



WINGS LEARNING CENTER 2021-22 SCHOOL YEAR REOPENING PLAN

WINGS is now open to full in-person learning 5 days per week and will remain open for full in-person learning throughout the 2021-22 school year unless circumstances require schedule modifications. This reopening plan follows guidelines published by the federal Centers for Disease Control, the California Department of Public Health, and San Mateo County Health Department, in effect as of 02/10/2022. Certain requirements within this plan may be more stringent than government guidelines where it has been deemed necessary to provide maximum protection for vulnerable students and staff. This plan will be updated as required.

General School Schedule

In-person instruction began Monday, October 26th, 2019

- Staff schedule: 7:30am-3:30pm
- School schedule:
 - Elementary and Middle school: Monday – Thursday 8:30am-2:30pm, and Friday 8:30am-12:00pm
 - Secondary school: Monday – Thursday 8:15am-2:43pm, and Friday 8:15am-12:31pm

COVID-19 Infection, Vaccination, Screening and Testing Requirements

- I. **STAFF OR STUDENTS WITH SUSPECTED COVID SYMPTOMS:** Regardless of vaccination status (vaccinated or unvaccinated), will be sent home and may return to WINGS until symptoms resolve and provide a negative test result.
 - a. **Symptoms at school:**
 - i. **STUDENTS:** Regardless of vaccination or testing status, students with cold, flu, or COVID-19 symptoms at school will be sent home. They will be isolated and monitored until a parent or emergency contact can pick them up. Parent or emergency contact will have **1 hour** to pick up their child.
 - ii. **STAFF:** Contact Laxmi Ghale or Bethany Rios immediately, then promptly leave school.
 - b. **If only a cold or flu:** Stay home for 48 hours after symptoms resolve.
- II. **IN GENERAL**
 - a. Staff or students who do not share their vaccination status for any reason *will be treated as unvaccinated* for all testing and contact tracing purposes.
 - b. **Proof of Vaccination:** For students, parents or staff, WINGS requires proof of vaccination from a verified vaccination provider such as a public health agency, county health department, pharmacy, etc.



- c. Parents and staff are expected to be honest and candid with WINGS concerning travel plans, COVID symptoms and possible exposure before re-entering WINGS.
- d. If you have questions regarding submitting your vaccination status, please reach out to Laxmi Ghale or Bethany Rios. WINGS' handling of private health information fully complies with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

III. SCREENING

- a. WINGS uses the MyMedBot app to monitor the health status of anyone coming onto campus. All persons intending to enter the WINGS campus, including staff, parents or students must submit health screening status using MyMedBot before entering.
- b. *Students who arrive at WINGS without a cleared health screening will be required to wait in their vehicle until staff completes a screening, which includes taking the student's temperature.*

IV. WEEKLY TESTING REQUIREMENTS FOR STAFF

- a. **If unvaccinated:** Must test twice a week.
- b. **If positive COVID test:** Regardless of vaccination status, quarantine at home. May return only with negative test results on/after Day 5. COVID test dependent on vaccination status.
 - i. **If vaccinated:** Home test or PCR test acceptable
 - ii. **If unvaccinated:** PCR test only
 - iii. Report test results to either Laxmi Ghale ghale@wingslearningcenter.org or Bethany Rios rios@wingslearningcenter.org
- c. **If travelled outside continental U.S.:** Regardless of vaccination status, may return to school only after negative test result within 24 hours prior to return to campus, using at least a home test kit.

V. WEEKLY TESTING REQUIREMENTS FOR STUDENTS

- a. **If vaccinated:** Testing required only if exposed to COVID-positive persons or have suspected COVID symptoms.
- b. **If unvaccinated:** WINGS requests that these students be tested weekly using at least a home test kit with results reported immediately to Emily Carambat carambat@wingslearningcenter.org.
- c. **If positive COVID test:** Regardless of vaccination status, quarantine at home. May return to WINGS only with negative test results on/after Day 5.
 - i. **If vaccinated:** Home test or PCR test acceptable
 - ii. **If unvaccinated:** PCR test only
 - iii. Report test results to either Laxmi Ghale ghale@wingslearningcenter.org or Emily Carambat carambat@wingslearningcenter.org.
- d. **If travelled outside continental U.S.:** Regardless of vaccination status, may return to school only after negative test result within 24 hours prior to return to campus, using at least a home test kit.



VI. EXPOSURE TO COVID-POSITIVE PERSONS - FOR STAFF AND STUDENTS

- a. **Asymptomatic Students:** Test 3-5 days after exposure.
 - i. **Negative:** Cleared to return to school. Negative test results must be sent to Laxmi Ghale ghale@wingslearningcenter.org or Emily Carambat carambat@wingslearningcenter.org prior to returning to WINGS.
 - ii. **Positive:** Regardless of vaccination status, must quarantine at home for 5 days. Isolation can end after Day 5 **if** no symptoms or resolving symptoms **and** a negative test on or after Day 5. If no test and asymptomatic or resolving symptoms, can end isolation after Day 10. If fever is present, isolation should continue until fever resolves. If symptoms other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. Wear a well-fitting mask around others for 10 days.
- b. **Symptomatic Students:** Isolate and get tested
 - i. **Negative:** Stay home until at least 24 hours have passed since the last fever without the use of fever-reducing medication **and** symptoms have improved. Test 3-5 days after exposure.
 - ii. **Positive:** Regardless of vaccination status, must quarantine at home for 5 days. Isolation can end after Day 5 **if** no symptoms or resolving symptoms **and** a negative test on or after Day 5. If no test and asymptomatic or resolving symptoms, can end isolation after Day 10. If fever is present, isolation should continue until fever resolves. If symptoms other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. Wear a well-fitting mask around others for 10 days.
- c. **Asymptomatic Staff:** Regardless of vaccination status, exposure in a **workplace setting, asymptomatic** employees in this category are not required to stay home **if:**
 - i. A **negative diagnostic** is obtained within 3-5 days after last exposure to a case.
 - ii. Employee wears a well-fitting mask around others for a total of 10 days.
 - iii. Employee continues asymptomatic.
- d. **Symptomatic Staff:** Isolate and get tested
 - i. **Negative:** Isolate per condition diagnosed by healthcare provider **or** until at least 24 hours have passed since the last fever without the use of fever-reducing medication **and** symptoms have improved. Test 3-5 days after exposure.
 - ii. **Positive:** Regardless of vaccination status, must quarantine at home for 5 days. Isolation can end after Day 5 **if** no symptoms or resolving symptoms **and** a negative test on or after Day 5. If no test and asymptomatic or resolving symptoms, can end isolation after Day 10. If fever is present, isolation should continue until fever resolves. If symptoms other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. Wear a well-fitting mask around others for 10 days.

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. Students who arrive on-site without a cleared health screening will also have to wait in their vehicle until screening is completed.
- 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 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>

Reimbursement, Insurance Coverage for Testing Procedures

- All testing mandated by WINGS will be paid for by WINGS.
- 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.

Notification, Contact Tracing, Reporting to Health Authorities

- Program Director Laxmi Ghale will notify exposed persons by email and/or phone, maintaining the confidentiality of the student or staff member with COVID-19.
- If WINGS encounters a positive case of COVID-19 at school, the Program Director will conduct contact tracing and submit a list of exposed persons to the County Health Department and the San Mateo County of Education. Either WINGS Family Liaison or Operations Coordinator will report 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, 2021.
- 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 creating and implementing 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.