



Healthy Hornets

Plans for Opening School • 2020-2021 School Year

The Westfield School plans to begin the 2020-2021 school year on August 12th in a traditional, in person educational experience in the SAFEST manner possible as resources allow. Our goal is to maintain an academic program and overall traditional school experience while maintaining the health, safety, and wellness of our students, faculty, staff, and families. A safe reopening during the current COVID-19 pandemic will require the full commitment of every member of our Westfield community. A safe return to school requires a spirit of commitment and cooperation from our faculty and staff in partnership with our students and families. Each of us plays a critical role in a safe return to campus and in keeping our school open this year. In an effort to decrease the spread of COVID-19, we are implementing many measures and changes as included in this plan. We ask for your patience, understanding, flexibility, and support as we navigate this ever-changing pandemic.

This information is subject to change as we continue to monitor and assess the situation, working with the Georgia Department of Public Health/North Central Health District and CDC guidelines, during the opening weeks. We will make updates as information changes.



Academic Instruction & Remote Learning

We anticipate that the school will experience an increase in absences this year, as we are asking parents to keep children at home when they have any COVID related symptoms. We also understand that the spread of COVID may necessitate students using remote learning. For that reason, we are working with teachers to ensure that learning continues whether students are out for a few days or weeks for illness or a required quarantine. While it is our goal to offer on campus, face-to-face instruction, we realize that this pandemic could cause interruptions for our students. We are prepared with contingency plans for remote learning, and our teachers are ready to make a full transition to remote learning if required by government mandate. MyWestfield/RenWeb will continue to be our primary platform for communicating with students and families. Beginning at the start of school,

- Teachers will record videos of new lesson material/concepts instruction and post links to the videos as part of their lesson plans.
- All outlines of lesson plans, support documents (i.e. readings, diagrams, worksheets), and homework assignments for the first three weeks of the school year will be available for viewing and download via MyWestfield/RenWeb.
- Students will participate in remote learning by watching recorded lessons, communicating with instructor via MyWestfield/RenWeb, email, Teams, and other grade level appropriate modems.
- The Upper School exam exemption policy for second semester exams will be suspended indefinitely. Second semester exam exemption will be determined by grades only.



Face Coverings

The Department of Public Health and CDC are recommending that all persons wear face coverings/masks to help prevent the spread of COVID and prevent outbreaks in schools. We are requiring students, faculty, and staff to wear face coverings/masks inside buildings, unless reasonable social distancing is being maintained. Westfield will provide one mask for every student to be distributed at the beginning of school. We understand that our students, faculty, and staff will need to be trained on proper wearing and storage of face coverings/masks. You can help us by having your students begin wearing masks whenever possible.

- Students, faculty, and staff should wear masks when arriving and departing campus. Students should bring their own masks and a small, clean container for storing
- Masks are required in indoor common areas, including restrooms and locker rooms, and when social distancing is not possible. Students must wear masks in the classroom until everyone is seated with reasonable social distancing. Students may remove masks/face coverings when eating or drinking.
- Two ply cloth masks are recommended, however, masks may be disposable surgical masks, N95 or KN95 masks, or gaiter face coverings. Masks may have prints, patterns, or designs (as long as appropriate), but should not have any words except Westfield spirit words (i.e. Westfield, Hornets).
- We recommend that your student keep an extra mask in his/her bookbag.



Visiting Campus

As our primary goal is to protect the health and safety of our students, faculty, and staff, we will not be allowing visitors (including parents, grandparents, etc.) in campus buildings for at least the first several weeks. Parents who are checking in or checking out students must stop at the Administration Office. No visitors should enter any other building on campus other than the Administration building. **The only allowed exception will be for Pre-K and Kindergarten parents who may walk their student into class, using the outside doors only, on the first day of school, August 12 between 8:15 - 9 am.**



Social Distancing

- We will work to maintain the maximum social distancing as possible in our classrooms and buildings.
- Large group gatherings such as school assemblies and pep rallies will be limited at the beginning of the school year.
- Students in Lower and Middle School will change classes using the outside doors when possible.
- Students in the Upper School and Arts & Sciences buildings will be required to wear a mask when changing classes and follow one-way traffic in hallways by staying on the right side of the hall.
- Middle and Upper School students will not utilize lockers for the first several weeks. Students are encouraged to use one large binder/spiral notebook for all classes during this time. Students may use rolling bookbags. Middle School students will not dress out for P.E. classes (see more information under "Recess Time & Physical Education").



