

## 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

- Formerly known as the Return to School Committee (RSC), WSP's Pandemic Team is led by the Head of School and the Board President. This ad hoc committee works to integrate health and safety, scenario planning, financial and legal implications, facilities, and curriculum delivery methods related to the pandemic. 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 WSP Pandemic Team is to ensure safety and keep essential operations going while establishing more effective and strategic decision-making systems for the future.
- The sub-working groups of the committee 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 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 not able to be at school but able to lead a class via live streaming, to be approved on a case by case basis. 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 mask, WSP will provide face shields for the employee. If a student has a written document from a physician stating they are not able to wear a face mask, they must provide and wear their face shield. Face shields are considered additional PPE, not a substitution for a face mask except under the direction of a physician.

**SUBJECT TO CHANGE**

- 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 an upper grades choir at this time. Students with complex medical needs (identified by their parents) who take woodwinds will be able to join the woodwinds class from a separate classroom via Zoom.
- Singing indoors will be considered on a case-by-case basis with windows opened, CO2 monitoring, and all individuals masked for a limited time so long as the level of community transmission according to the CDC is in the low or moderate ranges.
- Recorder playing must take place outside. Woodwinds class will take place in the sixth grade classroom and the Heartwood Annex. All students will be provided with special PPE (masks and instrument covers) specifically for woodwind instruments.
- 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.
- Employees must all sign attestations and will be expected to stay home if they are sick. Parents must sign WSP's Health & Safety Plan Family Acknowledgment and 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. Parents must communicate the reason for a child's absence. If ill, they must report symptoms. If employees are ill they must report symptoms and inform their supervisor if they have seen a doctor for a potentially communicable disease. If employees require additional sick days, they must request them in writing for approval. It is critically important to stay home if you are sick.

**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**

**Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school;**

**SUBJECT TO CHANGE**

- WSP will identify an isolation room or area (two spaces in the main school building and one in the Little Friend's Yellow House) to separate anyone who exhibits COVID-19 like symptoms. Plexiglass walls will be used to define 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 (all points must be true):
  - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND
  - Improvement in symptoms (e.g., cough, shortness of breath); AND
  - At least 10 days have passed since symptoms first appeared.
- If you are fully vaccinated and you've had [close contact](#) with someone who has COVID-19, you should quarantine, get tested 3-5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative at which time you can return to school provided you are symptom free. You should isolate for 10 days if your test result is positive.

**5. Guidelines for hygiene practices for students and staff which include the manner and frequency of handwashing and other best practices**

**Guidelines on the use of face coverings (mask or face shields) by all staff**

**Guidelines on the use of face coverings (masks or face shields) for older students as appropriate**

- 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 individuals on campus age 2 and older must wear a face mask (except during rest and meal times).
- "Face mask" 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. Individuals

**SUBJECT TO CHANGE**

should wear surgical masks or multi-layered cloth masks that fit well and provide good mouth and nose coverage. Neck gaiters and bandanas will not be considered acceptable face masks. Face masks with exhalation valves or vents will not be considered acceptable face masks.

- If a student or employee has forgotten their face mask, WSP will provide a disposable protective face mask. 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 masks 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 has increased 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 mask.
- 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)**

SUBJECT TO CHANGE

- 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 has invested in HEPA air purifiers and CO2 monitors 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 3 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 to the extent feasible: Grades 6-8, Grades 3-5, Grades 1-2, 2 Kindergartens, Nursery Class, Morning Garden Transition Class, 2 Little Friends Classrooms.
- The number of individuals in an indoor space will be determined in conjunction with our CO2 monitoring data, social distancing guidelines, and Air Quality Enhancement Design (AQED) Analysis.
- A distance of three feet will be 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.
- Shared equipment such as music stands and PE equipment 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.

**SUBJECT TO CHANGE**

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

- Early Childhood snacks will be prepared in accordance with all food safety guidelines of all governing bodies. Grades students will bring packed snacks and lunches from home.
- Grades class birthday snacks must be brought to school in individually wrapped packaging.
- Snacks and lunches in the Yellow House will be prepared and served 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**

- 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 maintained.
- Training documents will be disseminated and updated as a reference for employees.

**12. Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**SUBJECT TO CHANGE**

- Playground use will be staggered.
- Little Friends, 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 3 feet between people will be promoted if in-person meetings or events are held. Group size will be limited to the extent possible.

**13. Procedures to limit the sharing of materials among students**

- 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. If materials must be shared, WSP teachers will ensure cleaning and disinfecting between uses.
- Desk tops will be disinfected three times per day.

**14. Processes for identifying and restricting non-essential visitors and volunteers**

- Field Trips will be carefully selected in accordance with the WSP Health & Safety Plan.
- Nonessential visitors, volunteers, guest teachers, 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. Vaccinated individuals may be invited into the building by invitation or appointment only and will be required to follow all WSP Health & Safety protocols.

**15. Protocols for adjusting transportation schedules and practices to create social distance between students**

- Students will not be allowed to arrive at school before 8 am. If a bus arrives early, students will maintain a social distance of 3 feet in a designated area either in the main hallway or outside.
- Social distancing between children on school buses will be encouraged. This is outside of WSP's purview, but WSP understands bus companies are working on this.

**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**

- 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.

**SUBJECT TO CHANGE**

- Caregivers and families must 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: [COVID-19 Information for Travelers](#).

**17. Detailed steps to take in relation to isolation or quarantine (which meet all OCDEL regulations)**

**For confirmed positive COVID 19-cases:**

- 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.
- All WSP programming (which includes Little Friends) has decided that one positive case (student, employee, tutor, or person in the building) may require the campus to close for 2-14 days following the confirmed positive COVID-19 case and/or proceed under the guidance of the DOH.
- 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 also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS).
- The facility should develop a process to inform child care staff of positive COVID-19 cases.

\*If you are fully vaccinated and you’ve had [close contact](#) with someone who has COVID-19, you should quarantine, get tested 3-5 days after your exposure, even if you don’t have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative at which time you can return to school provided you are symptom free. You should isolate for 10 days if your test result is positive.

**SUBJECT TO CHANGE**

**\*\*an individual is considered fully vaccinated when meeting one of the two following requirements:**

- 2 weeks after administration of the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

**Exposure to a person who tests positive for COVID-19:**

Exposure is defined as someone who was within six feet of an infected person (laboratory confirmed or clinically confirmed illness) for a cumulative total of 15 minutes or more over a 24 hour period. For example, three individual 5 minute exposures for a total of 15 minutes. Persons who test positive are considered infectious 48 hours before the onset of symptoms. If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:

- It is expected that they self-quarantine for a period of 14 days.
- Unvaccinated individuals are not able to test out of quarantine.
- The exposed staff person or child will not be allowed on campus until 14 days has passed since exposure.
- 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 (all points must be true):

- At least 24 hours have passed since recovery defined as resolution of fever

**SUBJECT TO CHANGE**

- without the use of fever-reducing medications AND
- Improvement in 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.

SUBJECT TO CHANGE

Updated August 19, 2021