



Waldorf School of Pittsburgh's Health & Safety Working Plan

In Response to Guidance for Safe Reopening of Schools from the PA Department of Education
and the PA State Board of Private Academic Schools

1. Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning

- WSP's pandemic team is called the Return to School Committee (RSC). The RSC is coordinating the reopening efforts and is led by the Head of School and the Executive Committee and is working to integrate health and safety, scenario planning, financial and legal implications, facilities, and curriculum delivery methods. Its purpose is to have oversight of the COVID-19 response work, acting as a central source of real-time information and actions by maintaining close two-way communication with all sub working groups. The goal of the RSC is to ensure safety and keep essential operations going while establishing more effective and strategic decision-making systems for the future.
- This collaborative work is being done by the school's Leadership Team, the Board Executive Committee, the Administrative Team, the Director of Little Friends, Linda Santelices, and Emily Hanser. The sub working groups of the RSC are listed below.
 - Health and Safety
 - Facilities
 - Finances/Legal
 - Curriculum and Teaching
 - School Operations
 - Communications
 - Parent Feedback

2. Steps to protect students and staff at higher risk for severe illness

- WSP will maintain communication with local and state authorities to determine current mitigation levels in our community.
- WSP will maintain flexible attendance policies for students and staff. Parents must

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- communicate the reason for a child's absence. If ill, they must report symptoms. If employees require additional sick days, they must request them in writing for approval.
- While WSP is not able to offer telework options for employees, exceptions will be considered for teachers who are ill but well enough to lead a class via live streaming. A teacher is still needed to be in person with the class under these circumstances.
 - If an employee has a written document from a physician stating they are not able to wear a face covering, WSP will provide face shields for the employee.
 - Employees who identify themselves as high risk will not be assigned morning and dismissal duties, recess and lunch coverage, and front office duties.
 - We will not offer upper grades choir at this time. Students with complex medical needs (identified by their parents) who typically take woodwinds will be offered string instrument alternatives.
 - Recorder playing, singing, and woodwinds must take place outside. While research is still developing whether or not COVID-19 is aerosolized, it is safest to assume it is and make decisions as such.
 - If a WSP family wishes for their child to be known as high risk, they must identify themselves in writing to their lead teacher or administration. The definition of high risk is anyone that has a condition that puts them at a higher risk for serious illness (such as immunocompromised, diabetes, heart and lung disease, older age, etc.). Names will be kept confidentially (within administration and the students' teachers).

3. Processes for monitoring students and staff for symptoms and history of exposure.

- Signs and symptoms of students and employees will be checked daily upon arrival.
- Temperatures of students and employees will be taken daily upon arrival. An individual with a temperature of 100.4 or higher may not attend school/be in the building.
- WSP will create a process (with special consideration for child, family, and staff) to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.
- WSP will develop a system for home/self-screening and reporting procedures.
- Little Friends parents/guardians are expected to take their child's temperature either before coming to the yellow house or upon arrival at the yellow house. Upon their arrival, caregivers will stand at least 6 feet away from the parent/guardian and child and ask the parent/guardian to confirm that the child does not have a fever, shortness of breath or cough (per OCDEL).
- Employees must all sign attestations and will be expected to stay home if they are sick and parents will be expected to keep sick children home. When you self screen, and you feel that you are the least bit unwell, it is an excused absence.
- WSP will maintain flexible attendance policies for students and staff. Parents must communicate the reason for a child's absence. If ill, they must report symptoms. If employees require additional sick days, they must request them in writing for approval.

4. Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure

<p>Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school;</p> <ul style="list-style-type: none">• WSP will identify an isolation room or area (in the main school building and the Yellow House {Little Friends}) to separate anyone who exhibits COVID-19 like symptoms. Plexiglass walls or plastic shower curtains will be used to define the isolation area (plastic shower curtains must be discarded after each ill child leaves the isolation area).• A parent or authorized emergency contact person must pick up a child within an hour of being informed of a child sick at school. An employee will escort a child who is sick outside to be picked up by a parent. This procedure limits the number of people entering the building.• Parents will be reminded that whomever is listed as an emergency contact, will be called if a parent cannot come to pick up a child who is ill.• Areas used by a sick person will be closed off and not used before the area is cleaned and disinfected.• WSP will notify local health officials, staff, and families of exposure or confirmed COVID-19 cases while maintaining confidentiality.• If employees require additional sick days, they must request them in writing for approval.• Per our current policy, if an employee is ill, he/she/they must inform their supervisor the night before or by 6:30 am the day they will be absent. Student absences must be reported by 9:00 am on the day the child is ill.• Students and employees may return to school when (both points must be true):<ul style="list-style-type: none">○ At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND○ At least 10 days have passed since symptoms first appeared.• <u>DOH Guidance on Home Isolation or Quarantine and Returning to Work</u> will be referenced and followed. <p>5. Guidelines for hygiene practices for students and staff which include the manner and frequency of handwashing and other best practices</p> <p>Guidelines on the use of face coverings (mask or face shields) by all staff</p> <p>Guidelines on the use of face coverings (masks or face shields) for older students as appropriate</p>
<ul style="list-style-type: none">• WSP will teach and reinforce washing hands and covering coughs and sneezes among students and staff.• In WSP's Back-to-School Meetings and Trainings, we will teach and reinforce use of face coverings among all employees.• All employees and children age 2 and older must wear a face covering unless they are

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- unable to remove it themselves (except rest and meal times) while on campus (unless you are not within 6 feet of anyone).
- "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.
- If a student or employee has forgotten their face covering, WSP will provide a disposable protective face covering. We recommend each individual has enough masks for one week.
- Masks should be washed daily. An extra mask may be kept in the child's cubby (preferably in a labeled brown paper bag - not plastic). There is no sharing of face coverings or face shields.
- WSP will continue to purchase adequate supplies, and carefully monitor inventory, to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.
- WSP will post signs on proper hand washing.
- WSP will ensure communications are in common languages spoken at school and easily understandable for children and adults.
- WSP will work with health departments and local health care systems to disseminate hygiene and disinfection strategies for transmission prevention at home.
- WSP will increase the number of sinks/hand washing stations throughout the school building and campus (specifically first and second grade classrooms, and an additional sink in Yellow House kitchen for handwashing only).
- Hand hygiene stations will be set up at the back and side entrances of the Yellow House (Little Friends) as well as by the pergola so that children can clean their hands before they enter the building. Hand sanitizer will be provided for children and staff using the Yellow House (Little Friends) side entrance, and children and staff using the back entrance may use the cubby sink for handwashing. As weather permits, a portable outdoor hand washing station will be available for use by classes next to the pergola.

6. Expectations for the posting of signs in highly visible locations that promote everyday protective measures and how to stop the spread of germs

- WSP will post signs in highly visible locations as appropriate for children that promote everyday protective measures such as hand washing and properly wearing a face covering.
- WSP will continue to dedicate a page on our website to COVID-19 information including how to reduce its spread.
- WSP will include messages (e.g.videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families.
- WSP will inform our community about printable digital resources on CDC's communications resources main page ([link](#)).

7. Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation)

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- Frequently touched surfaces and objects within the school will be cleaned at least daily including door handles and sink handles. Cleaning products will be available to employees so areas may be cleaned more frequently.
- Windows and doors in restrooms, hallways, and classrooms will remain open to increase air circulation whenever possible.
- WSP will invest in HEPA air purifiers for every classroom.
- Drinking fountains will be shut off and covered. Filtered water from specific sinks on each floor will be available.
- [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#) will be followed.
- Little Friends will follow [OCDEL's Recommended Cleaning Schedule](#)
- Little Friends will use bedding that can be washed. Child's bedding will be kept separate, and stored in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned weekly.
- Bedding for Early Childhood programs will be laundered by the WSP staff to reduce the back and forth transportation between the child's home and the facility (OCDEL)

8. Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible

- Student and teacher groupings will be as static as possible by having the same group of students stay with the same teachers and assistants.
- WSP will restrict interactions between groups of students. The following pods will be kept the same for recess everyday: Grades 6-8, Grades 3-5, Grades 1-2, 2 Kindergartens, 2 Nursery Classes + Morning Garden Transition Class, 2 Little Friends Classrooms.
- The number of individuals in classrooms and other indoor spaces will be no more than 25 individuals including staff (per CDC recommendations).
- A distance of six feet will keep maintained between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate.
- Early Childhood Faculty will develop a system to encourage social distancing during circle, story, and meal times (includes Little Friends).
- WSP will limit gatherings, events, and extracurricular activities to those that can maintain social distancing.
- Movement classes will be held outside or in the auditorium.
- Woodwinds classes will be held outside.
- Due to potential increased risk of droplet transmission, physical distancing will be prioritized for woodwind instruments.
- Equipment such as music stands in shared spaces like the auditorium will be disinfected between uses.
- Desks will be turned to face in the same direction or students will sit on only one side of tables, spaced apart.
- These special subject classes will be held in their designated grades classrooms:

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Spanish, Russian, Handwork, Violin, Games/PE (if class cannot be outside), Grades 1-3 Music (if class cannot be outside), and Grades 5-8 Math.

9. Procedures for restricting the use of cafeterias and serving meals in classrooms

- Early Childhood snacks will be baked at 350 degrees or will be in packages that can be easily opened and poured for serving. Grades students will bring packed snacks and lunches from home.
- Snacks and lunches in the Yellow House will be prepared by a teacher (gloves and masks will be used per OCDEL and Health Department regulations).
- Little Friends will eat meals in their designated classrooms.
- Sinks used for food preparation in Little Friends will not be used for any other purposes (OCDEL).
- Food and utensils will not be shared by individuals.

10. Protocols for sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes (guidance for organized school sports will be published separately)

- WSP will select and provide safe opportunities for exercise and sports activities for students based on health and safety guidelines such as:
 - Physical proximity of players, and the length of time that players are close to each other or to staff.
 - Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, mats, or water bottles).
 - Ability to engage in social distancing while not actively engaged in play (e.g., practice, games).
 - Engagement of players at higher risk of developing serious disease.
 - Size of the team.
 - Limit travel outside of the local community.
 - Implement transmission risk-mitigation protocols in noncontact sports to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants.
 - Require enhanced surveillance for any contact sports to minimize higher risk of transmission in participating athletes.

11. Schedules for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students

- When possible, meetings and trainings will be conducted online to limit the size of gatherings.
- In-person training schedules will be held when social distancing guidelines can be

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<p>maintained.</p> <ul style="list-style-type: none">• Training documents will be disseminated and updated as a reference for employees.
<p>12. Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <ul style="list-style-type: none">• Playground use will be staggered.• Little Friends drop off and pick up will occur in the Little Friends play yard.• Morning Garden Transition Class, Nursery, and Kindergarten drop off and pick up will occur in designated play yards.• First Grade drop off and pick up will occur in the Fairy Garden.• Grades 2-8 will enter the building alone and go directly to their classrooms. Pick up will occur in a designated area of the grades play yard.• Traffic patterns in hallways will be designed to avoid classes meeting.• Group events, gatherings, or meetings will be held virtually when possible, and social distancing of at least 6 feet between people will be promoted if in-person meetings or events are held. Group size will be limited to the extent possible.
<p>13. Procedures to limit the sharing of materials among students</p> <ul style="list-style-type: none">• Every effort will be made to avoid sharing items. When sharing items is necessary, they will be cleaned and disinfected between uses.• Students' belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers or other areas.• WSP will ensure classes have adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., books, art supplies, equipment etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. If materials must be shared, WSP teachers and staff will ensure cleaning and disinfecting between uses.
<p>14. Processes for identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none">• WSP will refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities that require volunteers.• Nonessential visitors, volunteers, and activities that involve other groups will be restricted inside the building(s); however, consistent pod volunteers will be asked to serve in the school building on a regular basis and must complete a WSP COVID-19 training prior to service.
<p>15. Protocols for adjusting transportation schedules and practices to create social distance between students</p> <ul style="list-style-type: none">• Students will not be allowed to arrive at school before 8 am. If a bus arrives early, students will maintain social distance of 6 feet in a designated area either in the main hallway or outside.• Social distancing between children on school buses will be encouraged. This is