Recess Time & Physical Education

Exercise and fresh air are essential to children's physical and social well being. To help prevent the spread of COVID, we are modifying our recess time and physical education classes for the first few weeks of school as follows:

- Only one section of a grade (homeroom class) per area of playground. Two sections may be on the playground at the same time if they are in different areas. For example, a first grade homeroom class could be on the upper area of the playground while a fourth grade homeroom class could be on the lower area of the playground.
- Teachers and teaching assistants or custodial staff will use disinfectant spray on common touch surfaces after each class exits the playground.
- Each class will keep its own set of playground equipment (bats, balls, etc.)
- PE classes for Lower School students will be held outside only, weather permitting, at the beginning of the school year.
- Middle School students will not dress out for P.E. classes. While Westfield polo shirts are still required on Wednesdays, Middle School students may wear khaki shorts (appropriate length according to dress code), and athletic shoes on required dress days until they are able to dress out for PE.
- All Middle and Upper School PE classes and all Middle and Upper School interscholastic athletic practices will be held outdoors unless inclement weather prohibits being outside.
- Middle and Upper School students participating in interscholastic athletics will dress out for practices.
- Students are not required to wear masks during outside PE and recess.



Athletics

Our interscholastic athletic program including protocols, practices, and scheduled competitions, will follow guidelines and recommendations established by the Georgia Independent School Association (GISA) and the National Federation of High School Sports. Any changes to the team schedules will be posted to our school website at westfieldschool.org/athletics. Please watch for more details and information as we get closer to the start of the fall sports season.



Cafeteria

Westfield partners with FLIK Independent School Dining to offer cafeteria services for our students, faculty, and staff. We are working together to implement safety protocols and social distancing as much as possible including:

- No common touch stations for diners
- Pre-made salads instead of salad bar
- Grill sandwiches prepared on panini press by cafeteria staff
- Use of single serve condiments
- Students should bring their own water bottled (marked with name) and use refill-able stations or purchase a bottled drink or milk. No fountain drinks will be available during these first few weeks.
- Students may bring a packed lunch from home. Food deliveries will not be allowed.
- Tables will be wiped and disinfected by cafeteria staff between each division lunch period.
- Lower School students will be utilizing classrooms, outdoor areas, common areas, and the cafeteria in order to maximize as much social distancing as possible during lunch.
- Middle and Upper School students will be encouraged to eat lunch each day with the same “lunch buddies” and will be encouraged to sit outside in the quad. Additional picnic tables with umbrellas for shade are being purchased for the Quad.
- Students, faculty, and staff may remove face coverings while eating or drinking but should wear them at all times, especially when entering and exiting the cafeteria.



Bus Transportation

- Student temperatures will be taken by the bus driver prior to student boarding the bus. Parents must remain at the bus stop until student is cleared to board the bus.
- A bus rider may not board the bus if he/she has a temp of 100.4 or higher. A bus rider with a temp of 100.4 or higher must return home and may not ride the bus/return to school with out a doctor’s clearance note.
- Students shall be given assigned seats to help maximize social distancing. Younger students will be seated near the front of the bus, and older students will be seated towards the back. Siblings may sit together when feasible.
- Bus drivers will disinfect the buses using the electrostatic sprayer after morning drop off.



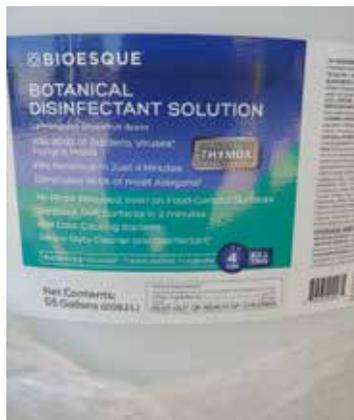
Handwashing & Healthy Habits

- Hand sanitizer dispensers and sanitizer will be placed in every classroom and in all common areas.
- Hand washing and coughing/sneezing etiquette will be emphasized daily with students. Additional training will be conducted for faculty and staff.



