



Wildwood School

**Guide to Returning to Campus
2020-2021**

Updated Sept. 4, 2020

Wildwood School

Introduction

The emergence of COVID-19 and its global spread through early 2020 forced Wildwood School, like other schools around the world, to reevaluate nearly every aspect of its educational practices. Since then, teachers, staff, parents, and students have demonstrated extraordinary resilience in adapting to new and often challenging conditions. **Once health conditions in Los Angeles improve and businesses and schools prepare to reopen based on guidance from public and health officials, we look forward to once again welcoming students, faculty, and staff back to our campuses.**

We understand that this transition back to campus may come with concerns and complexities, and we are committed to reorienting your children in a safe and supportive way. This Guide to Returning to Campus is an initial step toward making this transition as smooth as possible. As described in the following pages, our policies and procedures for returning to onsite learning are based on local city, county, and state guidelines, which are subject to evolve based on new research, or changes in virus count rates in our area.

We will continue to rely on these guidelines, as well as recommendations from the Centers for Disease Control and Prevention (CDC) and other health organizations, to help ensure the health and well-being of our community.

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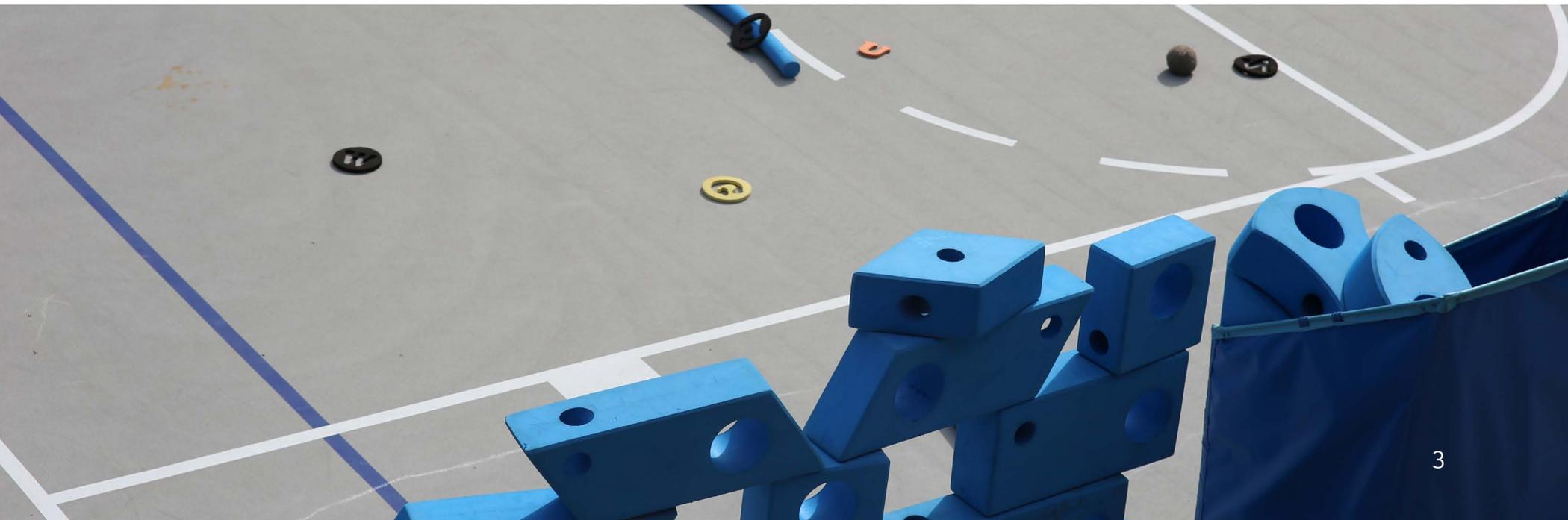
Our Approach: Wildwood's Distributed Learning Model

Wildwood School recognizes that the ideal teaching and learning environment is one in which students and teachers are able to interact with each other face-to-face, and we eagerly look forward to the day when we can welcome all students back on campus, together. We also recognize the vital importance of creating a distributed learning environment that addresses the health and safety concerns of our students, faculty, and staff.

