



Housatonic Valley Waldorf School 2020-21 Campus Reopening Plan

Revision 1 | September 1, 2020

COVID-19 Coordinator:

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Intended date of arrival of students and start of classes:

September 9, 2020 (Grade School)

September 10, 2020 (Early Childhood)

Intended last day of school:

June 11, 2021 (All)

Acknowledgment

Housatonic Valley Waldorf School (HVWS) will be guided by applicable law, Executive Orders, and state and federal public health guidelines for the reopening of schools. The policies and protocols contained within this document have been developed with the understanding that we may need to react quickly to changing conditions. This document is a working document and may be updated due to evolving guidance and refinement to procedures. HVWS will modify restrictions throughout the school year to respond effectively to changes in public health data.

This document has been written with guidance from the State of Connecticut, the Connecticut Association of Independent Schools (CAIS), and the Association of Waldorf Schools of North America (AWSNA).

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Introduction

Approach

HVWS will reopen its Grade School and Early Childhood campuses working with mandates in the State of Connecticut's guidelines for reopening schools safely, including:

- cohorting groups of students;
- physical distancing;
- face coverings for staff and grade school students during the school day when inside or when outside when physical distancing is not possible;
- frequent hand washing;
- and enhanced cleaning.

The HVWS Early Childhood Program will operate under additional guidelines set out for daycare centers by Connecticut's Office of Early Childhood. This allows schools accredited by CAIS to keep early childhood classrooms open even if K-12 campuses are closed due to a regional resurgence of COVID-19.

The guidance from the state is grounded in a desire to support the healthy return of all students, faculty, and staff to campus in Fall 2020. The measures above are designed to be implemented in combination, providing multiple means of preventing and containing the potential spread of coronavirus.

As a Waldorf school, HVWS is committed to providing a holistic and developmentally appropriate education for our students in the place and time in which we find ourselves living. This is part of what makes Waldorf education unique. HVWS must respond to the current world situation and take reasonable and responsible steps to reduce risk for both students and employees. The goal is that any steps taken to mitigate risk are feasible and will be in balance with the School's educational ideals. HVWS continues to prioritize providing a rich and warm environment based on love and mutual respect. Any changes and precautions will be implemented carefully and intentionally and communicated to students with compassion, not fear. The goal is to create a culture of collective care. The students will be involved in strengthening this culture but the adults will carry the responsibility for managing the changes needed to mitigate risks. The success of this plan will depend on the entire community working together to support the implementation of these protocols.

Mission

The mission of the Housatonic Valley Waldorf School is to provide a lasting education that cultivates resilient and creative human beings who are capable of free thinking, confident action, and deep connections with others and the world.

In all that it does as a Waldorf school, HVWS takes the following as guiding principles:

- HVWS recognizes that children’s needs, interests, strengths and challenges evolve from their early childhood years throughout their school journey. The curriculum is consciously designed to best meet each developmental stage as children grow, providing the right experience at the appropriate time.
- HVWS community members seek to work together in ways that increase the diversity of our school community and promote equity and inclusion for all community members regardless of race, ethnicity, religion, financial means, sexual orientation, sexual identity, gender, or disability status. This includes ensuring that the curriculum is continually evolving to meet student needs.
- Relationships are fundamental to the work of a Waldorf school. HVWS consciously strives to foster and support healthy relationships in all areas of the school community: between students and teachers and among classmates, faculty and staff, and all community members. HVWS faculty and staff seek to meet each community member with love and care, ensuring that there is flexibility and support in the classrooms, school policies and practices, and community expectations.
- Children are best supported when there is a partnership between home and school. HVWS seeks to provide parents with support, education, and engagement and asks that parents collaboratively work with teachers in the same way.
- Each community member is a whole human being: body, soul, and spirit. The HVWS faculty and staff draw insight and inspiration from the work of Rudolf Steiner and Anthroposophy.
- Through its curriculum, policies, employment agreements, community expectations, and services beyond the classroom, HVWS strives to fully engage all community members and create a culture of purposeful activity and joy.
- Through community life, HVWS respects and supports the inner development and growth of school community members, sharing the celebration of festivals, artistic work, and study.
- Collaboration and shared responsibility are the foundations of the HVWS governance and leadership model. Faculty, staff, and trustees work with consensus within all governance groups. HVWS is committed to a transparent and cooperative process for all significant decisions in the school.

