



WINGS LEARNING CENTER 2022-23 SCHOOL YEAR REOPENING PLAN

WINGS is open 5 days per week and will remain open for full in-person learning throughout the 2022-23 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 the San Mateo County Health Department. 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

- 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:** Staff or students will be sent home and may return to WINGS until symptoms resolve and provide a negative test result.
 - a. **Symptoms at school:**
 - i. **STUDENTS:** 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. **Proof of Vaccination:** For students and staff, WINGS requires proof of vaccination from a verified vaccination provider such as a public health agency, county health department, pharmacy, etc.
 - b. Parents and staff are expected to be honest and candid with WINGS concerning travel plans, COVID symptoms, and possible exposure before re-entering WINGS.
 - c. 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. TESTING REQUIREMENTS FOR STAFF

- a. **Staff:** Staff are only required to test if staff begin to exhibit any COVID-19 symptoms. Staff must stay home from work. Staff must send their negative test result to Bethany Rios rios@wingslearningcenter.org prior to returning to work.
- b. **If positive COVID test:** Inform Laxmi Ghale or Bethany Rios immediately. Must quarantine at home. May return only with negative test results on/after Day 5. Test results must be sent to Bethany Rios rios@wingslearningcenter.org.
- c. **If traveled outside continental U.S.:** May return to school only after negative test result within 24 hours prior to return to campus.

IV. TESTING REQUIREMENTS FOR STUDENTS

- a. **Students:** Students are only required to test if the student begins to exhibit any COVID-19 symptoms. Students must stay at home. Students must send their negative test results to Emily Carambat carambat@wingslearningcenter.org prior to returning to school.
- b. **If positive COVID test:** Inform Emily Carambat or Laxmi Ghale immediately. Must quarantine at home. May return to WINGS only with negative test results on/after Day 5. Student's test results must be sent to Emily Carambat carambat@wingslearningcenter.org prior to returning to school.
- c. **If traveled outside continental U.S.:** 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. 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 Emily Carambat carambat@wingslearningcenter.org prior to returning to WINGS.
 - ii. **Positive:** 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 48 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:** 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:** 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 continues asymptomatic.
- d. **Symptomatic Staff:** Isolate and get tested
 - i. **Negative:** Isolate per condition diagnosed by healthcare provider **or** until at least 48 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:** 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.

Cleaning Procedures

- 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 onsite once all students and staff have left to clean and disinfect the school.
- Bathrooms are 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 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.
- WINGS strongly recommends all staff wear face masks during work hours, but are not required.
- WINGS strongly recommends all students wear face masks during school hours, but are not required.

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.

Physical Distancing and Ventilation

- When appropriate, school meetings will be held virtually via Zoom.
- WINGS ventilation system is up to date with 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 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

- Training will continue as necessary.
- Parents are encouraged to continue to have their child practice wearing a mask at home.
- 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), a 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.