Cleaning & Disinfecting

- Following CDC guidelines, our custodial and maintenance staff will disinfect common areas and surfaces throughout the day with weekly deep cleaning.
- Student restrooms will be disinfected three times daily.
- Electrostatic sprayers will be used in disinfecting restrooms, buses, locker rooms, and other areas on our campus.
- Lower School classrooms will be disinfected periodically throughout the day with disinfecting spray on each student desk, wiped down by teachers and teaching assistants.
- At the end of each Middle and Upper School class, a warning bell will alert teachers and students to disinfect each student desk and discard paper towel upon exiting the classroom. Each student will wipe his/her own desk.
- We will open windows and doors to circulate outdoor air whenever possible. Ventilation systems will be inspected and serviced regularly. We have begun retrofitting our air condition units with ionization systems for disinfecting the air. We will continue this process as supplies and resources become available.
- All chemical disinfectants used on campus have been reviewed to ensure that they meet all CDC standards. The main products we will be using are: Bioesque, Envirox, and Clorox.





Taking Temperatures

Temperature checks will be conducted daily for all students, faculty, and staff upon arrival before entering any building on campus. A temperature of 100.4 is considered a fever.

- Lower, Middle, and Upper School students arriving by car will have temperatures checked in the drop off Lower School and Holly Hills turnarounds before exiting the vehicle.
- Upper School students who drive will have temperatures checked before entering the buildings.
- Students who ride the Westfield buses will have their temperatures checked by the bus driver before boarding the bus. Parents must remain at the bus stop until student has boarded the bus.
- All guests/visitors must check in at the Administration Building for temperature check. Guests/visitors may not enter any building on campus other than the Administration Building.
- Students who indicate or show signs of not feeling well during the school day will be taken to the office for a temperature check. Parent will be contacted. If the student needs to go home, he/she will go to the Administration building for parent pick up.

An elevated temp of
99.4 - 100.3



- In case of an elevated temp between 99.4 - 100.3, parents will be called and temp will be rechecked within two hours.

An elevated temp of
99.4 - 100.3 and/or
any symptoms



- If a student has an elevated temp and another COVID related symptom, we will recheck the temp. If elevated temp is confirmed, the student must leave campus and must have a doctor's note to return to school.

A temperature of
100.4 or higher



- If temp reading is 100.4 or higher, the temp will be checked again. If second check is 100.4 or higher, the individual may not enter any building and must leave campus.
- A bus rider may not board the bus if he/she has a temp of 100.4 or higher.
- Individual must go home and must have a doctor's clearance to return to school.
- If a person exhibits temperature of 100.4 or higher during the school day, he/she must leave campus and must have a doctor's note to return to school.



Illness Protocols

Students who have fever of 100.4 or higher and/or have any of the following symptoms should stay home.

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*Fever/Symptoms at home
before coming to school*



- Students who have any COVID related symptoms listed above (fever, cold, cough, GI issues, body ache, headache, etc) should stay at home and not attend school.
- Students who have a fever at home should stay at home and not return to school until he/she has been fever free for 48 hours without taking fever reducing medication.

*COVID Positive Test
or Close Contact with
COVID*



- To ensure the health and safety of our school community, all positive cases of COVID-19 should be reported to the Head of School or Lower/Middle/Upper School division director.
- Individuals who test positive for COVID-19 must follow Department of Public Health guidelines and state law which require the individual to isolate for 10 days and meet the three part test.
- A close contact is defined by the Department of Public Health as anyone who was within 6 feet of the positive case for > 15 minute in an indoor setting such as a classroom, school bus, extra-curricular activity, meeting, etc.
- We will follow state guidelines and laws on the definition of a close contact and reporting requirements, and will do everything reasonable to ensure that our school community is aware of and following state law regarding positive tests and close contacts.
- We will conduct a complete deep cleaning and disinfection of the area(s) affected by positive case.

*Communication of Positive
COVID Cases*



- Confidentiality will be maintained. We will notify students and families by division when there is positive test result. Only individuals with close contact will be notified by personal email.
- Any individuals with potential exposures will be notified by email in coordination with the North Central Health District.
- We ask that you respect the privacy of our students, faculty, staff, and fellow parents.

How Can You Help Keep our Hornets Healthy?

