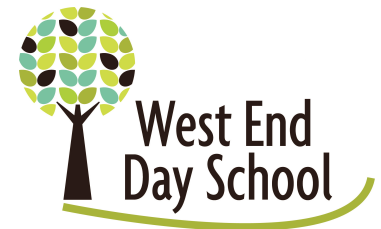




# 2020 - 2021 REOPENING PLAN

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## OUR COMMITMENT

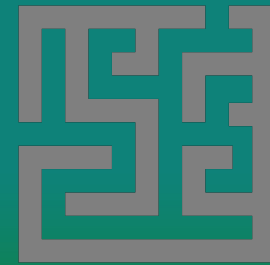
The entire team at West End Day School is committed to giving our students what they need the most: a highly thoughtful plan to return to school, with safety in mind every step of the way. Reopening plans are based on an official green light from state and local officials. This plan will evolve as the situation does, so you will see that we have strong contingency plans in place. We are dedicated to maintaining our dynamic program as much as possible and will draw on our resources to continue adding innovative strategies.

### **Our SMALL Size Continues to be a BIG strength:**

Our Mission to be small is more meaningful than ever: EVERYDAY WE ARE PROVIDING A LOW DENSITY/SMALL SIZE PROGRAM. Of course, we'll spread out even more and use our collaborative approach to work to mitigate the spread of the virus.

**If we can, we plan to open our doors for full, in-person learning on September 9th.**





## PLAN AT A GLANCE

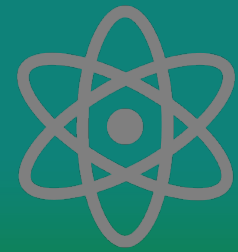
- **Our Numbers:** 50 students will be placed in 9 cohorts of students spread throughout our 16,000 square foot building.
- **Maximize social distancing:** Common areas will become self-contained classrooms so our students can spread out throughout the building and social distance.
- **Priority for In-Person Learning:** Each of our students are considered “high needs” and therefore, we have made it a priority to provide **full days for in-person learning** (no hybrid, split schedules).
- **Emotional and Mental Health Needs:** For over 35 years, we have been dedicated to addressing our students’ emotional and social needs- both in and out of the classroom. Therefore, counseling supports are provided not only for our students, but also for our parents. Our social-emotional perspective will be needed more than ever as we help our students transition back. Although our parents cannot walk our halls, we’ll provide them the same support they’ve come to expect at WEDS through video conferencing and outside meetings.
- **Reopening Model with Hybrid capabilities for families who need it:** Due to our size and spacing, we will be able to maintain an in-person school program. However, we will have flexibility for our families - especially those who are at increased risk for COVID-19 illness and who may not feel comfortable returning to our in-person learning. Every cohort will have an Owl camera, ensuring students the option to join their classes from home.
- **Continuing our Mission to be a Safe Haven for Learning:** Policies and procedures will include daily health checks, management of ill students and faculty, health hygiene and curriculum, face covering and personal protective equipment (PPE). The school has two custodial staff members who will be dedicated to cleaning and disinfecting as per the Center for Disease Control and Prevention (CDC) guidelines. Additionally, we are working with a team of engineers to design air circulation and purification systems.
- **High-Level Contingency Planning:** Our team of administrators, educators and clinicians are working on a robust distance learning program that will continue to incorporate our educational and therapeutic model. This program will take into account data and feedback from our parents, educators and clinicians.



