



SUSQUEHANNA  
**WALDORF**  
SCHOOL

# **Health and Safety Plan**

## **COVID-19**

Updated November 5, 2020

# Table of Contents

<b>INTRODUCTION</b>	<b>2</b>
Purpose and Resources	2
<b>HEALTH &amp; SAFETY PLANNING</b>	<b>2</b>
<b>INFECTION PREVENTION &amp; MITIGATION MEASURES</b>	<b>3</b>
Public Health Measures	3
Environmental Measures	3
School Preparation	3
Cleaning Requirements	3
Indoor Classrooms	4
Transportation	4
Administrative Measures	5
Building Access	5
Shared Spaces	5
Physical Distancing	5
Arrival and Dismissal	6
Dismissal/Afternoon Pick-Up	7
Personal Measures	7
Staff and Student Illness	8
Illness While On-Site	10
COVID-19 Room Requirements	10
Illness While Off-Site	10
Returning to School After Illness	10
Hand Washing	11
Face Coverings	11
Food Handling	11
Health and Safety Plan Communication	12
Training and Education for Staff, Students, and Parents	12
Connected Learning	12
When would SWS “toggle” to Connected Learning?	12
Early Childhood adjustments for Connected Learning:	13
Additional Resources	13

# INTRODUCTION

## Purpose and Resources

The Susquehanna Waldorf School is committed to providing a safe environment for students, faculty, and staff, by prioritizing the health and well-being of our community through the implementation of the protocols and practices as outlined in this Health and Safety Plan.

The purpose of this document is to inform the Susquehanna Waldorf School (SWS) faculty, staff, parents, and students of the operations in the school building and on school grounds to support the health and safety for all during COVID-19.

This plan represents a compilation of the most current information available on COVID-19 and general reopening guidelines from the Center for Disease Control (CDC), Pennsylvania Department of Health and Human Services (DHS), Pennsylvania Department of Education (PDE), Association of Waldorf Schools of North America (AWSNA), Waldorf Early Childhood Association of North America (WECAN), and Pennsylvania Association of Independent Schools (PAIS). The overall goal of the Health and Safety Plan is to mitigate the risk of transmission of COVID-19 while students are in-session and on-campus.

**Comprehensive resources are available at:**

CDC: [COVID -19 FAQ](#)

PDE: [Preliminary Guidance Phased Reopening of Schools](#)

DHS: [Guide: PA's Response to COVID-19](#)

## HEALTH & SAFETY PLANNING

The work of developing this plan was held by the SWS COVID-19 Task Force whose members include:

College Members: Melissa McIntyre

Board Members: Maria Dickson, CJ Potter

Administrative Members: Erin Darby, Deborah Duke, Michelle Wann

At the time of the release of this Plan, Lancaster County is in the Green Phase of the State's Reopening Plan. As we all have experienced in many facets of our lives during the pandemic, information and best practices are constantly evolving. While the Task Force made every effort to incorporate the most recent guidelines from local, State, and Federal sources, revisions to this Plan are anticipated and will meet all future requirements as necessary.

**ALL SECTIONS HEREIN WILL BE SUBJECT TO REVISION  
AND/OR REPLACEMENT AS NEEDED.**

# INFECTION PREVENTION & MITIGATION MEASURES

Infection prevention and [mitigation](#) measures help create a safe environment for students and staff. By implementing a combination of measures at each level, the risk of contracting COVID-19 is substantially reduced. SWS will incorporate measures from all levels below into daily operations.

## Public Health Measures

- All CDC, DHS, and PDE recommendations will be monitored by SWS. These recommendations are subject to change.
- Employee and student absenteeism will be monitored for suspected cases of COVID-19.
- Students or staff who have common-cold, influenza, or COVID-19-like [symptoms](#) must stay home.
- Persons returning from outside the country or from areas designated as “hot spots” as State authority directs will be required to quarantine using the CDC and State recommendations.
- When a case of COVID-19 is identified in a school setting, public health staff from DOH or the County or Municipal Health Department (CMHD) will work with the school to provide guidance and advice related to cleaning and disinfecting, contact tracing and quarantine recommendations, and closing certain areas of the school or the entire school building if necessary. When an entire school is recommended to close, lengths of closure time will vary by level of community transmission and number of cases. This allows public health staff the necessary time to complete case investigations and contact tracing and to provide schools with other appropriate public health advice.

