

WASHINGTON EPISCOPAL SCHOOL

Roadmap to Reopening



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Introduction

The global spread of the novel coronavirus in early 2020 forced Washington Episcopal School (WES), like other schools around the world, to reevaluate nearly every aspect of its educational practices. A team comprised of board members, administrators, faculty, and staff have spent months researching and planning for a variety of scenarios, consulting health guidelines from the World Health Organization, the Centers for Disease Control and Prevention (CDC), the State of Maryland, and Montgomery County, as well as schools around the world who reopened last spring.

These Task Forces chose three areas of focus – Health and Wellness, Remote Learning, and Scheduling – to enable us to implement new federal and local safety guidelines for on-site learning and to create a nimble, flexible educational model that could pivot quickly between at-home and on-site learning, while maintaining the educational standards for which WES is known.

Guiding Principles

WES created four guiding principles to inform our decisions as we seek to return to campus. These principles reflect our mission, vision, and educational aims.

Safety

WES's highest priority is the health and well-being of its community. We believe that a healthy environment supports both the physical safety and social and emotional well-being of our students, teachers, and staff. We also believe that we have an obligation to support the health of the broader community – from our own WES families to those in the Greater DC area. At all times, we will seek to follow guidelines from the State of Maryland, Montgomery County, and the Centers for Disease Control and Prevention (CDC), and also consider the local guidelines of Washington, DC, and Virginia as they relate to families living outside of Maryland.

Joyful Learning Environment

WES recognizes that the optimal learning environment for children is one in which they are learning from their teachers and fellow students in person. To the best of our ability, and in accordance with official health guidelines, we will seek to provide as much on-campus instruction as possible. However, no matter which learning mode we are in, we are committed to providing the joyful learning environment which has come to be known as the hallmark of a WES education.

Academic Excellence and Coherence

WES believes in the pursuit of academic excellence and that a continuous educational experience is vitally important to achieving this end. While health

circumstances may necessitate certain changes or restrictions to student life, our ultimate goal is to support our students' learning and development as seamlessly as possible, whether they be on-site, at home, or in a hybrid model. WES recognizes that any plan that we design to respond to external health conditions must be flexible and adaptable to circumstances beyond our control.

Community

Our community is at the heart of what we do. We believe that a strong support network is critical in the face of challenging circumstances. Whether we are on-site or at home, we are committed to maintaining connections with families and helping them build relationships within the WES Community.

About Washington Episcopal School

Founded in 1986, Washington Episcopal School (WES) is located just north of Washington, DC, at 5600 Little Falls Parkway, Bethesda, MD, 20816. WES serves students in Nursery-Grade 8 with a total enrollment of approximately 278 students as follow:

Early Childhood (Nursery-Grade 1): 79

Elementary (Grades 2-5): 113

Middle School (Grades 6-8): 86

WES's campus includes approximately 10,000 square footage of indoor space, complemented by four outdoor tents and four outdoor recreational spaces (playing fields, courts, and playgrounds).

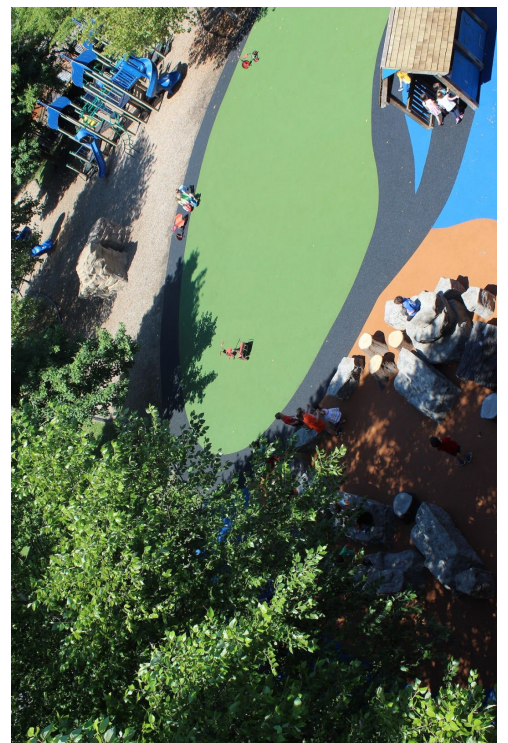
For the 2020-2021 school year, modifications to classroom density have been made through reconfiguring classroom spaces and hiring additional personnel. Desks have been placed six feet apart while still allowing clear pathways for teachers to move throughout the classrooms while maintaining physical distancing from the children.



Sample Pre-K classroom space



One of our outdoor tents/classroom spaces



*Early Childhood playground;
sanitized in between use by each cohort*

Enrollment by Grade Level

Total enrollment by grade level is below. While many of our families have expressed interest in on-site instruction if offered, others have chosen to stay home. For example, four out of the 22 students currently enrolled in Pre-Kindergarten are learning at home, while 18 students are learning on site. Consequently, in most cases, classroom density for on-site learning will be slightly lower than the numbers below. All classrooms have been arranged to allow for six feet of distancing between the students while still allowing a clear path for the teacher to move through the room as needed.