Resources

World Health Organization (WHO) COVID-19 resources:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Centers for Disease Control and Prevention (CDC) COVID-19 resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Connecticut State Department of Public Health (DPH) COVID-19 resources:

<https://portal.ct.gov/Coronavirus>

Newtown Health Department COVID-19 resources:

<https://www.newtown-ct.gov/covid-19-information-newtown-residents-and-businesses>

Connecticut Office of Early Childhood COVID-19 resources:

<https://www.ctoec.org/covid-19/>

Connecticut State Department of Education COVID-19 resources:

<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators>

Connecticut State Department of Education Learning Hub:

<https://portal.ct.gov/SDE/Academic-Office/CT-Learning-Hub>

Association of Waldorf Schools of North America COVID-19 Resources:

<https://www.waldorfeducation.org/covid-19-resources-for-members>

Waldorf Early Childhood Association of North America (WECAN):

<http://www.waldorfearlychildhood.org/>

Housatonic Valley Waldorf School Website:

<https://www.waldorfct.org/>

<https://www.waldorfct.org/current-parents/>

Communications

The HVWS Leadership Council is holding regular virtual office hours during the summer to answer parent and employee questions and concerns. The Leadership Council and COVID-19 Task Force will continue to send regular updates to parents, faculty, and staff via email, and will as post important communications to the (password-protected) Parent Portal <https://www.waldorfct.org/parent-portal> and (public) Current Parents page on the school website <https://www.waldorfct.org/current-parents>.

Calendar

<https://www.waldorfct.org/calendar/>

HVWS is following a standard school year calendar and remains committed to offering full weeks and full days of school on campus whenever it is possible. The Newtown Public School district may operate with a different weekly schedule and will not direct the HVWS weekly schedule. HVWS is not planning partial week, split day, or limited hours as ways to manage low-density instruction and will instead work to create low-density classrooms within the two campuses. This is possible owing to the small size of the school but also means that enrollment caps may become necessary.

School Mail

Whenever possible, the school office will refrain from sending home paper letters or fliers via school mail folders. Correspondence to parents will be sent via email or USPS. Parents may send notes or paperwork in with their student, but students will not have mail folders or mail boxes at school.

Training and Orientation

Faculty and Staff

Prior to the start of school all faculty and staff will attend a mandatory training session based on updated health and safety guidelines such as, instruction on how to properly put on and remove personal protective equipment, recognizing signs and symptoms of communicable disease, isolation of a sick child, and enhanced sanitation and disinfection protocols. Updated protocols will be included in the Staff Handbook.

Supplemental training will be provided to substitutes or other visiting teachers or tutors who may enter the school grounds after early training sessions have been completed.

Parents

All parents will receive email notification of updated policies and procedures prior to the start of school. These policies and procedures will also be added to the Parent Handbook, which will be emailed to all parents and is also available on the school website parent portal.

Parents will be required to attend a virtual parent evening in advance of the start of the school year to review new policies and procedures:

- Early Childhood Orientation: September 1, 8 pm
- Grade School Orientation: Date(s) TBD

Grade School Students

The first two days of school for students in grades 1-8 will be half days and focused on adjusting to being back on campus and practicing new procedures. Additionally, teachers may hold virtual orientations with their classes before school begins.

Buildings and Grounds

Cleaning

HVWS will employ Department of Public Health (DPH) Guidance for Cleaning and Disinfecting of Schools during the COVID-19 pandemic.

Buildings will be cleaned nightly by a professional cleaning company.

During the school day, faculty and staff will adhere to diligent cleaning protocols including the frequent wiping down of high-touch surfaces both indoors and out.

Bathroom surfaces will be wiped down with increased frequency.

Disposable wipes and/or paper towels and an appropriate spray cleaner will be available in all bathrooms, classrooms, and other shared facilities (e.g., copy machines, coffee stations).

Students will continue to be involved in daily classroom cleaning as appropriate for their age.

Additional Early Childhood Program Steps

Linens will be sanitized daily.

Toys and classrooms will be sanitized at the end of each day. Toys that become contaminated by excretions will be removed immediately from play, placed in a designated basket, and sanitized.

Toys that cannot easily be regularly sanitized will be removed from circulation.

The staff will complete a cleaning checklist daily using a disinfectant pursuant to current CDC recommendations.

Ventilation

HVWS will comply with DPH Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 pandemic.

Whenever possible, windows will be open.

Water Systems

HVWS will follow the Department of Public Health Return to Service Guidance for Building Water Systems. All school water systems are undergoing regular use and testing during the summer.

HVWS is adding outdoor hand washing stations on both campuses.