## Environmental Measures

### School Preparation

The following considerations will be used to prepare/maintain classrooms and other work environments.

#### Cleaning Requirements

The school building will be cleaned and disinfected every evening using the recommended cleaning protocols. All high touch surfaces and bathrooms will be cleaned throughout the day, and any shared spaces will be cleaned between groups of students. Ventilation via open windows and whole room exchange fans, will be maximized throughout the school building. Outdoor classrooms will be kept open as much as possible, weather permitting, and surfaces in the outdoor classrooms will be cleaned and disinfected.

#### Staff will be responsible for the following:

- Teachers are responsible for wiping the desks and chairs in their classroom periodically during the day, as well as classroom door handles and light switches.
- High-touch surfaces in commonly-used and shared spaces throughout the building will be cleaned periodically throughout the day.
- Supplies (paper towels, soap, hand sanitizer, etc.) must be checked daily and refilled from the designated supply storage.

## Indoor Classrooms

- Natural ventilation will be maximized by keeping doors and windows open. Fans will be utilized to enhance airflow. Portable HEPA air filtration units will also be utilized.
- Each classroom will have access to a sink and/or hand sanitizing station.
- Classroom materials, decor, and furniture will be minimized to allow for expedient custodial cleaning, and items that are not easily cleaned will be removed.
- Classrooms have been configured to accommodate physical distancing recommendations between all students and the teacher.
- Each student will be provided with their own classroom materials to prevent sharing.
- The use of shared items will be strongly discouraged.
- Gym equipment use will be limited to items that are easily cleaned.
- Classes will be assigned bathrooms/washrooms to use during the day. Washrooms will have a limited number of occupants based on size and ability to physically distance within the room.
- Any commonly used items/equipment will be cleaned after use.
- Students should not bring toys from home unless approved by the Class Teacher.
- Early Childhood toys and materials will be cleaned on a daily basis.

All disinfectants and detergents must be stored out of reach of students. Product information for all cleaning products is available through the Business Manager ([deborah.duke@susquehanna.org](mailto:deborah.duke@susquehanna.org)). All products will be clearly labeled.

## Outdoor Classrooms

- Each class will have its own outdoor classroom space or will have scheduled outdoor locations for lessons.
- Two additional handwashing stations will be available outside on campus.
- Classroom materials, decor, and furniture will be minimized to allow for expedient cleaning and overnight storage.
- Classrooms have been configured to accommodate physical distancing recommendations between all students and the teacher.
- Each student will be provided with their own classroom materials to prevent sharing.
- Some tent side panels will be utilized for sound reduction and other tent sides will remain open allowing for fresh air ventilation.
- The weather will be monitored at all times while outdoor classrooms are in use.

## Transportation

Busing services will be governed by the individual school districts providing said services.

Transportation to and from school on any scheduled field trips will be provided by parents. Parents must provide a copy of their driver's license and current car insurance information to the school prior to transporting students who are not their own children. When transporting non-family members, all vehicle occupants must wear masks and windows must be open for ventilation.

For any field trips that occur offsite, parents are responsible for transporting their children to and from the offsite location.

## Administrative Measures

### Building Access

- Access to school buildings by non-school Faculty, Staff, and Support personnel during the school day is not permitted unless by appointment.
- Communication with teachers and administrative staff should occur via the phone, virtual meeting, or email.
- Staff, Board, Parent Guild, and any other pedagogical meetings will take place virtually or in locations large enough to permit proper distancing.
- In all cases, authorized service providers must sanitize hands and wear a face covering when entering the school building.
- The school will not be used for indoor community-related events.

### Shared Spaces

- Access to the office, faculty room including mailboxes and computer areas is limited to necessary Staff and personnel.
- Photocopier access will be limited to one person at a time.
- All staff is encouraged to eat in their classrooms/offices, or outside.
- Water fountains will be disabled. Water coolers are available throughout the school.

### Physical Distancing

The number of students in any location will not exceed the ability to maintain health and safety measures. All students and staff must adhere to physical distancing protocols.