Nursery: 10 students, 2 teachers
Pre-Kindergarten A: 10 students, 2 teachers
Pre-Kindergarten B: 12 students, 2 teachers
Kindergarten A: 13 students, 2 teachers
Kindergarten B: 12 students, 2 teachers
Grade 1A: 10 students, 1 teacher
Grade 1B: 12 students, 1 teacher
Grade 2A: 10 students, 1 teacher
Grade 2B: 10 students, 1 teacher
Grade 2C: 10 students, 1 teacher
Grade 3A: 14 students, 1 teacher
Grade 3B: 14 students, 1 teacher
Grade 4A: 10 students, 1 teacher
Grade 4B: 11 students, 1 teacher
Grade 4C: 10 students, 1 teacher
Grade 5A: 12 students, 1 teacher
Grade 5B: 12 students, 1 teacher
Grade 6A: 14 students, 1 teacher
Grade 6B: 15 students, 1 teacher
Grade 7A: 15 students, 1 teacher
Grade 7B: 15 students, 1 teacher
Grade 8A: 14 students, 1 teacher
Grade 8B: 13 students, 1 teacher

Investing in Our Community




In preparation for our reopening, we have made substantial investments in our people and in our campus:

1. Increased faculty and staff positions to accommodate new regulations
2. Provided training and professional development to faculty and staff around safety protocols and continuous learning practices
3. Increased the financial aid budget to support WES families whose finances are impacted by COVID-19
4. Restricted enrollment to help us follow safety guidelines, as well as created a third homeroom in certain grade levels
5. Provided a computer device for each student in Pre-Kindergarten through Grade 8 to help families navigate continuous learning
6. Replaced ventilation systems over the last two years; upgraded to MERV-13 filters this summer
7. Purchased CDC-compliant face masks for students and employees
8. Procured plexiglass barriers and partitions
9. Installed thermal scanners at entrances, hand sanitizer stations throughout the school, touchless faucets and toilets, and touchless water-filling stations
10. Amplified cleaning practices

Monitoring COVID-19

A Tiered Approach

WES will regularly monitor health conditions in our community as well as the Greater DC metro area, Montgomery County, and the State of Maryland. Our overall goal is to calibrate our school operations and instruction to the public health situation at the time. WES has created a three-tiered color-coded system to help define the health status of our campus environment. These tiers provide general guidelines for activities on and off-campus.

Level of Alert	General Conditions	Learning Environment
 LOW	<ul style="list-style-type: none"> Montgomery County in Phase 3 Test positivity rate is ≤ 5 percent & the new case rate per day is ≤ 5 per 100,000 Infection rates locally are declining Low potential for COVID transmission within our community Similar schools are attempting to have all students on campus 	<ul style="list-style-type: none"> Campus is open All students on campus Decreased restrictions around physical distancing & cohorting Possibility for Extended Day/After School Enrichment Program (ASEP) /Sports Program
 HEIGHTENED	<ul style="list-style-type: none"> Montgomery County in Phase 2 or 3 Test positivity rate is ≤ 5 percent & the new case rate per day is ≤ 15 per 100,000 Infection rates locally are rising and/or remaining at concerning levels Potential for COVID transmission within our community Similar schools are in a hybrid model 	<ul style="list-style-type: none"> Campus is open Hybrid model Need to reduce class sizes or school density Elevated safety measures No Extended Day/ASEP/Sports Program
 HIGH	<ul style="list-style-type: none"> Montgomery County in Phase 1 Test positivity rate is ≥ 5 percent and the new case rate per day is ≥ 15 per 100,00 Local or state officials may have issued stay-at-home orders or closed all schools Infection rates locally are rising and/or remaining at concerning levels COVID transmission is increasing within the WES community Similar schools have closed their campuses 	<ul style="list-style-type: none"> Campus is closed except for essential faculty and staff At-home learning for all students

While our goal is to be on site as much as possible, the health and safety of our community is our utmost priority. Our continuous learning model will also help us transition seamlessly between on-site and at-home learning.

Safety Precautions

COVID-19 has been declared a worldwide pandemic by the World Health Organization. While COVID-19 is highly contagious, WES has implemented all safety protocols to date from the Centers for Disease Control and Prevention, the State of Maryland, and the Montgomery County Health Department.

Our COVID-19 policies may also be revised or updated from time to time, as necessary or appropriate and in consideration of the guidance and recommendations of the resources mentioned above. These policies and the safety protocols, as revised from time to time, are in effect from August 24, 2020, until otherwise rescinded or adapted.

New Policies

LIMITING COVID EXPOSURE RISKS IN OUR COMMUNITY

Daily Health Screening: WES parents must complete a COVID-19 daily symptoms check for their children on the Magnus Health App **prior** to dropping them off at school. Parents will display the green “go” screen of the app from their car during drop-off. Faculty and staff must also complete this screening before coming to campus. All guests who enter the school will be screened for symptoms and have their temperature taken as well. Thermal scanners will provide an additional temperature check for all individuals who enter the building.

Keeping Sick Children Home: Families are expected to monitor their children for symptoms and to keep sick children home. Any child who begins displaying [COVID-19 symptoms](#) while at school will be isolated, and families must arrange for the child to be picked up within an hour.

Family Travel: All WES families should follow [local](#) and [federal](#) recommendations regarding travel as much as possible. They also must report any **household travel** outside of the DMV through this [form](#). Travel will be evaluated on a case-by-case basis; out-of-state travel may require children to follow additional public safety measures such as self-quarantining for 14 days.

Quarantining and Contact Tracing: WES will collaborate with and support the contact tracing program of local public health officials to help identify, track, and manage contacts of COVID-19 patients within our community. WES's nurse, Stacey Bailey, has also completed certification in COVID-19 contact tracing from the Johns Hopkins University and will provide support in the event of a COVID-19 infection in our school community. Students who are required to isolate at home will be able to move to at-home learning to minimize disruption to learning.

