.
- Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.
- Should there be a school closure required by any public authorities, Distance Learning will be made available.
- WINGS will be in communication with the County Public Health Department and follow its recommendation of the local health officer or any new state mandates. ○ Distance Learning is made available for the following students:
  - Students who are medically fragile or would be put at risk through in-person instruction, or quarantining because of exposure to COVID 19.
  - Students who live in a household with anybody who is medically fragile.
  - If parents have concerns about their child being on campus, WINGS will continue to provide distance learning.



- Distance learning to in-person learning policy: Should a parent decide they would like their child to change from distance learning to in-person learning **must let the Program Director and Classroom Teacher know one week in advance.**
  - Students transitioning from distance learning to in-person learning must be able to wear a face mask and keep their face mask on during school hours.  
(8:30am-12:30pm)

### **Staff Training and Family Education**

- All staff received training during Staff Development Week on August 25 2020.
- Training included:
  - COVID 19 Pandemic Safety
  - Mandated Reporting
  - Infection Control
  - Injury and Illness Prevention Program Training
- Training will continue as necessary.
- Parents must continue to have their child practice wearing a mask at home.
  - Staff will continue to send home necessary COVID-19 materials and social stories on wearing a mask, practice social distancing, and school reopening.
- WINGS parent (nurse administrator) will provide COVID-19 resources awareness for all WINGS parents.
- Since March, WINGS has continued to provide education to parents and students by practicing social stories on COVID-19 safety (mask wearing, social distancing, hand washing), reopening plan, family resource page on website that includes multiple links for COVID-19 information, advice for at home learning, and free educational resources.

### **Communication Plans:**

- Ongoing communication through email and meetings with WINGS staff and parent community.
- Posting WINGS reopening plan onto our website.



**Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases**

Scenario	Immediate Action	Communication
<p><b>Scenario 1:</b> A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>● School/classroom remain open</li> </ul>	<p>No communication needed</p>
<p><b>Scenario 2:</b> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>● Testing can be considered but will not shorten 14-day quarantine.</li> <li>● One cannot test out of quarantine</li> <li>● School/classroom remain open</li> </ul>	<p>No communication needed</p>



<p><b>Scenario 3:</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>● WINGS Executive Director/Program Director/Operations Manager must immediately notify SMC CD Control</li> <li>● Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic</li> <li>● Quarantine and exclude the affected cohort/pod/school program for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control Office number: (650) 573-2346 and Email: <a href="mailto:SMCCDControl@smcgov.org">SMCCDControl@smcgov.org</a></li> <li>● Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li> <li>● Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>● Other cohorts/pods continue in-person instruction depending on exposure.</li> <li>● Send notification to affected cohort/pod/entire school depending on exposure</li> </ul>	<p>Notification to affected cohort</p>
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**Table 2: Steps to Take in Response to Negative Test Results**

Scenario	Immediate Action	Communication
A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No communication needed
A <b>symptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household close contact</b> to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.	No communication needed
A <b>symptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case	Student/staff may return to school 72 hours after resolution of symptoms	No communication needed

Scenario	Immediate Action	Communication
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>household contact</b> to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.	No communication needed
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 and was a <b>non-household</b>	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine	No communication needed



<b>close contact</b> to a case		
An <b>asymptomatic</b> student or staff member tests negative for COVID-19 <b>without close contact</b> to a case	Can return to school/work immediately.	No communication needed

Scenario	Immediate Action	Communication
A symptomatic student or staff member who is <b>not a close contact</b> to a known COVID-19 case tests negative for COVID-19 after Scenario 1	Student/staff may return to school 72 hours after resolution of symptoms	No communication needed
A symptomatic or asymptomatic student or staff member who is a <b>close contact</b> to a known COVID-19 case tests negative after Scenario 2	Student/staff must remain in quarantine for a full 14 days after: 1. date of last exposure to COVID-19 positive non-household close contact  OR  2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine	No communication needed
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to school/work immediately	No communication needed

[https://www.smcoe.org/assets/files/Alert\\_FIL/Pandemic\\_Recovery\\_Framework.pdf](https://www.smcoe.org/assets/files/Alert_FIL/Pandemic_Recovery_Framework.pdf)