### Scheduling, programming, and customs

- Every attempt will be made to keep Classes in their grade level “pods”.
- Subject classes will be held in spaces (indoor and/or outdoor) to allow for proper distancing and subject material integrity.
- Adults will maintain a physical distance of six feet from other adults while on school grounds.
- Teachers will remind students about physical distancing in an age-appropriate manner, for example, younger children will be encouraged to minimize physical contact.
- Students will be reminded not to share personal items such as writing instruments, crafting tools, etc.
- Schedules will be configured to allow students to be outside for as much of the school day as possible and to transition between activities at different times.
- On-site outdoor classrooms will be available for daily lessons allowing for more time outside for students and teachers, weather permitting.
- Recesses will be staggered by grade and play area (Playground will be divided.)

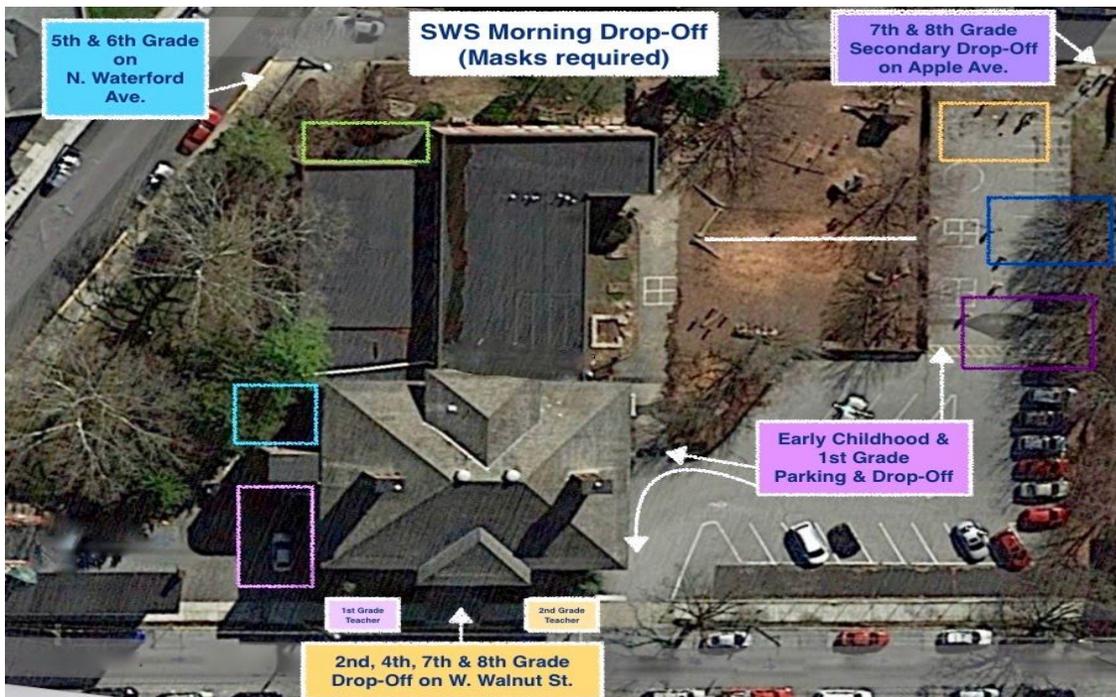
- Games classes will be held outside.
- Schedules will be coordinated to stagger travel through inside shared spaces (ex. hallways, bathrooms, playground usage, etc.)
- For Grade students, all students will bring school materials in a contained bag/backpack to keep in a separated cubby or locker if space allows.
- For Early Childhood students, teachers will manage children’s items to be stored in their cubbies.

## Arrival and Dismissal

A Daily Health Screening will be required of all staff and students before entering the classes in the morning. A description of that screening is in the **Personal Measures** section of this document.

### Arrival/Morning Drop-Off

To expedite traffic flow around the school and with the limited parking available in our lot due to outdoor classrooms, grades parents are required to drop-off their children without parking and exiting their vehicle.



- Students need to wear a mask when arriving at school as distancing may not be possible as students greet their teacher and move to their classrooms.

- Students in Early Childhood will be dropped off on the playground where they will be greeted by their teachers.
- Students in 1st grade will be dropped off at the front of the school where they will be greeted by Mrs. Dougherty (East courtyard).
- Students in 2nd grade will be dropped off at the front of the school where they will be greeted by Mrs. McIntyre (West courtyard).
- Students in 4th grade will be dropped off at the front of the school and will proceed into the building to their regular classroom.
- Students in 5th and 6th grade will be dropped off along Waterford Street and proceed to their outdoor classrooms where they will be greeted by their teachers.
- Students in 7th and 8th grade will be dropped off to the front of the school or Apple Alley (rear steps to the parking lot) and proceed to their outdoor classrooms.
- Siblings will get dropped off at the youngest sibling's location.

