



WINGS LEARNING CENTER 2021-22 SCHOOL YEAR REOPENING PLAN

WINGS is open to full in-person learning 5 days per week in accordance with local public health and education guidance. WINGS plans to remain open for full in-person learning throughout the 2021-22 school year unless otherwise instructed by governing bodies. All plans are tentative and are reliant on permitting guidelines from the state and San Mateo County.

General School Schedule

- School began in-person learning on Monday, October 26th, 2019
- Staff schedule: 7:30am-3:30pm
- School schedule: Elementary and Middle school hours: Monday-Thursday: 8:30am-2:30pm and Friday: 8:30am-12:00pm. Secondary school hours: Monday-Thursday: 8:15am-2:43pm and Friday: 8:15am-12:31pm.

COVID-19 Vaccination Verification and Testing

Verification of vaccination status informs important school practices around testing, contact tracing, quarantine, and isolation; therefore, it is imperative that we receive this information in a timely manner. If you have questions regarding submitting your vaccination status, please reach out to your WINGS team.

- WINGS currently requires vaccination status information from staff and actively requests status from students.
- WINGS staff who are unvaccinated are required to test twice per week.
- WINGS requests that unvaccinated students be tested once per week and any positive results reported immediately to school staff.
- Vaccination status is documented with proof of vaccination from a verified vaccination provider. Staff who cannot provide vaccination verification are required to test twice weekly for COVID-19.
- WINGS procedures to collect, secure, use, and further disclose this information complies with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA).
- If staff or students are unable or unwilling to share their vaccination status, they will be treated as not vaccinated for all policies regarding testing and contact tracing.

Cleaning Procedures

- Janitor on site from 8:30 am - 2:30 pm 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 spaces 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 are available throughout school hallways and classrooms.
- Contactless door openers are installed on high-traffic doors.
- Air purifying filtration fans plus additional fans are 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 are 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 the 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 or face shields indoors during work hours (7:30am-3:30 pm) except for when eating.
- WINGS students are required to wear a face mask indoors during school hours (Elementary and Middle school hours Monday-Thursday 8:30am-2:30pm and Friday 8:30am-12:00pm. Secondary school hours Monday-Thursday: 8:15am-2:43pm and Friday: 8:15am-12:31pm.) except for when eating.
- Some special needs students at WINGS qualify for exemption from wearing face masks under the California Department of Public Health *Guidance for the Use of Face Coverings* (CDPH Face Coverings guidance). Exemption status is determined by a medical professional and requires a doctor's note. Students who qualify for exemption are encouraged to wear face shields if possible.



- Transportation companies such as: Adroit, Lyft, Uber, Safe Trans, 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 persons 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 and Ventilation

- WINGS encourages social distancing when possible and limiting large in-person gatherings.
- Signs are posted throughout the school and classrooms to promote and practice social distancing.
- When appropriate, school meetings will be held virtually via Zoom.
- WINGS recently updated the building ventilation system by adding additional windows, fans, and air filtration systems.
- WINGS continues to monitor the indoor air quality in our shared spaces and provide access to good ventilation throughout the building.
- If air quality is poor outdoors, all necessary steps will be taken to continue to provide a safe learning environment with ventilation indoors.
- If that is not possible, WINGS may consider student dismissal and/or distance learning until air quality improves and proper ventilation in classrooms and common areas can resume.
- For resources and guidance on air quality, visit the San Mateo County Office of Education's Air Quality Resources webpage.
<https://www.smcoe.org/for-schools/safe-and-supportive-schools/air-quality-resources.html>

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.



- 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 the 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.
- If a student or staff's health screen comes back at risk, they will be required to be on either modified quarantine or stay home from school at the discretion of administration.
- Students will have their temperature taken before entering the school building.
- 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.
- Unvaccinated persons showing COVID-19 symptoms need 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.
- Staff showing or reporting symptoms at school will be sent home.
- School will recommend testing and conduct contact tracing if we receive a report of a positive COVID-19 test on campus.

Testing Procedures of Students and Staff

- WINGS will follow California Department of Public Health's 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 twice per week.
- Unvaccinated students are requested to test once per week.
- All testing mandated by WINGS will be paid for by WINGS.
- Testing results usually take no more than 3 days but may take up to 14 days to process 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 the website below:
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
- WINGS will pay or reimburse staff for testing.
- 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 Program Director Laxmi Ghale will conduct contact tracing and submit a list of exposed persons to the County Health Department and the San Mateo County of Education.
- WINGS Program Director will notify exposed persons by email and/or phone, maintaining the confidentiality of the student or staff member with COVID-19.
- WINGS Family Liaison or Operations Coordinator will be in charge of reporting COVID-19 cases when the Program Director is not on site.

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 are encouraged to 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
- Since March 2020, 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 the 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 and necessary updates onto our website.