Signs

Signage regarding physical distancing, signs and symptoms of COVID-19, proper handwashing, respiratory etiquette, and how to properly wear a face mask will be placed around campus.

Visitors on Campus

Visitors will be restricted to those who are essential and will be asked to wear a mask and complete a health screening attestation form.

Parents must have an appointment to enter school buildings and playgrounds and will be asked to wear a mask and complete a health screening attestation form.

The adult lending library and conference room will be closed to visitors until further notice.

HVWS will continue to use virtual meetings for parents and employees, including parent-teacher conferences, until further notice.

Fire and Other Drills

Fire and other drills will be conducted with new processes to ensure physical distancing measures are considered.

Transportation

Buses

Any Newtown residents who ride the bus to school will follow all health and safety protocols instituted by the bus company, All Star Transportation, <https://www.all-startransportation.com/newtown/>.

Arrival and Dismissal (Updated Rev. 1)

Modifications to student arrival and dismissal include staggered arrival/dismissal times and/or locations by cohort. Complete procedures will be shared with families by teachers and will be detailed in the Parent Handbook.

Per Connecticut Office of Early Childhood guidelines, families in the Early Childhood program are asked to maintain a consistent driver for arrival and dismissal each day. Schoolwide, HVWS recommends that families maintain consistent carpool cohorts.

Early Childhood Program

Arrival

- Before school, while still at home, caregivers must use the Daily Attestation of Health sheet to assess their child's health. *Parents do not need to submit their health attestation form, although this may change as conditions warrant.*
- Teachers will also conduct a quick visual check upon student arrival and may take a child's temperature with a touchless thermometer and/or send a child home with their caregiver.
- Each classroom will have a designated Arrival and Dismissal area and time.
- When assisting children out of cars, teachers will wear a face shield in addition to a mask. Teachers will use hand sanitizer between cars.

Dismissal

- Caregivers are asked to park in their designated area and their child's teacher will bring their child to their car.

Extended Care Dismissal

- Caregivers are asked to park in their designated area and pick up their child at their designated cubby door.
- Caregivers will follow physical distancing guidelines, including wearing a mask and keeping at least a six-foot distance between families.

Grades 1-8

Arrival

Students should arrive between 8 am and 8:20 am.

- Before school, while still at home, caregivers must use the Daily Attestation of Health sheet to assess their child's health. *Parents do not need to submit their health attestation form, although this may change as conditions warrant.*
- Teachers will also conduct a quick visual check upon student arrival and may take a child's temperature with a touchless thermometer and/or send a child home with their caregiver.
- Students will wear face coverings for arrival.
- Cars will form one line and refrain from passing other cars on the left.
- Students in the Sundial House cohort (Grades 1-3) will be released from their car at the playground gate.
- Students in the Compass Hall cohort (Grades 4-8) will be released from their car further up the drive at the basketball courts.
- Families may park behind the Fire House and walk across to drop off their student. Masks and physical distancing will be required.
- Families arriving late must park and call the office. A staff member will meet the student at their car and escort them to class.

Dismissal

Students are dismissed at 3 pm. Students will not be escorted to the Administration Cottage for late pickups. Students and a staff member (or staff members) on duty will wait outside for late pickups. Please be prompt.

- Students will wear face coverings for dismissal.
- Cars will form one line and refrain from passing other cars on the left.
- Students in the Sundial House cohort (Grades 1-3) will be released from the playground gate.
- Students in the Compass Hall cohort (Grades 4-8) will be released from the basketball courts.
- In inclement weather, a staff member will be stationed at the basketball court and will call up to Compass Hall for students to be dismissed as their cars arrive. Please be patient.
- Drivers may be required to drive around the loop if there is a delay in a student's arrival in the dismissal area.
- Families may park behind the Fire House and walk across to collect their student. Masks and physical distancing will be required.

Health Practices and Protocols

Immunizations and Health Assessments

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine prior to school entrance in Connecticut (<https://portal.ct.gov/DPH/Immunizations/Immunization--Laws-and-Regulations>). According to Connecticut General Statutes Sections 19a-7f and 10-204a, no child may be admitted to school without proof of immunization or a statement of exemption.

Health Assessments are required annually for all Early Childhood students, students entering 1st Grade, 7th Grade, and students newly enrolled at HVWS. HVWS understands that pediatrician appointments may be off-schedule owing to pandemic closures and will work with parents to accept existing health forms, updating them as appointments allow.