### **Dismissal/Afternoon Pick-Up**

Pick-up times will be staggered to limit the number of students and parents/guardians on school grounds at one time. All staff and students need to wear a mask during pick-up as distancing may not be possible as students leave their classroom and are dismissed to their parents/guardians.

- Early Childhood students will be picked up from the playground at 3.00 p.m.
- Students in 1st, 2nd, and 4th grade will be picked up from the front of the school at 3:15 p.m.
- Students in 5th -8th grade will be picked up from the front of the school at 3:30 p.m.
- Parking on school grounds will be extremely limited and is reserved for staff and Early Childhood parents.
- Siblings will get picked up at the youngest sibling's time from the youngest sibling's dismissal point.

## **Personal Measures**

### **Daily Health/Screening Check Before and During Arrival**

- Parents/guardians are responsible for ensuring that all students **prior to entering the school** have completed a daily self-screening form (a tablet of which will be provided to each family). **NO STUDENT WILL BE ABLE TO ENTER THEIR CLASSROOM WITHOUT TURNING IN THE COMPLETED FORM.**
- All students will have their temperature taken by their teacher/staff member before entering the classroom.

- All staff **prior to entering the school** will complete a daily self-screening form and take their temperature.

## Staff and Student Illness

When students or staff are ill with any common cold, influenza, or [COVID-19](#) like symptoms they must stay home and either isolate for 14 calendar days, following the onset of [symptoms](#) or until symptoms have resolved for 48 hours. If your student or a member of your family tests positive for COVID-19, please contact Michelle Wann, who is the designated communicator for COVID-19 cases at school: [michelle.wann@susquehanna.org](mailto:michelle.wann@susquehanna.org) or 717-426-4506 x224.

### Signs and [Symptoms](#) of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or 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

The above- list represents the most commonly reported symptoms but is not definitive. CDC will continue to update this list as additional information becomes available.

Refer to the “Screening for Symptoms of COVID-19” chart on the next page for guidance with the daily health screening required for students attending SWS.

## Screening for Symptoms of COVID-19

In accordance with Center for Disease Control's recommendations, it is expected that families screen their children, and staff screen themselves, prior to reporting to school each day. The following is the screening protocol (as suggested by the PA Department of Health):

Are you/is the student taking any medication to treat or reduce fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

**If the answer is YES, stay home**

Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or vomiting Headache Diarrhea

### **Stay home if, you or the student:**

- Have 1 or more symptoms in Group A **OR**
- Have 2 or more symptoms in Group B **OR**
- Are taking fever reducing medication

Please contact a doctor if these symptoms persist or worsen

## Illness While On-Site

- Staff who become ill with symptoms in Groups A or B above must notify a member of the Administration, then go home.
- Students who are exhibiting signs of illness as classified in Groups A or B above will be moved to a designated space isolated from the remainder of the building occupants.
  - Parents/guardians must be notified and advised to pick-up the child immediately.
  - Staff supervising symptomatic children:
    - Must keep all other staff out of the designated space
    - Provide the student with a face mask if they are not already wearing one
    - Use strict hand washing techniques and maintain physical distancing.
- After the student is picked-up, ensure the room is cleaned immediately.
- Parents/guardians are required to screen their children, using the Daily Health Check/Screening form, before the child is granted access to the school.
- Parents/guardians are required to keep students home who are showing symptoms as detailed in Groups A and B above.
- If a student or staff member receives a positive COVID-19 test, additional household members who attend SWS for education or work must remain home as well.

### COVID-19 Room Requirements

Located in the conference room in the office

- The room must have hand sanitizer and a waste receptacle.
- The room must have a "Restricted" sign that can be posted while the room is in use.
- The room must have the capacity to house more than one student.
- The room must only contain essential items to allow for ease of cleaning.
- After the room is used, administrative staff are notified and will conduct enhanced cleaning.

