



EAST | WOODS | SCHOOL

2020-2021

Covid-19 Safety Plan - Highlights

Options for Schooling

- **In-Person** - East Woods School will provide classes for in-person students based on assessment of local health conditions and state and local requirements for nonpublic schools. EWS' very small classes (~16 or smaller) means no alternating schedules will be needed.
- **Virtual Only** - East Woods School will provide virtual instruction for families seeking a virtual-only option at 70% of tuition for academics and a la carte enrichment courses--or to all students if needed due to closure.
- **Hybrid** - If East Woods School is in-person, students who attend virtually will be included in in-person instruction as virtual participants.

Rationale

East Woods School has a responsibility to put measures in place to minimize risk of infection for students and staff, family members, extended family members, and the general public.

These measures include communication, education (teaching and reinforcement), physical changes to campus, habits, schedules and programs, staffing and ongoing assessment of, and response to, rapidly changing state and local health conditions.

The plan, and faithful adherence to it, is our best chance of continuing in-person school when it begins.

Masks

- All faculty/staff/students must wear masks in school buildings. Outdoor mask use will be required if social distancing is not possible.
- Staff will be provided with surgical masks and fabric masks but are welcome to use their own masks.
- For students and staff: Eye protection (goggles or glasses) is recommended but not required. Fabric masks, surgical masks or cone masks are all acceptable alternatives. Bandanas, gaiters, masks with valves, or masks that hang loosely may not be used.
- Face shields may be worn in conjunction with masks but may not be used alone.

Masks, continued

- NY State Department of Health requires all staff and students to have and use masks.
- All individuals must wear masks covering nose and mouth once leaving their vehicle and setting foot on campus.
- All individuals must wear masks in hallways or in rooms with others.
- Pre-Nursery children may be unmasked in their classrooms due to their developmental stage and because their area in the school is very separate. If they travel through a hallway, they must be masked.
- All other students will be masked except for frequent, scheduled mask breaks outdoors. EWS will re-evaluate the necessity for masks in classrooms

Masks, continued

in 8-10 weeks after the first week of school in case more data on transmission rates in New York schools not using masks during instruction indicates no greater risk.

- East Woods School has chosen a conservative, protective approach for its community until more data, and more local data, is available. Our goal is to provide uninterrupted, daily teaching and learning for our students and to safeguard the health of all. Teaching in a classroom requires sustained contact with others.
- Additionally, the Head of School in consultation with the Director of the Early Childhood Center, will determine after observation if Nursery children are able

Masks, continued

to comply and continue with masked instruction. We do know of other schools and programs that have instituted mask wearing with Nursery children successfully. Any change in this policy will be a decision made by Head of School and Director of the ECC.

Masks, continued

- EWS logo masks will be offered for sale for students before school starts in September; however, parents are encouraged to let their children choose preferred mask designs as long as designs are school-appropriate. Masks must cover nose and mouth. Extra masks for students will be provided if needed.
- It is recommended parents practice mask wearing with their child in the two weeks before school begins. EWS will also send a video for families to view before the first day of school regarding mask use and other mitigation requirements. Masks must be laundered before being re-used.

Families Traveling from Out of State

- Families and staff traveling from out of state must observe all quarantine requirements concurrently in force for NY state before their child may return to school. For current and updated lists, go to:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Health Checks and Building Access

- All staff will be trained to recognize symptoms of COVID-19 and in the use of contactless thermometers.
- Students may not arrive before 7:30 a.m. and should report to New Gym. Upper School students will report to the Upper School no earlier than 7:45 a.m.
- Pre-Nursery students must be dropped off directly at the fire door leading into Pre-Nursery. This entrance is accessed via the patio near the Conference room by the mansion. A Pre-Nursery teacher or other staff member will take temperatures near the door. Students with a temperature of 100.0 or higher or showing signs of illness will not be allowed to enter.

Health Checks and Building Access, cont.

- Nursery, Pre-K and K students, in fair weather when the ground is dry, must be dropped off at the door to their classroom on the back lawn where they will have their teacher take their temperatures. Parents are expected to distance if possible to travel down the access trail to the back lawn and students and parents must wear masks. Students with a temperature greater than 100 degrees F. or showing other symptoms of illness will not be allowed to enter. In inclement weather, N-K students will enter through the main mansion door. Parents should bring umbrellas and maintain social distance and wait for temperature checks at the door. Parents may not enter school buildings unless with prior approval as an exception from Head of School.

