



RETURN TO CAMPUS PLANNING 2020-2021

Whether in-person learning on campus, or online during distance learning, Westmark is committed to delivering our hallmark individualized instruction in a safe learning environment, addressing the academic, physical, and social-emotional needs of all students in Grades 2-12.

Westmark School
THE DIFFERENCE IS BRILLIANT

PROGRAM AND CAMPUS INFORMATION

All decisions continue to be based on the Centers for Disease Control (CDC) recommendations and Los Angeles County Department of Public Health guidelines, and as such, are subject to change.

Westmark's administrators, faculty, and staff are excited for the return to on-campus learning.

- We are planning to resume as many programs as possible with health and safety protocols and physical distancing guidelines in place.
- Classrooms will be reconfigured in order to ensure physical distance protocols. Plexiglass barriers will be installed in Division offices and potentially in other areas where it would be difficult to enforce physical distance requirements.

All daily practices are aligned to support OUR MISSION:

Westmark School is a creative and supportive college preparatory school dedicated to educating, empowering, and celebrating students with distinct learning styles, providing the tools necessary to achieve successful and fulfilling futures.

RETURN TO CAMPUS PLANNING PROCESS

OUR PLANS FOR THE REOPENING OF CAMPUS COVER THE MAIN ASPECTS OF CAMPUS LIFE AS DETAILED BELOW AND ARE CENTERED ON:

1. Physical Distancing On Campus and in the Classroom
2. Expanded Cleaning and Health Protocols

Westmark is committed to delivering its mission of education students with learning differences to achieve their full potential. This mission has been built in an educational environment in which students learn and thrive in a very relational, connected community. As we plan for our return to campus, it is paramount that the health and safety of our students, faculty, and staff remain at the forefront of our educational mission.

To ensure a safe return to campus, Westmark has developed and mobilized special Task Force Committees comprised of administrators, faculty, and staff across all divisions and areas of campus to develop thorough and comprehensive plans to provide students and families with the best learning environments possible for the 2020-2021 school year.

The primary objectives of the plans are:

- Student and community health and wellness
- The quality of the educational experience of students
- The long-term viability of Westmark School



The following updates are in place when a Return to Campus is possible.



Health & Wellness

- Families will be responsible for completing a daily digital health screening provided by the school, before arriving on campus each day.
- When students arrive on campus, they will proceed through a temperature screening. Any student that displays a temperature of 100.4 degrees or higher will not be allowed to stay at school.
- If a student is sick or needs to quarantine, they should not come to campus; there will be remote learning options for students at all grade levels who need to stay home.
- All students, faculty, and staff will be required to wear a face covering on campus at all times with exception of eating at lunch and nutrition and during scheduled outdoor mask breaks.
- Students and staff will have ample opportunities to wash their hands at regular intervals throughout the day, utilizing hand sanitizers when handwashing is not possible.
- In addition to our regularly scheduled professional development, faculty and staff will be thoroughly trained on the new safety protocols.
- If a student goes to the health office displaying any COVID-related symptoms, he or she will not be allowed to return to class. We will have a designated location for sick students where they will remain separate from other students and monitored until a parent or guardian can pick them up. We will expect a parent or guardian to pick up their student within an hour of being contacted.
- In the event a faculty member shows signs or symptoms of illness, they will immediately be isolated and sent off campus.
- Others who may have been in close contact with either a student or faculty member showing signs or symptoms of illness will be moved to an alternate location, screened, and any concerns would be reported to public health officials for potential contact tracing, etc.



Facilities

CAMPUS:

- Access to campus will be limited. No visitors (parents, alumni, or student lunch deliveries) will be permitted on campus. Parents and visitors will access campus remotely or by appointment only.
- Group events such as Parent Association meetings, faculty meetings, among others, will be held virtually.
- Mobile hand sanitizer stations will be positioned throughout the campus particularly near each classroom.
- Appropriate signage will be posted to encourage social distancing throughout campus.
- Per CDC guidelines, all high touch playground equipment and areas will be sanitized after each use. Students will be required to maintain strict physical distancing at all times including during Nutrition and Lunch.
- There will be a designated quarantine area for students who test positive for fever or show other signs of COVID-19 to wait for a designated parent pick up.

CLASSROOMS:

- MERV 13 air filters have been installed in every classroom
- The iWave purification system has been installed on all HVAC systems throughout campus
- Each classroom will be thoroughly cleaned and disinfected each evening with an electrostatic fogger.
 - High-touch surfaces and bathrooms will be cleaned and disinfected throughout the day.
 - Teachers will disinfect classrooms between groups of students by wiping down surfaces including, desks, door handles, countertops, and any technology devices.
 - All classrooms will have hand sanitizer and disinfecting wipes readily available.
 - Proper distancing of six feet or more has been accommodated in all classrooms.
 - Students, faculty and staff on campus will be required to follow one-way traffic flow in designated areas to allow for social distancing with signs to indicate direction of movement.