At West End Day, our classes typically range from 8-10 kids, with smaller-sized learning groups for core academics. Therefore, we have a lot of experience in working in small capacities. A West End Day Cohort will:

## WHAT WILL THE COHORTS LOOK LIKE?

- Have 4-6 students and one teacher; with the exception of our gymnasium space that can fit 10-12 students and two teachers while maintaining social distancing guidelines.
- Have their own classroom that will not be shared with another cohort and workspaces that are used exclusively by each student.
- Have forward-facing desks that are spaced apart based on social distancing requirements.
- Minimize exposure to the entire school population by prohibiting students from traveling from class-to-class. Faculty will maintain social distancing when teaching or supporting a cohort. Some specialists may videoconference into a classroom when feasible. Our only shared spaces will be our outdoor roof and outdoor garden. Our team members are actively creating curriculum to keep our students safely engaged and active.
- Ensure that classes that rely on technology are provided with Chromebooks that will not be shared with other students. We have also purchased additional SMART Boards so each cohort will have one.
- Provide opportunities for play with social distancing in mind. These social interactions are a critical part of child development and we will continue to ensure that play is an essential aspect of our program. Classes will not have their area rugs or play spaces, but we are excited to creatively rethink social activities and what play can look like with social distancing in mind.
- Have their own First-Aid Kit with a touchless thermometer, spare masks, gloves, and sanitizing supplies to assist with maintaining high levels of safety throughout the day.
- Partake in physical education outdoors. Our physical education curriculum has always been adaptive in nature and can be redesigned to meet social distancing standards. Feasible local park options such as the vast Riverside Park are being explored.
- Always consider how relationships are central to our well-being. Cohorts can make use of technology and have virtual buddy visits and activities with other cohorts.



## OUR TASK FORCE

We created a Task Force of Administrators, Trustees and Parents to develop the Reopening Plans. Embedded throughout our school is the idea that the best problem-solving comes from collaboration. Andrew Barnes will serve as our Safety Manager to ensure that we are maintaining compliance with our Reopening Plans and will work closely with our Head of School, Task Force team and faculty.

## SCHOOL SAFETY OPERATIONS



- Our afterschool program will be put on pause through November, when we will then reassess.
- Extracurricular activities, enrichment and assemblies will be guided by cohort only so no cohorts mingle. All Field trips will be virtual at this time.
- Visitors will only visit the school through a virtual tour. The only outside parties that will be allowed into the school will be essential workers (i.e., elevator repair company) or local officials such as our police and fire department. Everyone entering the building will be subject to a health screening.
- Students will eat food brought in from home, as we do not have a food service provider for lunches. Students will continue to only eat food at their desk in their classrooms and we will continue to maintain our policy of not sharing food. Sadly, we put our traditional Pizza Fridays on pause.
- Faculty meetings will take place outside, inside when social distancing is possible within well ventilated spaces, or through video conferencing. Parent meetings will take place outside or through video conferencing. With prior approval, parents may be allowed to have one meeting per semester in the Head of School's office while following social distancing guidelines.
- Deliveries will be accepted outside only. Food deliveries will be prohibited.





# FACE COVERINGS

**West End Day School recognizes that face coverings are critical to slowing and stopping the spread of the virus. Our standards for face coverings will be the following:**

- All individuals, including faculty and students, will wear acceptable face coverings at any time they cannot maintain six feet social distance from one another. Acceptable face coverings are clean cloth or surgical coverings that protect the face or mouth. We will have face coverings on hand for staff and children. However, we encourage all members to bring their own as we recognize that comfort levels for face coverings are not one size fits all and allowing children to choose their own can help them feel more positive and in control.
- All individuals in the school must put on face coverings before they enter school grounds and must wear face coverings in common areas, lobby and our hallways.
- Students will be given ample time for breaks from face coverings when they are at their desks and maintaining social distance. These breaks will take place during eating times. Children should not wear masks when exerting themselves and therefore, physical education will take place outside where social distancing guidelines can be followed safely.
- Positive incentives, rewards and fun-spirited contests will be offered to help students adjust to this new safety procedure at school. Students will be offered meaningful guidance and strategies to help them with any issues they are experiencing. Like everything we do at West End Day, we will include parents in the strategy process. Students who are unable to medically tolerate a face covering will be offered flexibility with a specific doctor's note and guidance.
- Students, faculty and staff will be trained on face covering procedures and cleaning.