Our approach to reopening seeks to do both, providing a roadmap for our community to follow in the months ahead.

At all times, we will calibrate our school operations and teaching to public health conditions and guidance from local and state officials.

While it is difficult to predict the ways in which our current health context might change in the future, one thing is constant—**our steadfast commitment to our community** via a thoughtful and researched-based distributed learning model, with opportunities for student growth and learning both on campus and offsite as necessary.



Guiding Principles

Safety

Wildwood's highest priority is the health and well-being of our community. We believe that a healthy environment is ultimately a secure environment, one in which students, teachers, and staff are able to thrive. We also believe that we have an obligation to support the health of the broader community—from our own Wildwood families to the greater Los Angeles community and beyond. At all times, we will seek to align our measures with guidance from state and local departments of public health and the Centers for Disease Control and Prevention (CDC).

Cohorted, On-Campus Instruction When Possible

Wildwood recognizes that the optimal learning environment for students of all ages is one in which they are learning from their teachers and fellow classmates in person. We also recognize the unique role our campuses and facilities play in the education of our students. By operating in cohorts, we aim to provide as much on-campus instruction as possible, while mitigating the risk of COVID-19 spread.

Committed and Passionate Instruction

Regardless of the scenario, the teacher-student relationship remains at the heart of the learning experience at Wildwood. Our faculty and staff are working diligently to ensure continuity of the learning experience and to give our students the opportunity to shine in what will be a year like no other.

Flexibility and Adaptability

This school year requires a degree of flexibility and adaptability far beyond the norm, as myriad external health conditions, government mandates, and circumstances within our community are beyond our control. Our overarching goal is to create a continuous learning structure that is durable enough to adapt to fluctuations in conditions within L.A. County and evolving guidance from officials.

Useful Terms and Definitions

Distributed Learning: A learning model that emphasizes the use of blended learning solutions (instructor-led, online, mobile, ongoing performance support) to foster collaborative learning. There are three primary components in the model: technology, experience, and people. Wildwood's distributed learning approach draws from each of these, with the goal of creating a learning environment that is rich and engaging, while also adhering to physical distance guidelines.

Cohort: A set grouping of 8-12 students, who are permitted to attend classes in-person in each other's company.

Onsite: Learning that takes place on campus. Instruction is in person.

Offsite: Learning that takes place off campus. Instruction is via Zoom and other remote technologies.

Synchronous: Learning that occurs in "real-time," with set class time. Students interact with each other and the teacher either in-person or via remote technologies.

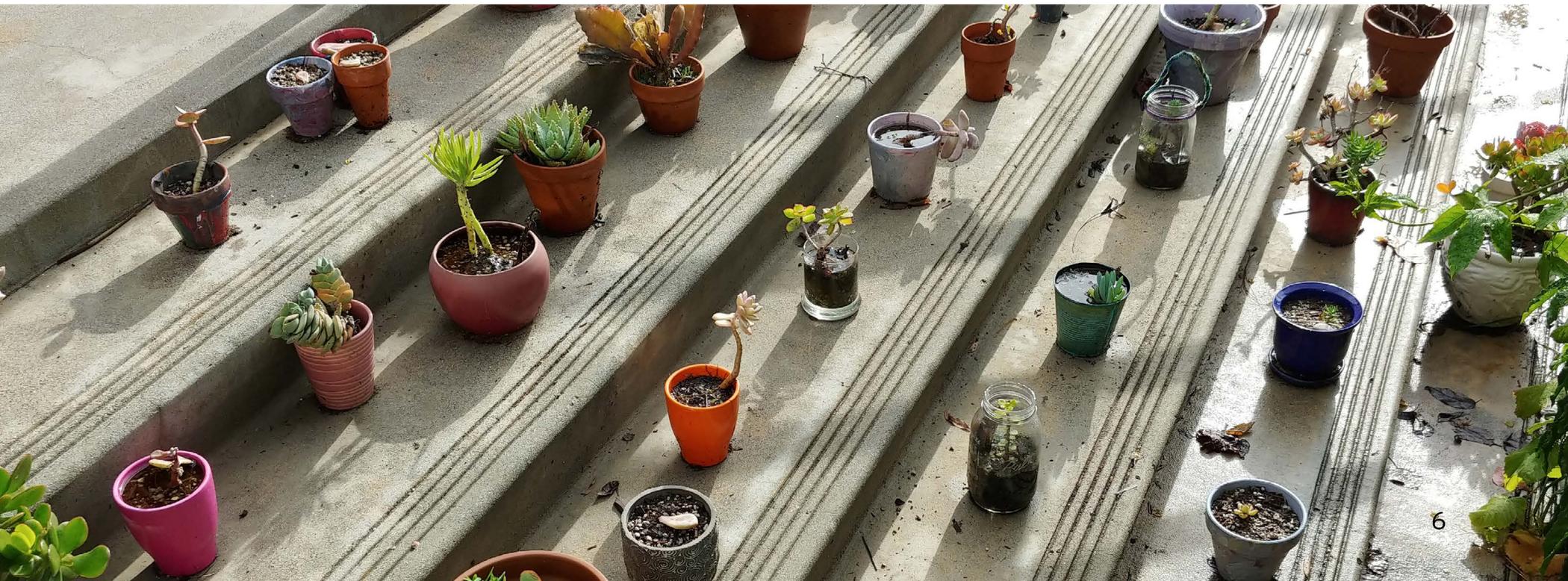
Asynchronous: Learning that occurs on the student's own schedule, separate from other students and the teacher.



