



WINGS LEARNING CENTER

REOPENING PLAN

WINGS is open in a hybrid model that includes both online and in person learning. In person learning is currently scheduled 4 days a week and safely adding onsite classes each week in a scaffolded approach to 5 days per week in the coming weeks. 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 2019
- Staff schedule: 7:30am-2:30pm
- School schedule 8:30am-12:30pm

Cleaning and Disinfection

- Janitor onsite from 8:30am-1:30pm to clean restrooms and high touch areas (playground/recess equipment, kitchen, cafeteria, exercise equipment, and the library.)
- In the event there is a positive Covid-19 case on campus WINGS will thoroughly disinfect the classroom and primary cases where the case spent significant time.
- 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.
- 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's 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
 - Headache
 - Recent loss of taste/smell
 - Sore throat
 - Congestion/Runny Nose
 - Nausea/Vomiting
 - Diarrhea
 - Cough
 - Muscle/Body aches
 - Shortness of breath
 - Difficulty Breathing

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 and remain 6 feet away from others while eating.
- Staff are provided the option to wear a field shield, but not required.
- WINGS students are required to wear a face mask on campus during school hours (8:30am-12:30pm) except for when eating.
- If a student is unable to wear a face mask WINGS staff will work with the students/families to assist with regular mask wearing.
- 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 and follow marked flooring and walls visual cues to maintain physical distancing and flow paths.

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 3 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

- Staff on site: 3-5 Administrators on site M-F, 3-5 Teachers M-F. Instructional Assistants between 2-5M-F, up to 8 students per classroom, 3-6 Therapists M-F, and 1 Janitor-on site M-F.
- 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 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 before coming on site and entering the school building.
 - A person who answers “Yes” to any one of the following questions cannot enter the school facility.
 - 1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care as needed.
 - 2. Within the past 14 days did you have close contact with someone who tested positive for COVID-19 and/or someone who has been in isolation for COVID-19?
Yes – STAY HOME and consult with your medical provider as needed.
 - 3. Have you had any new symptoms within the last 24 hours?
In the absence of a more likely diagnosis that includes the following:
 - New loss of taste or smell
 - Painful purple or red lesions on the feet or swelling of the toes.
 - Fever (temperature 100.4° F /38° C or subjective fever)
 - Cough (new or change in baseline)
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills (rigors)
 - Chest pain with deep breathing
 - Sore throat
 - Hoarseness
 - Runny nose or congestion
 - Muscle pain (myalgias)
 - Malaise or fatigue
 - Abdominal pain
 - Loss of appetite
 - Nausea/ Vomiting
 - Diarrhea
 - Headache
 - Altered mental status (e.g., confusion)
 - Conjunctivitis or “pink eye”
 - RashYes – STAY HOME and refer to the Return to School/Childcare/Work for Persons with Symptoms of COVID-19 and No Exposure in Prior 14 Days Algorithm at end of document.



- CScreener App uses questions directly from the CDC.
- All staff and parents will use the CScreener App to answer and submit health screenings.
- 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.
- Staff must use the CScreener App to answer and submit their health screening before leaving home and coming on site.
- 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 required to wait in their vehicle until screened
- 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 and conduct contact tracing and notification of exposed persons.
- 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 are not vaccinated and 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 and conduct contact tracing.
- Limited access to parents, caregivers, drivers, and outside visitors.
- All outside visitors will be given an in person health screening by an Administrator
- 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

- WINGS will follow California Department of Public Health recommended testing cadence based upon the Blueprint for a Safer Economy tier. Found here: <https://covid19.ca.gov/safer-economy/>
- All WINGS unvaccinated staff working on site will be tested every two weeks.
- 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 will follow guidelines regarding testing and contact tracing outlined by San Mateo County Office of Education in their COVID-19 Recommendations Checklist for K-12 Schools and other School-Based Programs found here:
https://www.smchealth.org/sites/main/files/file-attachments/covid_19_recommendations_checklist_for_schools_9.8.2020_0.pdf?1605818625
- San Mateo County Public Health Department will be notified of any positive tests.

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 conduct contact tracing and submit a list of exposed persons to the County Health Department and the San Mateo County of Education.
- WINGS requires a 14 day quarantine for students and staff that have tested positive for Covid-19 and/or an unvaccinated person with confirmed exposure to an infected person. Fully vaccinated persons are not required to quarantine if exposed.
- 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

- WINGS will follow the San Mateo County Office of Education Guidance outlined in the Pandemic Recovery Framework for Schools regarding criteria for Closing a School Campus found here: https://www.smcoe.org/assets/files/Alert_FIL/Pandemic_Recovery_Framework.pdf
- The decision to close will be based on the number of cases in the school and the percentage of the teacher/students/staff who test positive for COVID-19.
- WINGS will only make a decision to close following consultation with San Mateo County Health.
- The closure of a school may be appropriate when an outbreak has occurred in 25 percent or more stable groups in the school.
 - An outbreak is defined by the California Department of Public Health as at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation.
- School closure may also be appropriate when at least three outbreaks have occurred in the school and more than five percent of the school population is infected over a 14-day period.
- San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.
- Once closed, a school may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with San Mateo County Health
 - State's Criteria for Closing School District Campuses Once Open
- Whether or not a school is open to on-campus learning, the education of students is non negotiable and WINGS will provide distance learning.



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