Navigating through this pandemic requires the full support and cooperation of every family and faculty/staff member, as we all strive to provide an academic and social experience for every student. We ask that each family help us by doing the following:

- *Help your children understand that the use of masks/face coverings is an important way that we can help slow or stop the spread of the virus. Encourage them to wear their masks before school begins. Help them choose a mask style, color, or design that they fits their style and personality!*
- *Encourage your children to practice social distancing and wash hands frequently, washing for at least 20 seconds with warm, soapy water and also safely use hand sanitizer..*
- *Reinforce with your child the proper way to cover coughs and sneezes by using a tissue...or an elbow.*
- *Ask all members of your household the following questions before arrival on campus each day: Do you feel feverish?; Do you feel sick?*
- *Keep your child at home if he or she is not feeling well, has fever, or any symptoms of illness. Please do not give your child fever-reducing medicine before coming to school.*
- *Practice ways your child can greet his/her teacher without shaking hands or giving hugs. Remind them to keep their hands to themselves and also not to touch faces - especially the nose or mouth.*
- *Limit visits to the Administration building by mailing tuition checks and other necessary forms, etc. to Westfield School, PO Box 2300, Perry, GA 31069.*
- *Encourage healthy habits, healthy eating, exercise, outdoor activity, and getting a good night's sleep.*
- *Be patient and understanding when plans have to change to keep our students, faculty, and staff safe. We know that all of our families have been affected in some way during this epidemic, and the spirit of cooperation is important to helping make this school year safe and successful for our students.*

We are continuing to follow the latest information regarding the spread of the virus in our area, and we are closely watching recent developments in understanding the spread of the virus, the risks associated with the virus, and the safest practices regarding the spread of the virus. As you all know, the overall situation is very fluid, and our school is prepared to be flexible as conditions (and plans) change. Additional changes to this plan will be likely as we continue to evaluate and make adjustments as needed for a safe and healthy campus. We will communicate these changes to keep you up to date. Thank you for your part in helping us keep our Hornets Healthy!

Questions...

Can my child take off his or her mask during the school day?

Yes. Once your child is seated in the classroom with reasonable social distancing in place, the teacher will let students know they may remove their masks and place them in a small, clean container (student should bring mask and container from home) for storage. Students may remove masks when eating and drinking. Students do not have to wear mask when outside for recess for PE class.

Is there a specific mask or face covering required?

Two ply cloth masks are recommended, however, masks may be disposable surgical masks, N95 or KN95 masks, or gaiter face coverings. Masks may have prints, patterns, or designs (as long as appropriate), but should not have any words except Westfield spirit words (i.e. Westfield, Hornets). We recommend that students bring an extra mask in their bookbags.

May I have lunch with my Lower School student?

For the first few weeks of school, we are not permitting visitors (including parents) on campus. We hope that the COVID situation will improve after a few weeks and we will be able to welcome visitors to campus for lunch, class parties, etc.

How will my child keep up with his or her classwork and assignments if a 14 day quarantine is required?

We are working with teachers to ensure that learning continues whether students are out for a few days for illness or a few weeks for a required quarantine. MyWestfield/RenWeb will continue to be our primary platform for communicating with students and families. Students and parents will have access to videos of new lesson material, along with lesson plan outlines, support documents, worksheets, homework assignments, etc. through MyWestfield/RenWeb. We will work with your student in remote learning to keep him/her up to speed!

How will Westfield ensure social distancing?

We will do our best in every division (Lower, Middle, and Upper) to maintain reasonable social distancing. We cannot promise social distancing at all times, because in a school setting, it is not always possible. Keeping students separated by class and by divisions will help limit their exposure to others outside their class or grade level. Please help us by talking to your child about social distancing, especially when walking to enrichment classes, the cafeteria, or waiting in line for the restroom.

If I am bringing my child to school after 8 a.m. or checking my child out early, what should I do?

Parents who need to check in or check out their children for appointments, illness, etc. must check in at the Administration building. Please contact the Lower/Middle School office at 478-987-0547 ext. 231 IN ADVANCE so that we may have your child checked out and ready for you to pick up in the Administration building.

If you are checking your child in, please bring your child to the Administration building office. An Administration staff person will escort your child the Lower/Middle School office to sign in and then to his/her classroom or direct your Upper School child to the Upper School office.

What if I need to drop off something my student has left at home?

Please bring the item to the Administration building. An Administration staff person will deliver the item(s) to your student.