Travel

Any member of the Housatonic Valley Waldorf School community traveling into Connecticut from a state or country that has a new daily positive test rate higher than 10 per 100,000 residents or a state or country with a 10% or higher positivity rate over a 7-day rolling average are directed to self-quarantine for a 14-day period from the time of last contact within the identified state or country.

(<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>)

This counsel will be reevaluated as conditions warrant.

Personal Protective Equipment (PPE) (Updated Rev. 1)

All faculty and staff, visitors to campus, and Grade School students will be required to wear a face covering (covering nose and mouth) when indoors and when outdoors when physical distancing is not possible.

All Grade School students will bring their own masks to school, including an additional mask that will remain with their extra clothing on campus. HVWS will provide a disposable mask to any student who does not have one.

Teachers and staff will provide their own masks. Additionally, at the start of the school year, HVWS will provide all staff with two KN-95 masks and will have extra disposable masks on hand in case they are needed.

Face coverings should be washed/disinfected or replaced after each day's use and must not be shared. Students and families should take responsibility for maintaining their individual face coverings.

Face Covering Pattern /Artwork

Masks may be of the child/family's choice as long as they meet the health guidelines for material and fit and accord with the HVWS dress code.

Style and Fit Guidelines

Surgical masks are not required. Homemade or cloth masks must be multi-layered. Masks must cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used except in combination with an acceptable mask. The Connecticut Department of Public Health released updated guidance related to masks on August 31, 2020—*Addendum 11: Interim Guidance for the Use of Face Coverings in Schools during COVID-19*—in which the DPH emphasizes, “the most important features of any face covering to be used during the school day will be that it completely covers the nose and mouth of the wearer and that it is comfortable enough to wear for long periods of time during the school day.”

HVWS encourages parents to experiment with various mask styles to see what works best for their own children with regard to fit, comfort, and ease of use. Parents should practice the safe putting on and taking off of masks with their children.

Faculty, staff, and students, may use face coverings that are transparent at or around the mouth for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., circle time, speechwork, or speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

The following table is pulled from the recent guidance from the State of Connecticut:

Mask Types	Advantages	Disadvantages	Recommendation
N95 Respirators	Excellent filtration of droplets and most aerosols-sized particles	Difficult to wear for extended periods, need specific fit-testing and medical clearance, supply chain issues, cannot be easily cleaned	 Not recommended for school use <i>(except for nurses and aerosol-generating procedures)</i>
KN95 Facemasks	Very good capture of respiratory droplets, widely available for ordering	Wide variation in sizing and quality control, tend to run large and may not fit children well, may be difficult to wear for very long periods, cannot be easily cleaned	 Recommended for use in schools for older children
Surgical/ Procedure Style	Good to very good capture of respiratory droplets, widely available for ordering, relatively light weight	May not hold up to repeated use, cannot be easily cleaned, may have some quality control issues	 Recommended for use in schools, especially as a stockpile for schools to hand out when students do not have a face mask
Cloth Masks	Good to very good capture of respiratory droplets, widely available for purchase, can be constructed and personalized at home, fabric very breathable, can be easily cleaned	Generally require multiple layers of fabric, ear loops may irritate after extended use, may need to try multiple styles to find appropriate fit, fit may change with laundering	 Recommended for use in schools for all ages
Neck Gaiters	Very breathable and light weight, some moisture-wicking, very personalizable, widely available, many sizes and styles, eliminates ear loop irritation, stays on neck when not in use	May or may not provide adequate droplet control depending on fit and material used, may need to be layered to provide adequate source control	 May be adequate if layered (folded over nose and mouth multiple times) and sized appropriately so fabric is not stretched extensively, better for smaller children where bunching of fabric may be more protective
Bandanas	Widely available, inexpensive, allows mask to be tied instead of using ear loops, light weight and breathable	May or may not provide adequate droplet control depending on the weight of material used, may need to be layered to provide adequate source control	 May be adequate if layered and positioned tightly at the chin, material should be washed/ dried to tighten the fabric weave
Exhalation Valve Masks	Can be found in many styles of masks, may add some comfort, allows relief of air pressure upon exhalation	May allow some droplets to escape through the mask, may not close tightly when breathing in, cannot be easily cleaned	 Unknown whether or not exhalation valves in masks increase the risk of spread of COVID-19, better than no mask at all but masks with valves currently not recommended for school settings

The CDC website also provides guidance related to mask types:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Exceptions (Updated Rev. 1)

All teachers will receive training on COVID-19 specific hygiene and will have discretion in determining if a child may or may not remove their mask under various conditions.