Health Checks and Building Access, cont.

- All Upper School students must socially distance and wear a mask and wait for temperature checks to enter the Upper School. Students with a temperature of 100 or higher or other signs of illness will not be allowed to enter or will be required to wear an additional, provided mask and be escorted to the health office if a parent needs to be called to pick up him/her.
- Parents must keep their children at home if their child has had close contact with someone who has tested positive for, or has a suspected case of, COVID-19 or if they themselves are ill. Students who must quarantine may continue to learn via virtual learning. Parents should not use Advil, Tylenol

Health Checks and Building Safety, cont.

or other such remedies to mask a child's fever.

- Faculty and staff must self-report any case of illness and may NOT come to school if experiencing any symptoms listed on the next slides. It is essential that faculty and staff report expected absences as soon as possible so that a substitute teacher can be found. Faculty should call or text Amy Forman the night before if at all possible. All staff are required to complete an electronic health screening checklist daily, sign it, and submit it before beginning the workday, as well as have a temperature check at the front door.

Signs and Symptoms of COVID-19

While 25%-50% of those affected by COVID-19 are thought to be asymptomatic and potential carriers and spreaders of the virus, all members of the community must read and understand the currently known symptoms of COVID-19 in order to practice vigilance and keep our community safe. These are:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (fever of greater than 100 degrees Fahrenheit)

- Cough

- Shortness of breath or difficulty breathing

- Fatigue

- Muscle or body aches

- Headache

COVID-19 Symptoms, cont.

Congestion, Sore Throat or Runny Nose

Loss of taste or smell, "Covid Toes"

Nausea or Vomiting

Diarrhea

Students or Staff showing these symptoms may not come to school and must communicate symptoms to their healthcare provider. Students or staff staying home due to these symptoms or due to a positive COVID-19 test must send the school nurse a note from their doctor stating they are cleared to return to school **prior** to attempting to enter a building. All quarantine rules must be observed.

Faculty and Staff Training

- All faculty and staff will complete required training provided by East Woods School and Horizon Healthcare prior to the first day of school.
- Staff will be taught to recognize and report symptoms in themselves and students.
- Staff will be taught proper mask use, removal and replacement and will be briefed on how to train students.
- Staff will be taught how to teach and reinforce proper handwashing and hand sanitizing techniques
- After training, staff will sign a document stating they will not attempt to come to school if they are experiencing symptoms or have a likely exposure.

Containment of Suspected Illness

- Any students or staff suspected of illness before or during the school day must report to the nurse to be checked. An additional room on the second floor of the mansion has been designated as a containment room for anyone on campus who is experiencing symptoms or illness.
- Staff suspected of illness will be given guidance by the school nurse on follow up with their healthcare provider. S/he will be given an additional mask to wear over mask and will exit the building if able to drive him/herself home. If assistance is required, a family member will be called to transport the staff member. If a student, the student's parent will be called. The student will be escorted to the front door of the mansion when the parent arrives.

Containment, cont.

- The health office and/or additional sickroom will be disinfected per CDC guidelines upon the sick individual's exit after being aired out.
- The school nurse will check in with the family or individual after s/he has had a chance to be seen or to confer with their healthcare provider and will give the Head of School and classroom teacher an update - and may provide an update to the parents in that class without identifying the affected individual.
- The Head of School will make and announce a determination regarding continuance of in-person school based upon DOH guidelines.
- If in-person school must be discontinued, virtual school will begin the next scheduled school day.

Health Hygiene

- Staff will be instructed in thorough 20 second hand washing technique and proper use of hand sanitizer.
- Staff will be instructed in proper respiratory hygiene, including how to safely cover coughs and sneezes and how to properly dispose of tissues.
- Staff will be instructed in proper use of masks.
- Classroom teachers will be required to schedule handwashing and hand sanitizing for students multiple times throughout the day.
- Classroom teachers will instruct students in proper hand and respiratory hygiene and will reinforce these habits. This includes reminding students not to touch their eyes, nose or mouth.