Campus Visitors: While WES frequently has many family members and other guests who support our community and academic programs present in the building, we have revised our policies in order to reduce the risk of COVID-19 transmission. Our priorities are to provide reduced-risk access for necessary guests while upholding student and staff safety by minimizing the number of people in the building.

For the purposes of these guidelines, three tiers of guests have been identified:

- Tier 1 Guests: maintenance and repair providers; overnight cleaning staff; substitute teachers (only when needed)
- Tier 2 Guests: student support providers; providers of programmatically necessary services (speech and language therapist, tutors, etc.)
- Tier 3 Guests: household family members of students; guests supporting the academic program whose content cannot be provided virtually; prospective students and families

All guests must:

- Undergo a symptom and temperature screening. Guests with symptoms consistent with COVID-19 or a temperature above 99.5 °F will not be allowed to enter the building past the lobby.
- Sign in and provide contact information and purpose of visit for contact tracing purposes.
- Use hand sanitizer upon entering the building.
- Wear a mask while in the building (ages 3 and up).
- Maintain six feet of physical distance from students and staff unless their function requires closer interaction.
- Remain in the area in which they are providing service and follow all directional signs within the building.

Guests working individually with students will be provided a plexiglass barrier to place between them and the student.

Who will be allowed in the building when students are present?

- Tier 1 Guests will be allowed when on-site learning is taking place, either in full or partial capacity.
- Tier 2 Guests will be allowed when Montgomery County has been in Phase 3 of reopening for at least two weeks. At any time, WES may restrict access to Tier 2 Guests in order to reduce risk.
- Access for Tier 3 Guests will be assessed in conjunction with public safety information development.

MAINTAINING PHYSICAL DISTANCING

Classroom Size

Class capacity will be limited to allow for 6 feet of physical distance between all students and staff at all times.

Arrival and Dismissal

Our new arrival and dismissal procedures are designed to support our students' health and safety through symptom monitoring and physical distancing.

Drop-Off

Before leaving home, parents must complete their child's symptom check using the Magnus Health Screening App.

Middle School and Elementary students arriving by car will be dropped off in the front of the school using the same traffic pattern WES has used in previous years. Parents will:

- Enter through the Little Falls Parkway entrance.
- Continue straight and loop around the circle in front of the school.
- Pull up as close to the gym steps as possible.
- Display the green screen from the Magnus app to the staff person monitoring their station.
- Assist their child as needed in exiting the vehicle. Children must have their face masks secured before leaving the vehicle. Staff must remain distanced from the vehicle and will not be able to assist children with buckles, belongings, or other close contact needs during drop-off.
- Children should wait at the stop point until directed by a teacher to proceed inside. Children will be directed to enter through the Front Lobby entrance or the Gym entrance, depending on their position in the car line.

Early Childhood students arriving by car will be dropped off at the back entrance by the Early Childhood wing. Parents will:

- Enter through the Little Falls Parkway entrance and take the second left turn to go to the back of the school.
- Display the green screen from the Magnus app to the staff person on duty.
- Pull up to the designated markers.
- Assist their child as needed in exiting the vehicle. Children must be wearing their mask before leaving the vehicle. Staff must remain distanced from the vehicle and will not be able to assist children with buckles, belongings, or other close contact needs during drop-off.
- Students will be escorted inside by a staff member.
- Proceed straight to exit through the River Road gate.

Entering the Building

- Students and staff will maintain physical distance while entering the building.
- Students will walk past a thermal temperature scanner for a secondary temperature screening. If the camera reads a temperature of 99.5 or above, a staff member will direct the student to Nurse Bailey for additional screening.
- Middle School students will proceed directly to the back stairwell to get to the third floor.
- Elementary students will enter the building at the exterior door adjacent to the rear of the library and proceed up to the second and third floors via the stairwell behind the library.
- Early Childhood students will proceed directly to their classrooms, assisted by staff.

Pick-Up

- Anyone who is picking up a child must display their color-coded family dismissal sign on their dashboard at pick up. Parents will be provided with additional dismissal signs to share with your emergency contacts.
- Early Childhood students will be picked up in the front of the building.
 - Children will remain in their classrooms until their caregiver has arrived and their name is called.
 - Children will be kept distanced while exiting.
 - Staff will not be able to assist children with buckling, belongings, or other close-contact needs.
- Elementary students will be dismissed at 3:15 p.m. and will be picked up in the front of the building.
 - Students will be dismissed from their area when their caregiver has arrived.
 - Students will be kept distanced while exiting.
 - Staff will not be able to assist children with buckling, belongings, or other close-contact needs.
- Middle School students will be dismissed at 3:30 p.m. and picked up from the back entrance near the Dragon Innovation Lab.
 - Students will remain in their classrooms until their caregiver has arrived and will proceed down the back stairwell to the exit.
 - Students will be kept distanced while exiting.
- Students will not be able to re-enter the building after exiting. Parents should support their child in knowing what they need to bring home.

Carpooling

For the 2020-2021 school year, we are requesting that families refrain from carpooling with other families.

Cohorts

Academic schedules and classroom use will be designed to keep students in smaller, consistent groups during the day. This will reduce the risk of viral transmission and allow for discrete cohorts to quarantine in the event of infection without requiring that the entire campus close and shift to at-home learning. At WES, each grade level will be a cohort.

Physical Distancing

Students and teachers will practice physical distancing, including maintaining approximately 6 feet between individuals in the classroom and between students during hallway transitions.

Movement in the Building

- Student movement in the building will be limited. While students may travel to some specials classes in order to ensure the integrity of our specials programs, students will in general remain in their homeroom classroom throughout the day.
- One-way hallways and division-specific stairwells and bathrooms will help us limit contact between cohorts.