Early Childhood Program

- Students in our Early Childhood program are not currently required to wear masks however all children over the age of two are encouraged to do so under current CDC guidelines.

When Necessary for Direct Instruction

- Teachers, staff, and grade school students may remove masks if doing so is required for direct instruction. Multiple additional layers of protection--extra distancing, face shields, or plexiglass barriers--may be employed in these cases.

Lunchtime

- Faculty, staff, and grade school students may remove their face coverings to eat provided that it is done in an area determined to have the appropriate capacity for social distancing during mealtimes (such as outside) or when eating behind a foldable, transparent desk divider, which will be provided for this purpose.

Outdoors, When Physical Distancing is Possible

- Teachers will schedule outdoor “mask breaks” in addition to regular recesses, as possible.
- Teachers, staff, and grade school students may remove masks when outdoors and physical distancing is possible.
- Students learning or playing outside in low-risk activities do not need to wear masks; this includes most common childhood games and activities that do not involve prolonged close physical contact.
- Students playing games considered “high risk” (e.g. contact sports) or working in close proximity for an extended period of time must wear masks even when outside.
- When engaged in an activity that involves increased physical exertion, physical spacing will be increased or masks will be worn, even when outside.

When Alone

- Masks may be removed when working alone in a classroom or office.

Medical Exemptions (Updated Rev 1.)

- For anyone who has trouble breathing or who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, face coverings and masks will not be required, per CDC guidance.
- For anyone who has a medical reason making it unsafe to wear a face covering, **a medical exemption from a legally qualified practitioner of medicine will need to be submitted to the office in advance for approval.**

- HVWS will review any requests for a medical exemption from the mask requirement and engage in a collaborative process with parents, medical providers, and applicable staff to identify alternatives that address the needs of the student within the context of maintaining the health and safety of the entire classroom. This process may take time and may require additional documentation and/or conversations with the student's medical provider and the Department of Public Health, during which time families may elect to have their child participate in distance learning options available through HVWS.

Handwashing and Respiratory Etiquette

Teachers will demonstrate and reinforce proper hand hygiene (hand washing for 20 seconds with soap and water if available or use of hand sanitizer). Hand hygiene will be practiced when entering a building, changing one's environment, after using the bathroom, after nose-blowing, before and after eating, before and after using shared materials.

Teachers will demonstrate and reinforce proper respiratory etiquette, including covering one's mouth and nose when coughing or sneezing, using tissues, and disposing of used tissues after one use.

For additional handwashing options, outdoor handwashing stations will be installed on each campus over the summer. Hand sanitizers will be available in all classrooms.

Bathroom Protocols

Bathrooms school wide are single-person. The HVWS Early Childhood classrooms each have their own bathroom.

Bathroom fans will be used.

HVWS will continue to use disposable towels in lieu of hand dryers.

Food Preparation

Early Childhood Program

- Teachers will serve children one portion for their snack time meal.
- Teachers will serve all beverages.
- Second servings will receive a new bowl and spoon.
- All utensils and dishes will be sanitized through the dishwasher.
- All food prepared by the children will be cooked at a high temperature.
- All food served raw will be prepared by the teacher in the designated kitchen area and will be served according to proper food safety guidelines per our local health department.

Grades 1-8

- Hot lunches and bake sales are suspended until further notice.
- Students must bring in a water bottle each day in lieu of a classroom mug.
- The Administrative Cottage kitchen and Sundial House kitchenette, including microwaves and refrigerators, will not be available for student use.

Monitoring the Health of Students, Faculty, and Staff

Daily Attestation of Health (Updated Rev 1.)

All faculty, staff, and families must assess their health daily and are expected to follow the sick policy and stay home if they are exhibiting any signs of illness as detailed below.

Owing to the conditions presented by the prevalence of COVID-19, arranging substitute teachers on any given day will be more difficult. If a teacher is home sick for a non-COVID illness and a substitute cannot be arranged, a class may be suspended for a “snow day.” On these occasions, HVWS will alert parents via the Honeywell Instant Alert System.

As conditions evolve, parents, faculty, and staff may be required to sign a daily health form.

By arriving on campus, faculty and staff are attesting that they are illness/symptom free and have answered NO to all of the following each day before departing to school.

By sending a student to school, families are attesting that their students are illness/symptom free and have answered NO to all of the following each day before departing to school.