Health Hygiene, supplies and habits

- 10 free-standing hand sanitizing stations will be provided in the two classroom buildings. These will be checked frequently and refilled as needed. Teachers and students must inform the school secretary if the dispensers are empty.
- Nursery, Pre-K and Kindergarten students should primarily use the classroom sinks provided to wash hands, and teachers should schedule this use and ensure students are washing hands properly. This should be done one at a time and social distancing should be used.
- No more than 3 students at a time will use the main restrooms in Upper School and on the 2nd floor of the mansion. Masks must be worn.

Health Hygiene, supplies and habits

- Lunch - A hand sanitizing station will be provided on the way to the areas used for lunch (possibly the Dining Room, Dance Studio and Old Gym). All students must use it (social distancing lines required) before taking their assigned seats.
- East Woods School has constructed see-through plexiglass carrels for each student and staff member's lunch setting. Social distancing will be used and all chairs will face in one direction. Masks may be removed only when seated in carrel.
- EWS classroom materials will not be shared - any additional provided by the teacher must be disinfected prior to each student's use.

Social Distancing

- K-8th students' desks will be socially distant (~6 feet apart) and all facing in one direction. Students must maintain distance in the classroom in all activities.
- Travel from classroom to classroom will be limited. Students will travel (separated by 6 feet) to lunch rooms, the New Gym for PE, the science labs and the art room, for example.
- In good weather, classes should be scheduled by the teacher to go outside for mask breaks. Students should bring a waterproof pouch or baggie labeled with their name to place their mask inside during mask breaks. Only one class at a time may be in each area: the playground, the front circle,

Social Distancing, cont.

the back lawn and the lawn between the two buildings.

- Upper School students will enter the mansion via the Dining Hall or the bus circle entrance for lunch or class - to be determined by where ECC and LS students are at the time.
- If a LS or ECC class must be in the hallway the same time as another class, both classes must travel next to the wall and not attempt to go through narrow openings until the other class has completely passed through it.
- Since masks will only be removed outdoors or at lunch or snack, social distancing must be carefully reinforced in these venues.

Social Distancing, special events

The Head of School will make a determination about the feasibility of holding special events and what the guidelines for those may be. Social distancing and mask wearing, as well as limited attendance, would be likely.

Regular all school assemblies will be held virtually even during in-person school. This will allow for those presenting to socially distance and present safely from a classroom or spare room. The link for the assembly will be sent to parents in advance. This is one way EWS can continue to showcase student learning and enjoy our historic community traditions.

Sports and Social Distancing

- East Woods School will follow the Governor's current "Reopening New York - Sports and Recreation Guidelines" for sports. Currently, our plan is to provide intramural after school athletics in the fall for grades 5-8 with no interscholastic contests. Locker rooms will not be used for changing or storage of clothes and belongings; new directives for relaxed dress code in the fall will be sent in August by the Assistant Head of School.
- If interscholastic athletics are allowed, families will be notified and guidelines for this activity will be shared.

Cleaning and Disinfecting

- EWS has purchased 3 electrostatic sprayers/foggers to aid in disinfecting. The disinfectant purchased is EPA/CDC COVID-19 approved and is approved for use in schools. The disinfectant takes 1 minute to settle after being released. This will be used between lunches in eating areas (doors closed during disinfecting), at night throughout both buildings, and after a sick individual leaves the health room. The playground equipment also will be sprayed between uses.
- Spot disinfecting shall take place throughout the day on high touch areas. Restrooms will be disinfected 3x a day or more.
- The school's cleaning crew will thoroughly clean the school each night.

Cleaning and Disinfecting

- Teachers will be provided gloves and disinfecting wipes for use during the day. Teachers will not use spray products in the classroom during the day.
- In the event a child or teacher has gone home due to suspected COVID-19, the classroom will be vacated and the class moved to another room. As per CDC guidelines, the entry door will be closed and the room will be aired out with fans and open windows prior to disinfecting.
- Sharing of classroom materials will not be done in general. However, should a student need an item, the teacher will disinfect it carefully before lending it.

Lunch and snacks

- Students will eat snacks in the areas set up for lunch, since this requires the removal of masks. All students must use hand sanitizer or wash hands before and after eating. Masks may not be removed until seated. Staff supervising lunch are responsible for reinforcing safety rules.
- Lunch menus will be provided by the Chef to families in advance. Individual packaged lunches will be placed at each student's assigned seats. Multiple trash cans will be provided and students dismissed one at a time to throw items away or recycle. Kitchen staff will be trained in safety protocols.
- Social distancing will be required on the way to, during and from lunch and snack.