## NURSING AND HEALTH PROTOCOLS



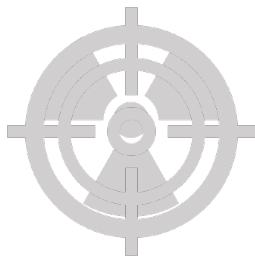
- We are in the process of hiring our first school nurse who will play a key role in the development, maintenance and implementation of the school health response to reopening safely during the COVID-19 pandemic.
- Everyone coming through our doors will be scanned for temperature by thermal touchless thermometers and asked to put on their face cover prior to entering the school building. Our welcoming committee and Nurse will perform our check-in as we welcome our students into the building.
- When children walk through our Garden entry, they will be greeted with a smile and directed to our handwashing station.
- Two central spaces - our Admissions and Advancement office - will now become Nurse Spaces. The Advancement office will become our isolation room for sick students exhibiting any COVID-19 symptoms.
- We will alert the community and local authorities if any member of our community tests positive for COVID-19 and contact tracing procedures will follow. Administrators and officials will determine short-term closure procedures.
- Families and staff will be expected to share any possible exposures to COVID-19 or positive test results.
- We have onsite a robust supply of school-related PPE, sanitizer and nursing equipment.
- Students, parents and staff will all be trained on best health practices including proper hand and respiratory hygiene.



## 255 WEST 71<sup>st</sup> CONSIDERATIONS

**Extreme Clean:** Our custodial staff will be dedicated to cleaning and sanitizing procedures before, during and after school hours that comply with guidelines set by the CDC.

- Our size will allow us to have feasible procedures in place to reduce foot traffic on our stairway. Signage with arrows on our stairs will direct bi-directional foot traffic. Our elevator will only be used for people who cannot take the stairs due to a medical issue. Although we are eliminating most shared space areas, we will add social markers in any health screening or hand washing areas, as well as outdoor spaces. Training and support with physical cues will be part of our student training.
- Engineers are designing a plan for improving airflow/ventilation to the greatest extent possible.



- Arrival and dismissal will be staggered with one cohort leaving and entering at a time. Starting from our youngest to our oldest students, cohorts will arrive between 8:10-9:30 and dismiss between 2:00 and 3:20. Under these circumstances, the youngest cohort hours will be 8:10-2:00 and our oldest from 9:20-3:10; with everyone else in between. Students will wait in their classroom and be dismissed directly into our garden area.
- All shared surfaces will be reimagined so we can reduce the spread of the virus as much as possible. Our students will enjoy having their own supply bags and cases, with the same goal in mind.
- At West End Day, we love visuals - so you can expect to see signage and decals to promote safety and social distancing!
- Hand sanitizer and washing stations will be throughout the building.





# TRANSPORTATION

We will encourage parents to drop off, carpool or walk students to school as much as possible. Families and faculty using any type of transportation must wear face coverings and do their best to social distance for the safety of themselves and our WEDS community. Although we do not provide bussing, we'll collaborate with the Office of Public Transportation (OPT) to have the following standards:

- All students and bus staff must wear acceptable face coverings at all times (entering, seated, exiting) while riding the school bus.
- We will provide instruction to students on the proper wearing of face coverings while using transportation.
- Busses will be routinely cleaned and wiped down after student use.
- Windows will be kept open to provide ventilation.
- The school will check-in frequently with matrons and drivers to ensure proper protocols are being followed including spreading out the students and temperature checks for bussing staff and students.
- As soon as students step off the busses, they will be directed to our outdoor hand-washing stations.





Regardless of the circumstances, we will always be **More than A School** and that is why we cannot wait to return and continue our incredible mission!