- Have you had a fever greater than or equal to 100 degrees Fahrenheit in the past 48 hours without fever-reducing medication?
- Are you exhibiting any signs or symptoms of a respiratory illness (cough, runny nose, respiratory secretions) with or without fever?
- Are you experiencing shortness of breath or difficulty breathing?
- Do you have chills or generalized body aches?
- Have you lost your sense of smell or taste?
- Do you have a new headache (e.g. one not associated with known conditions such as allergies)?
- Do you have a sore throat?
- Have you experienced active vomiting or diarrhea within the last 48 hours?
- Have you experienced an unexplained loss of appetite?
- Do you have a bacterial infection such as pink eye or strep throat that has not yet been treated with antibiotics for a full 24 hours?
- Are you experiencing an undiagnosed rash or new and/or untreated rash or skin condition (e.g. hives or a wound with purulent drainage)?
- Have you been asked to self-isolate or instructed to quarantine by a medical professional or local health department official?
- Have you been diagnosed or come in close contact with anyone who has been diagnosed with COVID-19 or been placed on quarantine for possible contact with COVID-19? (For these

purposes, the CDC defines close contact as having been any within six feet of an infected person for at least 15 minutes).

Students may not return to school until they are illness/symptom free for 48 hours for all non-COVID-19 diagnoses, as outlined above, or as otherwise advised by public health and medical professionals.

- If experiencing signs or symptoms of COVID-19 (e.g. fever, cough, shortness of breath, muscle pain, new loss of taste and or smell, sore throat, new headache etc.) students
 - MUST follow up with a medical provider and provide a return to school note to the office.
 - Pediatricians or Family Physicians, or public health officials, will advise families and the school on appropriate next steps and evaluate if COVID-19 testing is warranted and when a return to school might be appropriate.

Please be aware we will need parents or guardians to pick up or arrange a pick-up of a child who becomes sick at school within one hour.

Illness at School

Faculty and staff will be instructed to recognize signs and symptoms of illness. If a student shows any symptoms of illness during the day (e.g. fever, vomiting, diarrhea, sudden onset or spreading of rash) the parent or caregiver will be called to pick up the student immediately.

If a faculty or staff member shows any symptoms of illness during the day they will be instructed to return home. Arrangements will be made for a substitute, as possible. In certain cases, a class may need to be dismissed early. Should this occur, parents will be notified via the Honeywell Instant Alert System.

Isolation Protocol and Containment

While awaiting pick up, the student will be escorted and continuously supervised by a staff member in a designated sick room. This staff member will be provided with proper PPE. HVWS will keep a log of all persons who enter a sick room. The state guidelines for cleaning and ventilation of the sick room after each use will be strictly followed.

Positive Diagnosis/Exposure

In February 2020, COVID-19 was added to the List of Reportable Diseases. Those required to report such diseases, including the schools, must report cases of COVID-19 infection immediately to the DPH Epidemiology and Emerging Infection Program (860-509-7994) and the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. Additional practices to those below may be recommended in consultation with the local health department.

Positive COVID-19 Diagnosis

If a student, faculty, or staff member is diagnosed with COVID-19, they must inform the school office immediately.

- HVWS will contact the Newtown Department of Public Health, the DPH epidemiology and Emerging Infection Program, and the local department of health in the town of residence of the case-patient, unless otherwise directed by the Newtown Department of Public Health.
- A negative COVID-19 test will be required before returning to school.
- Additionally, a physician's statement will be required before returning to school. The statement should indicate it has been at least 3 days (72 hours) since recovery: defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND at least 10 days have passed since the onset of symptoms.

Contact Tracing and Cleaning

If the notification of a positive COVID-19 diagnosis occurs during school, all families in a cohort will be notified to come pick up their students. This notification will be sent out via the Honeywell Instant Alert System along with a follow-up email and phone calls as needed. This cohort will remain at home for at least 1 to 2 days as the school works with the DPH to determine next steps. Distance learning would not be implemented during this time.

- HVWS will work with the DPH to determine if the student or staff member attended or worked at school while symptomatic or during the two days before symptoms began.
- HVWS will determine who had close contact with the student or staff member at school during those days.
- Direct contacts will be notified and they will need to follow the steps outlined below.
- All parents, faculty, and staff will be notified via email about any campus closure or class quarantine that does not directly affect their child's cohort.
- Any classroom space occupied by the individual will remain closed for 2-7 days to allow for cleaning, pending professional cleaner availability.