Social and Emotional Well-being

- Homeroom teachers and advisors should check in each morning with every student about how they are feeling. SEL activities will be provided for all.
- East Woods School will continue to refer students to trusted psychologists, social workers and others from our network as needed. An administrator or teacher will be in touch with each professional to monitor the well-being of the student.
- In a virtual setting, opportunities for student socialization will be provided.
- EWS faculty and staff are encouraged to share anxieties and concerns with the appropriate administrator or nurse so that support can be provided.

Facilities

- Areas with central AC and heat are now fitted with approved UV filters.
- Indoor areas used for lunch will have stand-alone UV and HEPA room filters due to the need to remove masks
- Each classroom has been analyzed for appropriate spacing of students. Currently there is no class larger than 12, and most classes are significantly smaller. Desks may not be rearranged or put closer together.
- 10 freestanding hand sanitizing stations will be provided in key areas.
- Fire drills and lockdown drills will be conducted using social distancing. This will alter our usual lockdown drill but teachers will explain to students the spot they would go to and be close together in the case of an actual lockdown.

Facilities, cont.

- Currently, East Woods has 6-8 additional classroom spaces that can be used if our enrollment grows and further space is needed for social distancing. These spaces are already included in our current footprint and are rooms that have been relatively idle the past few years. They are in good condition for conducting class. All these spaces are included in our fire drill and lockdown drill plans.

Facilities, cont.

- For rooms that have individual room air conditioners, the teacher must ascertain if there are any students with pollen, etc. allergies. If there are not, the windows of the classroom should be opened as much as possible to allow for fresh air to enter the room. If this causes students or staff to sneeze or become congested, the windows must be closed.
- Students are asked to bring water bottles to school for use during the school day to minimize trips to a drinking fountain or other source of water.

Transportation

- For those students who ride the bus, bus transportation is provided by their local school district.
- We recommend that EWS parents whose children will ride the bus request a copy of the district plan for safety in bus transportation prior to your child's first trip. These plans should include provisions for regular cleaning and disinfecting of the bus, training of school bus staff, ability to maintain social distancing for all riders, and use of masks by staff and students on the bus.
- The EWS staff meeting the bus will be responsible for allowing students to exit the bus in a way that will allow for social distancing. Bus drivers will not be allowed to pull up and open the door until signaled an ok to do so.

Attendance

- For in-person and hybrid school, attendance taking and reporting will continue as per the EWS handbook.
- For classes that are all-virtual if we are required to return to an all-virtual format, teachers must choose one point during the class to take attendance for reporting purposes. Teachers are not able to monitor if students click in or out of classes during the class, as they are actively teaching. In an in-person format, it is easy to see if a student stands up and leaves a class, but this is very challenging and nearly impossible in a virtual environment. If they notice someone has left early, they should record it, however.

Attendance, cont.

- If a teacher suspects a student has not been fully present in a virtual class, they will be given login and logout information for that student to make a determination. This is time consuming and should only be used as a last resort.
- Teachers will communicate early with parents if a student has not be attending class before the non-attendance snowballs and begins to affect learning outcomes.
- The standard for virtual classroom etiquette remains staying muted until called on or when the teacher gives permission to unmute. This helps avoid ambient noise occurring during class.

School Schedules

- In-person school schedules will be sent out to families prior to the first day of in-person school.
- If and when the entire school is conducted virtually, specific schedules for virtual school will be shared in advance by the Assistant Head of School with all families. A blend of synchronous and asynchronous learning will be used and virtual extra help sessions will be available for students.
- Hybrid - Virtual only students who are attending during in-person school will follow the in-person schedule for all required academics at a discounted tuition and may choose whether or not they wish to add a la carte Creatives classes.

School Schedules, cont.

- All schedules will be communicated to staff and families by the Assistant Head of School at least two weeks prior to the first day of school.

Teaching and Learning

- East Woods School's robust academic program will be delivered whether school is in-person, hybrid or virtual-only.
- East Woods School will continue to use the educational program that has been approved by the New York State Association of Independent Schools, although each year we do refine and develop our curriculum.
- East Woods School has developed its curriculum based on state and national standards as well as an understanding of the needs of our graduates who go on to some of the most challenging secondary schools in the region.
- This spring we provided **significant daily interaction** between teachers and students even during our virtual schedule. This will continue if we are virtual.