WESTMARK SCHOOL REOPENING GUIDELINES



Communications

- Email will continue to be used as the school's main method of communications related to all COVID-19 related school updates.
- All updates will be posted on the 2020-2021 Return to School section of the school website.
- The school will seek input from families regarding their family/child's academic, social-emotional, and physical needs.
- Administration will communicate with parents and families via scheduled weekly virtual chats and/or other announced meetings.



Curriculum & Technology

Each classroom will be set up with equipment to provide instruction simultaneously both in-person (students in the classroom) and remotely (students at home).

Each classroom will have:

- TV Monitor
- Camera
- Microphone
- Speakers

Equipment setup will allow for:

- Connection to Smartboard for in-person learning
- Monitor for teacher to see at home students
- Camera and Mic for students at home to see and hear teachers
- Connection to laptop to share screen with virtual learners
- Students will continue to use an iPad to view classes

iPad/Device Use:

- All students will need to use the school-issued iPads to ensure access to curriculum and related applications.
- Students may use their own personal device(s) IN CONJUNCTION with school-issued iPad.

School Supplies:

- No school supplies will be shared.
- All student school supplies should be stored in clear ziploc bags, clearly labelled with student name.
- Students must bring required school supplies for individual use, EACH LABELLED WITH STUDENT NAME.



After-School Offerings

- There will be NO After School Supervision offered at this time, until further notice.
- Final decisions on performing arts, clubs, and after school enrichment opportunities will be guided by local health official requirements and governing bodies in the coming weeks.

Athletics:

Upper School - Per the CIF (the governing body for high school sports in CA) announcement on July 20:

- High school sports in California will not begin until December
- There will be two seasons (Fall and Spring) of sports instead of the usual three (Fall, Winter, Spring).
- Fall season will begin in December and end in February
- Spring season will begin in February and end in May.
- Westmark 2020-2021 Fall sports will include Boys' Volleyball, Girls' Volleyball, Coed Soccer, Coed Cross-Country and Flag Football, based on student interest.
- Westmark Spring sports will include Boys' Basketball, and Coed Golf.
- Middle and Lower School - Westmark is committed to providing 2020-2021 sports opportunities for both Middle and Lower school students.

At this time our leagues have not made any decisions on when those seasons will take place.

- Westmark offers Middle School Flag Football, Girls' Basketball, Boys' Basketball, Coed Soccer, and Girls' Volleyball.
- Westmark Offers Lower School Girls' Basketball, Boys' Basketball and Coed Soccer.

WESTMARK SCHOOL REOPENING GUIDELINES



Food Services

- The lunch schedule and locations will be modified to ensure adequate physical distance and to maintain a healthy environment for our students and teachers.
- At this time we are not allowing lunch deliveries.
- Lunch times will be staggered to allow for safe physical distancing.
- Per the CDC guidelines, all vending machines will be closed and not available for use.
- Students will need to bring their own water bottles from home labeled with first and last name. Refillable water stations will be available, and students will learn and follow health protocols when refilling their bottles.
- All drinking fountains will only be used from the refill station with personal refillable water bottles.
- PARENTS: Please remind your child/children that there is NO food sharing.



Transportation

- Buses will unload students one bus at a time.
- Students will exit the bus and proceed in a one way direction to the designated health screening/temperature taking station.
- All students and drivers will be required to wear face coverings.
- Students will practice safe social distancing by sitting one per seat, alternating left and right positions.
- Buses will have an extensive cleaning every 24 hours in between their morning and afternoon route utilizing electrostatic sprayers with 99.9% verified success in cleaning COVID-19 on bus seats and surfaces within the bus.



Supervision & Carpool

CARPOOL:

We encourage families to drive with their own families only.

WE DO NOT ENCOURAGE CARPOOLS AT THIS TIME.

DROP-OFF AND PICK-UP

Drop Off:

- Parents should follow the directional flow through the designated drop-off line, as per the directions of the assigned faculty & staff traffic moderators
- Students should exit the passenger side of the car as normal while wearing a mask.
- Supervision staff should remain socially distanced while welcoming students and refrain from congregating with students, families, and other staff members.
- Students will follow a path that is one directional to the designated health screening/temperature taking location.
- After screening, students will proceed in a one way direction to their designated classroom where there will be adult supervision.
- Students can only leave the classroom to use the restroom
- Only one student per class can go at one time.