Exposure/Direct Contacts

- If a student, faculty, or staff member, or a member of their household, has been in direct close contact with a person who is confirmed positive for COVID-19, the individual will quarantine from school for 14 days.
- Any student or staff member living in the home of someone who tests positive must self-quarantine from school for 14 days even if they receive a negative test.
- If a student who tests positive has a sibling in a different class, the sibling will also quarantine from school for two weeks; however, their classmates will not need to quarantine unless the sibling tests positive as well.
- If a teacher or staff member who tests positive has children enrolled in school, these children will also quarantine from school for two weeks; however, their classmates will not need to quarantine unless the children test positive as well. Substitute or distance learning arrangements will be implemented for this teacher's class on a case-by-case basis.
- Those told to quarantine from school will watch for symptoms.

- If symptoms do not develop, a negative COVID-19 test may be required.
- If symptoms develop:
 - A negative COVID-19 test will be required before returning to school.
 - Additionally, a physician's statement will be required before returning to school. The statement should indicate that it has been at least 3 days (72 hours) since recovery: defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND at least 10 days have passed since the onset of symptoms.
- If an entire class or cohort is required to quarantine for two weeks or more, teachers would plan for distance learning to begin on day three.

Classroom Procedures and Protocols

Physical Spacing, Cohorting, and Classroom Materials

HVWS is prepared to adjust the approach to physical distancing if guidance from the Centers for Disease Control and Prevention (CDC) or Department of Public Health (DPH) changes owing to shifting public health data or evolving understanding of COVID-19 disease, including transmission.

Adults will maintain physical spacing from other adults on campus. Students will practice feasible modified physical spacing. HVWS understands that it is unrealistic to expect children of every age to be able to practice physical spacing at all times and in all situations and that guidelines and expectations for physical spacing need to take into account the developmental stage of the students. Owing to the limitations of physical spacing, HVWS is reducing mixing between classes through cohorting.

Classes will enter and exit buildings at assigned entrances to reduce unnecessary mixing between classes.

Early Childhood Program

Per the Connecticut Office of Early Childhood guidelines, Early Childhood classes (Mixed PreK/K) will be limited to 14 students total.

Students will not come into contact with any other classes throughout the day.

Circle time and other group activities will be designed to maintain appropriate distancing between students.

Additional space between students will be provided during snack and Extended Care lunch and nap time.

We will increase time outside for all students with time and/or location staggered between classes.

Each child will have their own designated basket in which to store their school supplies.

Supplies will not be shared between classrooms.

Each child will keep their personal belongings in their designated cubby and bag. We encourage all families to sanitize materials coming back and forth to school daily.

Afternoon Extended Care will function within a cohort model. Drop-ins may not be available.

Grades 1-8

HVWS will maintain consistent Grade School cohorts throughout the day, restricting mixing between the groups in Sundial House (Grades 1-3) and Compass Hall (Grades 4-8).

Desk placement will maximize distance between students, achieving six feet when feasible. Desks will face in the same direction (rather than facing each other).

Outdoor classrooms will be utilized when possible. Teachers will increase time outside for all students whether for teaching or a simple break from mask wearing. Time outside will be staggered between cohorts and/or location.

Space between teachers and students will be maximized as possible. If a teacher must remove their face covering during instruction, spacing will be increased beyond six feet. When a teacher is sitting at their desk, a physical barrier may be used for when students approach with work. If a teacher is providing close instruction (e.g. handwork instruction) a face shield may be used in combination with a face mask.

Whenever possible, Specialty Teachers will be scheduled to instruct by cohort on a rotating monthly schedule or will hold classes outside.

Teachers will modify procedures in classes that involve movement, music, or artistic work (including but not limited to gym, music, dance, Eurythmy, and applied arts) to maintain physical distancing as possible. Examples of these protocols include:

- Singing and flute playing will only occur outside, with increased physical spacing (twelve feet) with all singers or flute players facing the same direction.
- Traditional Dance will not include hand holding or prolonged close physical proximity.
- Teachers will not tune student instruments at school.

Generally, students will not share materials. When the sharing of materials is necessary, handwashing and the disinfecting of materials will be increased. Materials that cannot be disinfected will not be shared. As per guidance on cleaning from the State of Connecticut, detergent products (soap) and water are effective for surface cleaning and are very effective at removing the virus that causes COVID-19 from surfaces.

Students will not collect or distribute classroom mail.

Afternoon Extended Care will function within a cohort model. HVWS is still assessing for which grades Extended Care will be offered during the 2020-21 school year.