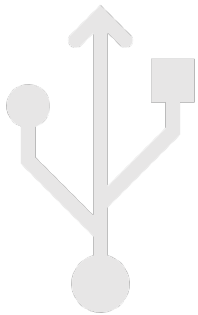
## SOCIAL AND EMOTIONAL WELL-BEING

It is at the Heart of Everything we do. Our counseling program is based on an appreciation of the whole child and the origins of their stress- giving us a true understanding of who they are, how they feel and what they need. Our counseling will continue to be a core part of our program and seamlessly threaded throughout any of our contingency plans, classrooms, cohorts, or a home model if need be. We can anticipate the needs of our students after a long separation from school and can understand that returning will generate a variety of both positive and negative emotions. Our job will be to help our children cope and master these emotions.

- Our counselors will continue to address the students' social-emotional needs, feelings and worries with a deep understanding of the challenges that come with transitioning back to school during this ongoing COVID-19 crisis.
- Parents will meet with their student's counselor on an ongoing, consistent basis via video conferencing to address concerns, provide support for the transition back to school, and to help parents better understand and support their children during this challenging time.
- Our full team- including educators, clinicians and administrators- will meet regularly via videoconferencing to discuss the challenges our children are facing and how we can best support them during this traumatic time with the goal of helping them re-adapt. Faculty will also work closely with our consulting psychiatrist/psychoanalyst, Leon Hoffman, to promote resilience and foster regulation of the tough emotions our students are experiencing.



## FLEXIBLE CURRICULUM



Hybrid Model Learning for families who need it: Although we will fully reopen and do not need a hybrid model to accommodate our students, a hybrid component has been developed to allow students who cannot make it to school for in-person learning (due to health, high risk circumstance and mental health issues) to be able to video conference and participate in their assigned classes that take place in the classroom (including core academics, Social Studies, STEM). All of our cohorts will have an Owl (360 degree) camera so our students will be able to be a part of the classroom from home. These students will be able to submit their work through Google Classroom and continue to receive related services via videoconferencing. Our counseling team will work with families who cannot return due to mental health issues. Families opting into this option will get enrichment resources to utilize during the ample time that the cohort is outdoors.

## A NEW DISTANCE LEARNING MODEL: WEDSahead

If we do have to quarantine as a school, West End Day School is prepared and ready to offer a newly designed, innovative online curriculum. WEDSahead will continue to use a multi-sensory, direct instruction approach in order to meet the needs of all of our learners and address “screen fatigue”. WEDSahead will feature:

- A full day of programming with synchronous academic lessons for every subject area.
- An individualized, challenging academic and therapeutic program designed to meet the needs of our students. At the forefront of our program is the understanding that each child learns differently, and this is especially true when students are not physically at school. Core academics areas (reading, writing and math) will continue in a small-group format, while all other academic subjects (STEM, Social Studies, Language Group, Social Skills groups, and Specials) will be taught within each whole class.



## A NEW DISTANCE LEARNING MODEL: WEDSahead, cont'

- Counseling, Speech/Language and Occupational Therapy which will be delivered during virtual meetings either 1:1 or in small groups. Parents will continue to receive family counseling and support groups.
- Specialty areas including Art, Music, Drama and PE that will continue to be incorporated into our program.
- One-on-one check-ins with teachers, as well as teacher office hours, which will be provided to support the students with their learning.
- Social Justice classes that will be added for all classes to promote concepts of equity, diversity, inclusion, and social change.
- Research and Independent Study periods where students can foster analytical thinking skills and focus on planning, preparing, and completing their assignments.

**When a school is a second home, we can count on extraordinary care from all of our members.**

## COMMUNICATIONS

We pride ourselves on open, clear communications at West End Day School. However, we understand that no matter how well we present our plans- our community members will have a lot of questions. Our administrative team will lead virtual information sessions and we will have a website reopening hub that will post all essential communications. Keep in mind that at WEDS we always welcome your questions, comments or concerns. Our Head of School has set up a direct line of contact with a textable mobile number and is available through email. If you need Carrie's or any other faculty member's contact information, please email: [info@westenddayschool.org](mailto:info@westenddayschool.org). Lastly, our Advancement position will be revamped to chiefly focus on our communication goals.