Pick Up:

- Lower School pick-up should remain the same as in the past where students wait inside their classrooms until they are called down to the designated pick up area.
- Middle and Upper School students will need to follow a similar procedure in order to eliminate gathering at the bottom of the hill in large groups.
- Pick Up Times:
- Pick up times will be staggered by grade levels/cohorts.
- Lower/Middle/Upper will each have a designated window for pick up.
- All students taking the bus will still need to be dismissed by 3:00 pm in order to make it in time for a 3:10 pm departure.

SUPERVISION

Supervision Schedule:

- New duties will be established per Covid-19 protocols.
- Increased staff during drop off to help monitor student social distancing requirements.

YOUR PARTNERSHIP:

- Your help and commitment to the CDC guidelines and Department of Health protocols on and off campus are of the utmost importance to keep students, faculty, and staff safe. According to the provisions allowing students back on campus, if one child or teacher within a cohort tests positive for Covid-19, the whole cohort must quarantine for 14 days and resume Distance Learning.
- Prior to returning to campus, please have your child tested and submit results to Health Coordinator,

Jared Bernstein, jbernstein@westmarkschool.org and cc: your division director.

- Testing is offered through Westmark on select Saturdays. LA County offers other testing options at <https://corona-virus.la/covid-19-testing>
- Continue to follow CDC and DPH Guidelines on and off campus.
- Avoid large groups and protect your family 'bubble'.



PROPER FACE MASK PLACEMENT:

- Mask must fully cover mouth and nose

HAND-WASHING:

- Wet hands, apply soap, scrub hand for at least 20 seconds, rinse hands, dry with clean paper towel
- Use hand sanitizer when you can't use soap and water

DISTANCING:

- Students must remain in their assigned spots during instruction and lunch/nutrition, etc.

WESTMARK SCHOOL REOPENING GUIDELINES



Complete at home pre-screening daily via Magnus Health app.



Keep children home if they have a fever (100.4 or higher) or fever reducers have been given in the past 24 hours.



Pick up your child within one hour if you are notified by the health office that your child is sick.