Social and Emotional Health

Relationships and social and emotional well-being are at the center of a Waldorf curriculum and classroom. Care will be taken to be aware of the social and emotional well-being of all members of the

community. HVWS's smaller classes and multi-year teacher-student relationships afford more personal attention from teachers. Teachers have been participating in professional development, collegial meetings, and planning sessions over the summer and feel confident that they will create a supportive environment for students, parents, and each other during this time of transition back to the classroom.

Early Childhood Program Additional Steps

In order to ease the back-to-school transition, the following steps are in place:

- New students will receive a physically distanced home visit from their teacher.
- Returning students will receive a letter from their teacher in the mail.
- Teachers will host a backup-clothing drop-off/supply pick-up day. This will allow the parents to see where their arrival/dismissal area will be and offer an opportunity for the teacher and child to connect. We will ask parents and children to remain in their vehicles.
- Teachers plan to integrate into our circles and stories a more healing context in relation to the long absence and difficulties that some may have encountered during this pandemic.

Special Education

Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, we will facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input.

Festivals, Performances, and Assemblies

The HVWS faculty and staff will update procedures for festivals and assemblies to be celebrated either within the classrooms or virtually, as possible. Updated procedures will be shared, as appropriate, on the school calendar and/or in communications between teachers and parents.

Programs and Activities Suspended Until Further Notice

- Summer Camp
- In-person Morning Glories Parent-Child Classes
- In-person After-School Programs
- Early Care
- Field Trips
- Large Gatherings on Campus
- Hot-lunch and Bake Sale Fundraisers
- Morning Handshakes

Campus Closure

Any decision about a campus closure, reopening, or cancellation of school events will be made in coordination/collaboration with local health officials.

Campus Closure, School Exposure

Students will be grouped in cohorts to allow for fewer opportunities for cross-exposure and easier containment of the virus if there is an outbreak. If a student or teacher from a given class is confirmed to be COVID-19 positive, then the class will self-quarantine at home for the following two weeks and the school community will be alerted, as outlined above. The school may take extra precautions during this time, such as increased school-wide cleaning or changes in school schedules or space use, in order to mitigate the risk of spread.

HVWS may close the entire Grade School or Early Childhood campus if positive cases of COVID-19 are identified in more than one class per campus or if school leadership determines that doing so is required in consultation with local and state authorities.

HVWS may close the entire Grade School or Early Childhood campus if it is not possible to staff school programs safely because of the number of teachers and staff out sick or quarantined.

Campus Closure, Local or Statewide Conditions

HVWS will follow the guidance of the Governor if he determines that a statewide shutdown is required. HVWS may also determine that a closure is necessary if regional rates of infection increase.

During a Grade School campus closure triggered by state-wide or regional conditions, the HVWS Early Childhood classes will remain open on campus, operating under the daycare center guidelines published by the Connecticut Office of Early Childhood, unless otherwise instructed by local or state authorities.

Continuation of Instruction

Should a class or campus need to switch to a distance model the classes affected will take one or two “snow days” for teachers to regroup and then will launch into a distance block. There may be situations in which teachers themselves fall sick during a class quarantine, in which case HVWS will work to arrange substitute distance-learning coverage, as possible.

If teachers need to take up remote instruction they will be cognizant of the pace and mode of instruction. A balance of direct instruction, support, and social interaction is still under development at each grade level.

Early Childhood Program

The Early Childhood Program at HVWS may need to implement a short-term closure in the case of a direct exposure. Should a class switch to a distance learning model teachers will support parents with weekly packets containing some combination of stories, recipes, suggested daily rhythms, songs, movement exercises, and recordings from the teachers. Early Childhood teachers do not intend to engage PreK/Kindergarten students in virtual classes.

Grades 1-8

Teachers in Grades 1-8 are planning their main lesson blocks with distance learning in mind. Teachers are also planning a school-wide weekly schedule of online classes, which will include main lesson work and specialty classes. Attendance at these classes will be expected just as attendance at on-campus classes is expected.

Using technology is a part of this process for the older students, but teachers will also make an effort to have them sign off of their devices as much as possible, striving to maintain a balance of work that does and does not require the use of a computer.

While school is in session on campus, faculty will support learning from home for individual students who are at high risk or live with someone who is at high risk of complications from COVID-19. Learning from home while class is in session on campus will not be the same as a full distance learning program. It will include homework and a weekly teacher check-in.

Reopening

After a campus closure, classes will remain in distance learning mode until school leadership determines a date for the safe return to instruction on campus.

In the event of a prolonged closure, school-wide deep cleaning and systematic checks of water and ventilation systems will be implemented before a return to campus.