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outside of WSP's purview, but WSP understands bus companies are working on this.
<p>16. System for ensuring ongoing communication with families around the elements of local Health and Safety Plan including ways that families can practice safe hygiene in the home</p> <ul style="list-style-type: none">• WSP's Health and Safety Plan will be posted on the school's website.• WSP will provide regular updated information on the school website and as necessary in weekly announcements.• Caregivers and families will be encouraged to practice and reinforce good prevention habits at home and within their families.• WSP will remind parents to keep their child at home if sick with any illness.• WSP will prepare parents and families for remote/distance learning if school is temporarily dismissed.• WSP will discourage students and families from gathering on school property at dismissal time to help slow the spread of COVID-19 in the community.• WSP will encourage social distancing.• WSP will require travel protocols per state guidelines: <u>COVID-19 Information for Travelers</u>. Anyone who has traveled to locations listed in these guidelines will be required to quarantine for 14 days before returning to school (and the quarantine time will be considered an excused absence).
<p>17. Detailed steps to take in relation to isolation or quarantine (which meet all OCDEL regulations)</p> <p>For confirmed positive COVID 19-cases:</p> <ul style="list-style-type: none">• If the child is in care when the test results are confirmed positive, the child should be isolated until the appropriate party arrives to pick them up.• Follow the "Discontinuing at home isolation" guidance below for timelines on returning to school.• OCDEL requires the facility to close for a period of 48 hours following the confirmed positive COVID-19 case so that the facility can be cleaned and disinfected properly. All WSP programming (which includes Little Friends) has decided that one positive case will require the campus to close for 14 days following the confirmed positive COVID-19 case.• The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).• An outbreak is defined as a single positive COVID-19 case.• The facility must report positive COVID-19 cases to the Department of Health (DOH) as per 55 Pa. Code §3270.136(d), §3280.136(d), and §3290.136(d). The facility must

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| also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS). <ul style="list-style-type: none">• The facility should develop a process to inform child care staff of positive COVID-19 cases. |
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Exposure to a person who tests positive for COVID-19:

Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown). If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:

- It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.
- If a child becomes ill at the facility, the operator shall notify the child's parent as soon as possible.
- The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
- The facility must report when a staff person, child, or household member is exposed to a positive COVID-19 case to the Pennsylvania DHS and DOH.
- The facility should develop a process to inform child care staff of possible exposure to a positive COVID-19 case.

Discontinuing at home isolation for a positive COVID-19 test:

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. WSP has chosen to use a symptom-based strategy.

1). Symptom-Based Strategy

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (both must be true):

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:

1). Time-Based Strategy Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy should be used.

*Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

REPORTING: In all instances when reporting to DHS, please provide:

- The name of the facility
- The address of the facility including the county
- The number of cases
- Identify if the positive case is a staff person, household member (of a GCCH or FCCH), child, or family member

This information must immediately be reported to your Certification Representative or the appropriate Regional Office which can be found here.

For questions regarding COVID-19, isolation, and quarantine, please contact DOH at 1-877-PA-HEALTH.

To report confirmed positive cases of COVID-19, please contact DOH at 1-877-PA-HEALTH or 1-877- 724-3258.