## Illness While Off-Site

If a student or staff member develops symptoms at home as detailed in Groups A or B above, they must stay at home until they have been assessed by a healthcare provider. Upon return to school, written documentation (paper or digital) from a healthcare provider needs to be provided.

## Returning to School After Illness

All students and staff returning to school after an illness with symptoms as detailed in Groups A or B above that required an absence, will be required to provide written documentation (email, note, text, etc.) from a health care professional that they are cleared to return.

## Hand Washing

Soap and water are the preferred methods for cleaning hands. Parents/guardians, and staff can teach and reinforce frequent and diligent hand hygiene, and posters displayed in the school building will reinforce the message. All bathrooms have sinks for handwashing. Hand-sanitizing stations will be placed at entry points, the front desk, the office, in classrooms, and in several locations throughout the building as needed.

Regular, thorough hand washing between activities, before and after meals, at bathroom breaks, and any other times that good hygiene suggests will be required for all students and staff.

## Face Coverings

(cloth or disposable masks and/or face shields)

Below is the [State](#) mandate regarding face coverings in school. **Should there be changes to local, state, and/or federal mandates regarding face coverings issued at a later date, the below will be revised to reflect any changes.**

- All adults and children age two years and older must wear a face covering that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.
- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school.
- Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.
- Schools may allow students to remove face coverings when students are:
  - Eating or drinking when spaced at least 6 feet apart; or
  - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
  - At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
- Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.
- SWS will provide disposable face coverings as needed.
- Masks will be worn while Singing and during all Subject classes.
  - Singing may occur indoors or outdoors provided that all students are wearing a mask and are spaced a minimum of 6' apart, preferably more if possible, all facing the same direction.

## Food Handling

All staff and students are required to pack in and pack out all food and eating utensils. No sharing of food, drinks, and utensils will be permitted. Parents/guardians must provide a labeled water bottle and food in clean, labeled containers. Students must store food in a bag; no loose food, and must wash hands before and after eating. All snacks and lunches will be held in the classrooms (indoor or outdoor) as usual with the exception of Early Childhood which follows DHS regulations.

In the Early Childhood rooms, snacks will be prepared by teachers according to proper food preparation hygiene requirements and individually plated to reduce touching of common serving vessels.

## Managing Socio-Emotional Support and Traumatic Impact

Our goal is to ensure that the school environment is as safe as possible for students and staff, which includes socio-emotional wellbeing.

- Students will be monitored by their parents and teachers and all concerns in this regard will be directed to the student's teacher and the Care Group as needed.
- All staff will be encouraged to contact a member of the LC should they need support.
- Time will be allocated at department meetings for the sharing of staff concerns regarding wellness.
- In instances where parents/guardians need support or guidance, your Class Teacher or any member of LC or the Administrative Staff is open and available.

## Health and Safety Plan Communication

### Training and Education for Staff, Students, and Parents

#### Staff:

- Hold awareness of the status of their students' health throughout the day and the results of student and staff Daily Health Check/Screenings;
- Review this document and complete any orientation/training related to this document;
- Review all updates/notices provided to staff; and
- Participate in any additional training and or education sessions, as required.

#### Students and Parents

- Complete Daily Health Check/Screening
- Prominent posting of hard copy communications/posters as applicable to students and parents;
- Health & Safety Plan COVID-19 will be posted on the SWS website for public access;
- Age-appropriate orientation on the SWS Health & Safety Plan will be created and presented by teachers to their classes during orientation week.

## Connected Learning

### When would SWS "toggle" to Connected Learning?

1. Two weeks after any State-mandated closure of school buildings.
2. Should an entire class be quarantined, Connected Learning will begin within one (1) school day subject to teacher/technology availability. The intention is that there is very little gap in educational continuity.

SWS hopes to be on our campus for the duration of the school year but understands there may be periods of time that it is safer to be at home. Our SWS [Curriculum Plan](#) has been designed to easily transition students to Connected Learning.

### **Early Childhood adjustments for Connected Learning:**

Because Early Childhood is difficult to translate pedagogically to Connected Learning, if SWS needs to toggle to Connected Learning during the school year, the time that we spend at home will be added to the end of the school year (in-school) without charge.

## **Additional Resources**

CDC: [COVID -19 FAQ](#)

PDE: Reopening [Guidance for the Reopening of Schools](#)

DHS: [Guide: PA's Response to COVID-19](#)