Recess

- Only one grade level will use the playground and/or the playing fields at a time.
- All students will use hand sanitizer or wash hands before and after recess.
- Elementary and Middle School students will be expected to keep an arm's length distance between themselves and other students at recess and to refrain from direct contact with other students.
- Cohorts will share soccer balls and other items that can be used without close contact. These items will remain with the cohort, will not be used by other students, and will be cleaned between uses.
- Early Childhood students will be allowed to play with the other children in their cohort in an assigned area of the playground.

HYGIENE

Hand Hygiene

Students and faculty will follow a regular schedule of handwashing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be available in every classroom and by every building entrance to ensure regular access. Students will sanitize or wash their hands any time they enter or exit the classroom, before and after eating, before and after playtime/recess/PE, and after using the restroom.

Enhanced Cleaning/Disinfecting

Commonly touched surfaces like handrails and doorknobs will be disinfected regularly throughout the day. Daily cleaning and disinfecting routines will comply with CDC recommendations for reducing viral transmission. WES employs a professional cleaning crew in the evening and additional staff have been hired to help with cleaning and disinfecting throughout the day.

Face Coverings

- All faculty and staff will wear a face mask at all times except when they are alone in their classroom or office, or eating lunch.
- Students in Kindergarten-Grade 8 will be required to wear a face mask at all times, except when eating or drinking.
- Nursery and Pre-K students will be encouraged to wear a mask at all times, except when eating, drinking, or napping.
- WES provided 1 CDC-compliant fabric mask for each student and two CDC-compliant masks to each faculty and staff member.
- All fabric masks should meet the CDC recommendations of being at least 2 layers of cotton fabric and be well-fitted to minimize gaps between the mask and skin.
- Early Childhood students must bring two spare CDC-compliant masks to school daily; Elementary and Middle School students will bring one additional CDC-compliant mask when they come to campus.

Classroom Items/Items Brought From Home

- Items moving between home and school will be minimized. Students will bring their own water bottle, bagged lunch, and outdoor wear. Materials used in class will remain in the classroom, and students may not bring additional items from home to school, except at the specific direction of the teacher.
- The sharing of classroom items will be minimized.
 - Each child will have an assigned individual “tool kit” with commonly used items such as pencils, crayons, and scissors (depending on division level) to prevent cross-contamination.
 - All shared classroom items will be used with a “Touch it; take it” policy, meaning that once a child has used an item, it will be removed from circulation in the classroom until it is sanitized. Students will put used items into a classroom “Dragon Laundry Basket.”

Snacks & Lunch

- Students will bring their own lunch from home to eat in their classrooms. Students should be able to manage their own containers, including both unpacking and repacking lunch items, with minimal assistance. For this reason, some families in Early Childhood may find it easiest to pack lunch in disposable containers and with disposable utensils.
- Students will wash their hands before and after eating.

- Desks/tables will be cleaned before and after food consumption.
- Elementary and Middle School students should provide their own snacks. Snacks will be individually packaged and will be distributed by the teacher for Early Childhood students. Students who are able will be encouraged to open their own snack package, either by hand or using the scissors in their personal tool kit.
- Students are encouraged to bring water bottles from home. Water fountains will not be available. Students will have access to touchless water-bottle filling stations. Early Childhood children will be expected to manage their own water bottle in their classrooms to the greatest extent possible.

DIVISION-SPECIFIC POLICIES

Policies and procedures specific to each division are listed below.

EARLY CHILDHOOD

- Students in Kindergarten and Grade 1 are required to wear a mask at all times, except when eating and drinking. Students in Nursery and Pre-Kindergarten are encouraged to wear a mask at all times, except when eating, drinking, or napping.
 - All students will wear masks during hallway transitions and when a specials teacher is present in the classroom.
 - Acknowledging the developmental needs of our youngest learners, we will review if and when breaks from masks could be offered for NPK students as public health guidelines allow.
- Social distancing precautions will be used in ways that align with Early Childhood developmental needs.
- NPK students will be separated by 6 feet for eating and napping.
- The sharing of classroom items will be minimized.
- All children will use hand sanitizer during transition to playtimes.
- In order to allow for appropriate disinfection, soft toys, rugs, and other items that are more challenging to clean will be removed from the classroom.

Naps (Nursery and Pre-K only):

- Napping cots will be arranged to allow for at least 6 feet of distance between children's heads.
- Each child will be assigned a cot that is used exclusively by them.
- Children should bring a pillow and blanket to school for nap time. Stuffed toys and other additional items will not be allowed.
- Bedding will be sent home with the child on Friday to be washed, and the child will bring in their clean bedding on Monday.
- Cots will be sanitized once a week.

ELEMENTARY SCHOOL

- The sharing of classroom items will be minimized. Students will keep their personal supplies and items brought from home in the designated basket beside their desk.

MIDDLE SCHOOL

- Students will remain in grade-level cohorts. In Middle School, this means that a 6th grader will only be in classrooms or at recess with other 6th graders.
- Students' items will be kept at their personal desk space. Lockers will not be used. Cell phones must be powered off during the school day and kept in the student's backpack at all times.

PROGRAMMATIC CHANGES

Athletics: Competitive sports are suspended until further notice.

Extended Day: There will be no Extended Day Program until further notice.

After School Enrichment Program: There will be no on-site After School Enrichment Programs until further notice.

Changes to Programming: We are modifying our music and physical education classes to ensure these programs can be experienced in a safe manner.

Outdoor Classrooms: We have created outdoor instruction spaces through the use of tents.