Teaching and Learning: Flexibility

- East Woods School understands that screening time, restroom and mask breaks, and other changes require flexibility in teaching.
- Physical education will continue - outdoors socially-distanced physical activity that increases heart rate will be prioritized. Indoor activity will require social distancing in the New Gym and activities not requiring increased breathing rate, such as gentle yoga, stretching, balance exercises, etc.
- Science classes will combine hands-on, demonstration and virtual lab experiences as appropriate. Hands-on labs must accommodate for social distancing and mask wearing.
- Health education will continue to cover important topics such as drugs and

Teaching and Learning: Flexibility

alcohol but will include an initial unit in COVID-19 and minimizing risk.

- As singing, blowing wind instruments and sharing instruments create heightened risk, traditional music classes will not be held until it is safe to do so. Teachers will work music study into social studies and world language classes, and the school will hold one or two virtual talent shows during the year.
- As singing and dancing indoors create heightened risk, musicals will not be performed live until it is safe to do so; however, alternative drama activities such as plays using social distancing and masks, reader's theater, filmed theater, and other activities, when possible, will be provided.

Teaching and Learning: Flexibility

- East Woods will share online resources with families looking for virtual acting, singing and dancing opportunities for their children until the school can again provide these programs.
- East Woods will maintain the school's subscription to Smart Music for those students wishing to keep up with their instrumental study at home.

Technology and Connectivity

- As we did in the spring of 2020, EWS will ensure every family and staff member has adequate technology resources and access to virtual learning if needed.
- East Woods School is an independent school, and the expectation is parents will purchase devices for the use of their children; however, if a family is in extreme financial duress, if a loaner device can be provided, we will do so.
- EWS' Director of Technology and IT staffer are available to advise parents, students and staff on device/connectivity problems. Please e-mail lsacco@eastwoods.org or rantovel@eastwoods.org.

Technology and Connectivity, cont.

- Teachers will continue to provide opportunities for students to demonstrate their learning in the use of essays, tests, quizzes, short video projects, hands-on projects, speeches, debates, simulations, etc.
- East Woods School provided training for all faculty in best strategies for virtual teaching throughout the spring of 2020 and after school ended the week of June 15. All faculty members attended. EWS renews its commitment to support faculty in best practices for online teaching through instruction from the Director of Technology as well as through NYSAIS workshops and other professional development opportunities.

Special Education

- EWS will continue to support students seeking or receiving services and support from their local school district if preschool-aged or from Oyster Bay East Norwich district if Kindergarten or older.
- The Director of East Woods' Learning Center will continue to oversee all IEPs, 504s and all service providers who work with our students.
- EWS teachers and/or administrators will attend CPSE and/or CSE meetings.
- EWS will assist in determining risk-mitigation strategies for any service providers who may come to our campus. These providers must be screened and masked and observe all EWS safety protocols.

Bilingual Education and World Languages

- EWS does not have any identified English Language Learners as defined by NYSED.
- On the rare occasions when bilingual families may need help understanding communications from a public school district, either the family brings a trusted translator, or if possible, an EWS staff member fluent in the target language can translate.
- Some bilingual students receive reading instruction by their family's choice from the East Woods Learning Center
- World language instruction is taught as part of EWS' educational program.

Staffing and Human Resources

- All EWS faculty are highly experienced and hold the appropriate credentials for teaching their subject matter in an independent school.
- If EWS is required to hold virtual-only school, faculty will enter the buildings using masks and social distancing, then will close their classroom doors to teach virtually. They will not be allowed to share rooms. Cleaning and disinfecting protocols will continue even if only faculty members are present in buildings during the school day. Some staff may teach from home.
- In the case a faculty member becomes ill, appropriately qualified substitute teachers or coverage by other teachers on staff will be used. Substitutes must read the COVID-19 safety plan in advance of their assignment.

Have questions or need clarifications?

Email Head of School Laura Kang, lkang@eastwoods.org, Assistant Head of School Alex Carter, acarter@eastwoods.org, or your child's classroom teacher.

Parents may request conferences at any time from classroom teachers - these will be conducted virtually. Teachers may be reached beginning September 2nd or 3rd by e-mail to set up a virtual meeting if needed. A list of faculty assignments will be sent to parents prior to September 1.