AT HOME ASSESSMENT
DAILY PRE-SCREENING/
MAGNUS HEALTH

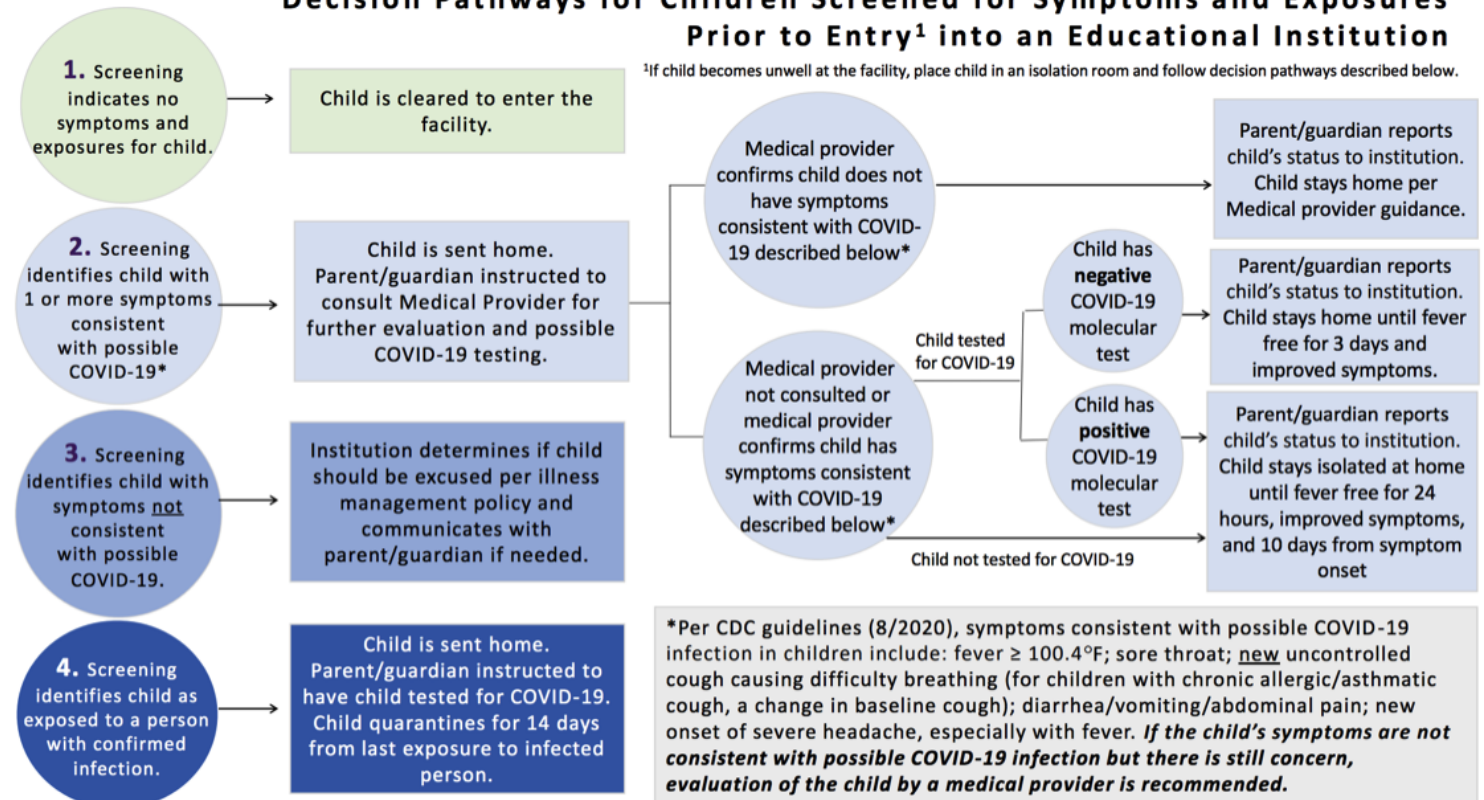
POLICIES AND PROCEDURES

POSITIVE COVID-19 TEST/RETURNING TO SCHOOL

- Anyone who has a temperature of 100.4°F or exhibits symptoms will not be allowed to attend school and must be tested for COVID-19.
- If someone tests positive, the individual will not be allowed to return to campus until:
 - 3 days without a fever and
 - Symptoms have improved and
 - 10 days since symptoms first appeared or test was administered and
 - Written note from healthcare provider that the individual is clear of COVID-19.

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If child becomes unwell at the facility, place child in an isolation room and follow decision pathways described below.

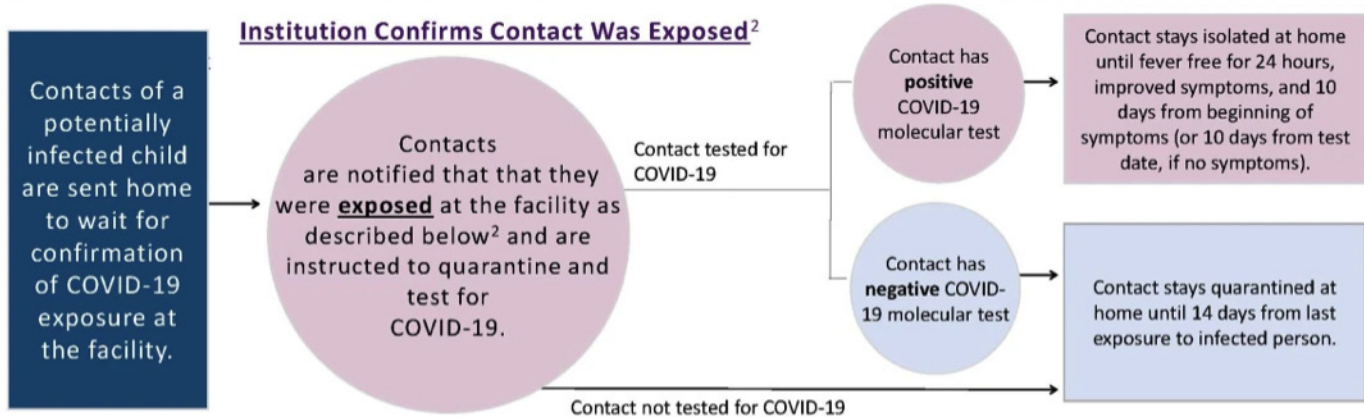


WESTMARK SCHOOL REOPENING GUIDELINES

Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (1)

¹A **potentially infected child** is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

A **contact of a potentially infected child** is defined as a child or employee at the facility who was within 6 feet of a potentially infected child for >15 minutes; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of an exposed classroom or cohort at the facility.



²A **contact of a potentially infected child** is confirmed as **exposed** if the Institution receives confirmation that: (1) the contact was exposed to a child with 1 or more symptoms consistent with COVID-19 based on Medical Provider consultation OR 2) the contact was exposed to laboratory-confirmed COVID-19 based on a positive molecular test result of a potentially infected child.

Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (2)

¹A **potentially infected child** is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

A **contact of a potentially infected child** is defined as a child or employee at the facility who was within 6 feet of a potentially infected child for >15 minutes; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of an exposed classroom or cohort at the facility.



²A **contact of a potentially infected child** is confirmed as **not exposed** if the Institution receives confirmation that: 1) the contact did not have an exposure to a child with 1 or more symptoms consistent with COVID-19 based on Medical provider consultation; OR 2) the contact was not exposed to laboratory-confirmed COVID-19 based on a negative molecular test result of a potentially infected child.