Field Trips: All in-person field trips are suspended at this time.

Large Group Gatherings: Weekly chapels will be held virtually. No large group gatherings will be held until state and local restrictions on such gatherings are lifted.

COVID Exposure Response Plan

While WES will implement all federal and local safety guidelines to protect the health and wellness of our community, a risk remains that someone in the WES community will contract COVID-19. WES's comprehensive COVID Exposure Response Plan seeks to identify confirmed or suspected COVID-19 cases quickly, report them to the local authorities, and remove transmission risks from the school community until it is clear they do not have the virus or have recovered from it fully.

Please note that research and recommendations continue to evolve. The plan below will be modified as new information becomes available. At all times, our goal will be to protect the safety of our community.

In the procedures outlined below, terms are used as follows:

- **Cohort:** all students in a grade level. A Grade 2 student's cohort is all of Grade 2.
- **Confirmed case:** a COVID-19 case that has been confirmed with a positive test result or doctor's diagnosis
- **Suspected case:** a possible COVID-19 case, as indicated by the following symptoms:
 - Fever (99.5°F or higher) or chills*
 - Persistent cough*
 - Shortness of breath or difficulty breathing*
 - New loss of taste or smell*
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **Immediately move to AHL:** Once it is determined that a student or cohort must move immediately to at-home learning (AHL), families must arrange to pick up affected students within an hour. Once it is determined that a staff member must immediately move to AHL, they will be quickly relieved of their duties and must exit the building as soon as they have gathered their belongings.

What exposure must be reported?

- Confirmed cases in students, student households, staff, and staff households.
- Suspected cases in students, student households, staff, and staff households. Specifically, families must report if any individual in the

household is experiencing one or more of the asterisked (*) symptoms listed above, or any two or more non-asterisked symptoms.

- Exposure of any of the above groups to confirmed or suspected cases.
 - Example: A student's aunt develops multiple symptoms of COVID-19. The student had spent time with the aunt within the two weeks preceding the development of symptoms. The student's family must report this exposure.

How will community members report exposure?

- Any confirmed or suspected cases or exposure must be reported immediately to the school. The school will immediately alert the Montgomery County Public Health Department.
- Between the hours of 7 a.m. and 4 p.m.:
 - Call the school directly at 301-652-7878.
 - Tell the receptionist that you are calling to report COVID exposure so that the receptionist can respond appropriately.
 - All reports will be made directly to the school nurse if she is in the building. If the nurse is occupied with students, if possible the nurse will be relieved in order to receive the report.
 - If the school nurse is not available, the report will be made to the acting nurse, or, if there is no acting nurse, to the relevant division director.
- Between the hours of 4 p.m. and 7 a.m. the next day:
 - Email covid@w-e-s.org. Please provide as many details of your specific situation as possible, as well as a phone number you can be reached at.

Who reports suspected cases to the relevant authorities?

- The person who receives the report (the nurse, acting nurse, or division director) will report the case to the Montgomery County Public Health Department (240-777-1755).
- As regulations change, the school nurse will ensure that any additional reporting requirements are met.

What happens if a child becomes ill with COVID-19 symptoms while on campus?

WES will periodically check the temperature of students on campus. If a student presents with a temperature over 99.5°F or other symptoms of COVID-19 while on campus, the student will be isolated and the contact on record will be notified. The student must be picked up within 60 minutes of the contact on record being notified.

How will the school respond to a confirmed case in a student or student household?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.
- All cohorts associated with that household will move immediately to at-home learning (AHL), including the homeroom teachers for affected cohorts.
- All students who share households with affected cohorts will move immediately to remote learning while their own cohort remains in on-campus learning. Due to physical distancing protocols for these grades, if a student in Nursery, Pre-Kindergarten, and Kindergarten (NPK) shares a household with a student or staff member in an affected cohort, that student's entire cohort will also move immediately to AHL.
- Specials teachers who have met with affected cohorts in the previous two weeks will consult with the school nurse and may be required to move to AHL.
- Staff who have met individually with a student in an affected cohort at less than 6 feet of distance and without PPE in the previous two weeks will move immediately to AHL.
- Contact tracing may reveal the need to move further students or cohorts to AHL.
- Examples:
 - Example 1: Jane (Grade 2) and James (Grade 6) are siblings at WES. Laura (Grade 2) and Landon (Grade 4) are also siblings at WES. Jane becomes ill with COVID-19. In this case, Grades 2 and 6 and associated staff would move immediately to AHL. Landon would also move immediately to AHL. Landon's cohort would remain in on-campus learning.
 - Example 2: Jane (Grade 2) and James (Grade 6) are siblings at WES. Connor (Grade 2) and Cori (PK) are siblings at WES. Jane becomes ill with COVID-19. In this case, Grades 2 and 6 and Pre-K and all associated staff would move immediately to AHL.
 - Example 3: Ben (Grade 5) is a WES student, and his brother Bart attends Pre-K at another school. A case is reported in Bart's class. In this case, Grade 5 and associated staff would immediately move to AHL.

How will the school respond to a suspected case in a student or student household?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.

- All students in the household will move immediately to at-home learning, and any individual experiencing symptoms should speak with their doctor about the possibility of COVID-19 testing.
- If any student in the household is in Nursery or Pre-Kindergarten, all members of that student's cohort and the teacher(s) assigned to the cohort will move to at-home learning.
- The school nurse will consult with public health authorities and/or the family's physician to determine whether further containment measures are needed.
- Any additional symptoms or additional family members affected must be reported immediately to the school nurse and may result in additional containment measures for the affected cohort(s).
- Students in a household with a suspected case may return to on-site learning after two weeks if symptoms clear and no further symptoms develop in any member of the household.
- Students in a household with a suspected case may return to on-site learning in less than two weeks if a non-COVID diagnosis is provided by a physician for all members of the household exhibiting symptoms. Documentation of the diagnosis must be provided to the school nurse.
- If any member of the household tests positive for COVID-19, the above procedures for a confirmed case will apply.

How will the school respond to student or student household exposure to a confirmed or suspected case?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.
- All students (and staff, if applicable) within the affected household will move immediately to AHL and will remain in AHL for two weeks after the most recent exposure.
- The student may return to on-site learning before the two week isolation period is complete if no one in their household has experienced symptoms and if they have tested negative for COVID in two tests given at least 24 hours apart.
- If anyone in the affected household develops COVID symptoms, the above procedures for a suspected case in a student household will apply.
- Example: Laura (Grade 2) and Landon (Grade 4) are siblings at WES. Laura's parents learn on Wednesday that one of Laura's soccer teammates has tested positive for COVID. Laura last encountered her teammate at practice the previous Sunday. Laura and Landon must move to AHL and remain in AHL for two weeks after the Sunday practice. If their household has no symptoms, Laura and Landon may return to school the Monday after this two-week isolation.

How will the school respond to a confirmed case in a staff member or staff household?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.
- All cohorts associated with that household will move immediately to AHL.
- All students who share households with affected cohorts will move immediately to AHL. If a student in Nursery or Pre-K shares a household with a student or staff member in an affected cohort, that student's entire cohort will also move immediately to AHL.
- Homeroom teachers for associated cohorts will move immediately to AHL.
- Specials teachers who have met with affected cohorts in the previous 2 weeks will consult with the school nurse and may be required to move to AHL.
- Any additional staff who have had face-to-face contact with the affected staff household with less than 6 feet distance would move immediately to AHL.
- Contact tracing may reveal the need to move further students or cohorts to AHL.
- Examples:
 - Example 1: Mr. Smith is a Grade 4 Homeroom teacher and his child is in Grade 1 at WES. Landon (Grade 4) and Laura (Grade 2) are WES students. Mr. Smith's spouse becomes ill with COVID-19. In this case, Grades 1 and 4 and their homeroom teachers would move immediately to AHL. Laura would also move immediately to AHL, but her cohort would remain in on-campus learning. Any additional staff who have had face-to-face contact with Mr. Smith with less than six feet distance would move immediately to AHL.
 - Example 2: Ms. Jenkins is a Grade 2 Homeroom teacher. Connor (Grade 2) and Cori (PK) are siblings at WES. Ms. Jenkins becomes ill with COVID. In this case, Grade 2 and Cori's Pre-K cohort would move immediately to AHL.
 - Example 3: Mr. DeSouza teaches music to Grades 4-8. Mr. DeSouza becomes ill with COVID and does not know the date of exposure. In the two weeks before symptoms began, Mr. DeSouza taught in the classroom with students in Grades 4, 7, and 8. In this case, Grades 4, 7, and 8 will move immediately to AHL.

How will the school respond to a suspected case in a staff member or staff household?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.

- The staff member and any students in the household will move immediately to AHL, and any individual experiencing symptoms should speak with their doctor about the possibility of COVID-19 testing.
- The school nurse will consult with public health authorities and/or the family's physician to determine whether further steps are needed.
- Any additional symptoms or additional family members affected must be reported immediately to the school nurse and may result in additional containment measures for the affected cohort(s).
- Staff and students in a household with a suspected case may return to on-site learning after two weeks if symptoms clear and no further symptoms develop in any member of the household.
- Staff and students in a household with a suspected case may return to on-site learning in less than two weeks if a non-COVID diagnosis is provided by a physician for all members of the household exhibiting symptoms. Documentation of the diagnosis must be provided to the school nurse.
- If any member of the household tests positive for COVID-19, the above procedures for a confirmed case will apply.

How will the school respond to staff or staff household exposure to a confirmed or suspected case?

- WES will immediately report the case to the Montgomery County Public Health Department, who will lead the contact tracing efforts and provide guidance on necessary quarantining.
- All staff (and students, if applicable) within the affected household will move immediately to AHL and will remain in AHL for two weeks after the most recent exposure.
- The staff member may return to on-site work before the two week isolation period is complete if no one in their household has experienced symptoms and if they have tested negative for COVID-19 in two tests given at least 24 hours apart.
- If anyone in the affected household develops COVID-19 symptoms, the above procedures for a suspected case in a staff household will apply.
- Example: Mr. Smith is a Grade 4 Homeroom teacher and his child is in Grade 1 at WES. Mr. Smith spent time with his sister on a Tuesday evening and learns mid-day on Thursday that she is showing COVID symptoms. Mr. Smith must report the exposure immediately, and he and his child must leave campus as soon as a staff member arrives to provide coverage for his class. If no one in their household shows COVID symptoms, Mr. Smith and his child may return to WES on the Wednesday two weeks after the Tuesday exposure.

How will information about exposure be communicated?

- For a confirmed case within a student or staff household:

- All families in the affected cohort(s) will be contacted as soon as possible after the case is reported.
- If the case is reported before or during the school day, staff will contact impacted families by phone and alert them that there is a confirmed case in their child's cohort. Children in the affected cohort must be picked up within an hour.
- All WES staff will be informed as soon as possible by email that there is a confirmed case and identify the affected cohort so that staff who have interacted with that cohort can follow the appropriate procedures as outlined above.
- All WES families will be informed by email within 24 hours that there is a confirmed case and identify the affected cohort.
- For a suspected case within a student or staff household:
 - All families in the affected cohort(s) will be contacted by email as soon as possible after the case is reported and alerted that there is a suspected case in the cohort.
 - All WES staff will be informed as soon as possible by email that there is a suspected case and identify the affected cohort so that staff who have interacted with that cohort can follow the appropriate procedures as outlined above.
 - If anyone in the household tests positive or otherwise receives a COVID diagnosis, the above procedures for a confirmed case will apply.
- For student exposure to a confirmed or suspected case:
 - The homeroom teacher(s) of any isolating student will be informed that the student will be in AHL and provide the expected return date.
 - If anyone in the isolating student's household develops COVID symptoms, the family will immediately report this information to the school nurse, and the above procedures for a confirmed or suspected case will apply.
- For staff exposure to a confirmed or suspected case:
 - If the staff is an EC or ES homeroom teacher, the families of students in that class will be informed that the teacher will move to AHL.
 - If the staff is a MS teacher, the families of students in affected classes will be informed that the teacher will move to AHL.
 - If the staff member is not a classroom teacher, the staff member will inform the School Nurse and make arrangements as needed to isolate at home. If the staff member has had face-to-face contact at less than six feet with any students or teaching staff, those students and staff will move to AHL.
 - If anyone in the isolating staff member's household develops COVID symptoms, the staff member will immediately report this information to the school nurse, and the above procedures for a confirmed or suspected case will apply.

- In order to protect confidentiality, the school will not be able to communicate details of any medical situation. In cases of necessity, the school will identify the affected cohort(s), not the specific student or staff involved, except in cases of staff exposure to a confirmed or suspected case, in which any affected classes will be informed that their teacher is moving to AHL.

Community Expectations

All members of the WES community have a shared responsibility to prevent the spread of illness. The WES Community Contract outlines the WES community's mutual responsibilities and the commitments the community must make to one another during this pandemic.

As outlined previously in this document, WES has taken multiple measures to promote the safety and well-being of its community. WES has asked its parents to abide by the WES Community Contract. Parents who have enrolled their children at WES for the 2020-2021 school year agree to:

- Monitor their children for symptoms of COVID-19 and complete the Magnus health screening daily, prior to their arrival on campus.
- Keep their children home if they are sick and report their symptoms to the school.
- Notify the school if anyone in their household has been alerted by the State Health Department that they were in contact with an individual infected with COVID-19.
- Encourage their child to practice appropriate physical distancing, including wearing a mask at all times in buildings on campus, and outside when physical distancing isn't possible.
- Teach their children to practice consistent hand hygiene. They should avoid touching their faces, mouths, eyes, or noses; avoid sharing materials; and minimize touching surfaces in shared areas.
- Limit the number of items brought onto campus each day and follow the policies around sharing of food, supplies, and other items with fellow students.
- Prioritize getting a flu vaccine this fall, unless their child has a medical reason not to.
- Read all school emails to stay informed about health and safety updates.
- Participate in testing and contact tracing as instructed to preserve community health.
- Adhere to isolation and quarantine instructions if someone in their family tests positive for COVID-19, if a household member is a presumed positive, or if a household member is exposed to someone who has tested positive.
- Follow local and federal recommendations regarding travel as much as possible. Report all travel to WES through this [form](#). Acknowledge that out-of-state travel may require their child to follow additional public measures such as self-quarantining for 14 days.
- Encourage other members of our community to follow all health guidelines.

- Demonstrate social responsibility by following public health guidelines in local businesses and public places.
- Show compassion, care, and respect for other members of the community. Seek assistance from the school to support yourself or other members of the community during this challenging time.

Academic Planning and Schedules

In addition to implementing numerous safety protocols and encouraging our community to follow public health guidelines both on and off-campus, WES has developed a robust Continuous Learning Plan designed to promote the health of our community and optimize the student's educational experience.

We understand there are many factors that will influence the extent to which on-site instruction is or is not possible, and WES is prepared to be nimble and adjust quickly in the case of changing public health circumstances and guidelines. Our Continuous Learning approach also enables us to accommodate students who are not able to attend school, due to either illness, health concerns, or temporary quarantine due to possible COVID-19 exposure.

WES Dragons will engage in learning in one of three modes this year:

- **On-Site Learning:** School is open and students are able to attend classes on-site with appropriate precautions (including mask-wearing, physical distancing, increased hygiene practices, reduced contact beyond class and grade, and the other safety precautions that are outlined in this document).
- **Hybrid Learning:** School is open at a reduced capacity (small classes or lower density), with most students using a combination of on-site and at-home learning.
- **At-Home Learning:** Students learn away from school using online platforms to engage in learning activities and assignments. Learning may be:
 - Synchronous: all students in a class receive instruction at the same time whether it be in-person, remotely, or some students in the classroom and some remote
 - Asynchronous: instruction is on-demand (pre-recorded) and/or work is completed independently (e.g. projects and assignments) with supplementation via virtual office hours

At-home learning may be appropriate for students who are not able to attend school due to health concerns, or it may be implemented for *all* students in case of a lockdown or extended school closure.

Hybrid Models

Washington Episcopal School has prepared three hybrid learning models, designed to comply with local and federal safety guidelines, decrease density in the school, further limit contact between grade levels and cohorts, and to provide the most developmentally appropriate learning to our students.

Due to the unique developmental needs of our youngest learners, our three and four-year-old students (Nursery and Pre-Kindergarten) will have the option of **4.5 days on campus, although on a modified schedule**. There will be no programming, virtual or on campus, on Wednesday afternoons to allow for additional time for sanitizing and lesson planning.

Our **4 + 1 model** was designed to reduce student contact with our specials teachers and allow for additional sanitation and cleaning during the school week. Under this model, *each week students would learn on-site every day except Wednesday, when they would learn remotely.*

Our **AAWBB model** reduces the population density in a particular area of the school. Under this model, grade levels would be assigned to one of two groups: A or B. *Grade levels in Group A would learn on-site on Monday and Tuesday, and grade levels in Group B would come to campus on Thursday and Friday.* Students would learn from home the remaining days of the week.

Students in Kindergarten and Grade 1 will operate on a 4+1 hybrid model, with four days of on-site instruction plus one day of virtual learning, while students in Grades 2-8 will utilize an AAWBB schedule according to the following timeline:

Tentative Timeline to Transition to a Hybrid Model

Phase 1: Nursery and Pre-K

September 8

Phase 2: Kindergarten and Grade 1

September 21

Phase 3: Grades 2-4

October 5

Phase 4: Grades 5-8

October 13

Rationale

WES believes it can bring Nursery-Grade 1 students onto campus in a way that mitigates risk to students and teachers and also provides a robust and developmentally appropriate educational experience for our youngest learners. We are able to comply fully with CDC and AAP recommendations through:

- Reduced density in classrooms (<15 people) with a 6 ft distancing model

- Mod schedules that reduce teacher contact with multiple students each day/week
- Grade-level cohorts and isolated divisional “bubbles,” separated from the other divisions and with their own stairwell and restrooms.

The 4+1 model enables WES to:

- Develop a sustainable rhythm to learning throughout the week
- Provide respite for students and teachers from the experience of being on campus and adhering to stringent health and safety protocols
- Enable a day for additional sanitizing and airing of materials and spaces
- Meet the academic as well as the social and emotional needs of our youngest students

School Schedule

Nursery and Pre-Kindergarten students began the school year with abbreviated on-site instruction, and students in Grades K-8 began the school year learning at home. Students in K-8 will follow the tentative schedule outlined above if they choose to begin learning on a hybrid model; some families have already expressed a preference to stay home and will learn virtually.

The class schedule this year was developed to be consistent for students, whether they were learning on site or at home, to enable them to transition more seamlessly between virtual learning and face-to-face instruction. The school day was also shortened by approximately one hour a day to limit the time the students would spend on campus.

Nursery (3s)

Start Time.....9 a.m.

DismissalNoon or 2:45 p.m.*

*Our Nursery program enables children to choose between a half-day or full day of instruction. For the 2020-2021 school year, six children have chosen the morning option, while four children have chosen the full-day program. *Dismissal is at noon on Wednesdays, with no afternoon programming to enable teachers to have extra time for sanitizing and lesson planning.*

Pre-Kindergarten (4s):

Start Time.....9 a.m.

Dismissal2:45 p.m.*

**Dismissal is at noon on Wednesdays, with no afternoon programming to enable teachers to have extra time for sanitizing and lesson planning.*

Kindergarten and Grade 1:

Start Time.....8:45 a.m.

Dismissal2:45 p.m.

Grades 2-5:

Start Time.....8:30 a.m.

Dismissal3:15 p.m.

Grades 6-8:

Start Time.....8:15 a.m.

Dismissal3:30 p.m.

Extended Day.....Cancelled Until Further Notice

After-School Enrichment Program.....Cancelled Until Further Notice

There are 173 school days and three make-up snow days scheduled for the 2020-2021 school year. Families should see the online calendar for more detailed information about WES events.

The COVID-19 Task Force

Board members, the administrative team, faculty, and staff have been working diligently since this spring to shape WES's response to the challenges created by the global pandemic.

The Crisis Response Committee

(Comprised of board members and parents)

Julie Berko
Les Carnegie
Stacie DeRamus
Anastasia Gekis
Matt Kelly
Katie Meyer
Nicole Miller
Stacey Milne
Mike Nelson
Jay Panchal
Jeff Tignor
Danny Vogelmann

COVID-19 Task Force

The COVID-19 Task Force, comprised of members of the administrative team, faculty, and staff, was divided into several committees: health, safety, and wellness; continuous learning; and programming/scheduling. The committee chairs are listed after their names.

Nurse Stacey Bailey (Health, Safety, and Wellness Co-Chair)

Kim Bair

Ali Bratun

Barbora Bridle

Tiffney Brockway

Courtney Clark

Mary Crawford

Kristin Cuddihy (Continuous Learning Co-Chair; Programming/Scheduling Co-Chair)

Trina Curtis-Belote

Amy Davies

Janice Davis

Linda Durling

Shannon Egan

Mehdi Elkassem
Matt Foster
Claire Henderson
Zoe Hillman (Continuous Learning Co-Chair; Programming/Scheduling Co-Chair)
Katie Hopper
Jacquie Hunter
Bill Isola
Stephanie Jaykathan
Allison Klothe
Ali Lackey
Nick Lellenberg
Caitlin Lennon
Erin Magee
Jon Marshall
Susan Miranda
Mary Lee Nickel (Continuous Learning Co-Chair; Programming/Scheduling
Co-Chair)
Katherine Owens
Patrick Pané
Kristen Pitts (Health, Safety, and Wellness Co-Chair)
Suba Raghavan
Katie Rothwell
Dave Schuessler
Wendy Tasin
Danny Vogelman
Debbie Weinberger
Andy White