The Important Role of Families

Any on campus presence comes with some measure of risk. However, there are actions that we, as a community, can take to increase everyone's safety that also potentially bring us all back together more quickly—most notably, wearing a mask in public spaces and practicing safe physical distancing. A sustained reopening of our campuses will require the extraordinary cooperation of families, both while on campus, as well as in daily life. **Prior to returning to school, all families must sign a Return to Campus Agreement, which outlines guidelines and measures that we ask all families to abide by for as long as we remain in a distributed learning environment.**

Within our community, there are students, teachers, and staff with higher risk members in their households. As a community that prioritizes health and safety, we must all do our part to adhere to recommendations and regulations to control transmission and potential future outbreaks. Moreover, there may be times when we ask families to comply with broader safety measures, and we greatly appreciate your cooperation in this regard.



Community Expectations

All members of the Wildwood School community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease. It is imperative that all of us remain committed to the safety policies and procedures listed in this and future communications to help keep students, staff, and faculty safe.



Follow Federal, State, and Local Orders. All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding physical distancing in public and other measures to reduce the spread of COVID-19.



Notify School of Positive COVID-19 Results. If your child or someone in your household tests positive for COVID-19, you must notify the appropriate Pandemic Coordinator. Each campus has its own Pandemic Coordinator, who serves as the first point-of-contact for anything COVID-related. [Melanie Benefiel](#) is the on-campus coordinator for elementary, [Billy DuMone](#) for middle and upper, and [Christina Kyong](#), Associate Head of School, for K-12 as a whole.



Stay Home if Sick. If your child is sick, you are expected to keep them home from school.



Stay Home if Exposed. If anyone in your household has been officially notified by a state or local health entity that they were in contact with an individual infected with COVID-19, you are asked to notify the campus Pandemic Coordinator. Based on the circumstance, you may be asked to keep your child home from school for 14 days. During this time, your child will be able to continue participating in classes offsite to the extent that he or she feels well and capable.

Community Expectations (continued)



Avoid Travel. Please avoid unnecessary travel. If a family member, including children, does travel, please notify a campus Pandemic Coordinator. Based on the circumstance, you may be asked to keep your child home from school for 14 days. During this time, your child will be able to continue participating in classes offsite to the extent that he or she feels well and capable.



Wellness Checks. As part of the daily screening check-in on the SchoolPass app, parents must verify that they have checked students' temperatures and symptoms before coming to school that day. This step must be taken in the morning prior to coming to school, and cannot be completed on campus. Any students that have not completed the screenings check must return home. They may return to campus once this is completed.



Safety Enhancements and Policies



Physical Distancing and Face Coverings

- Students, faculty, and staff will maintain six feet of distance from one another, to the greatest extent possible, and signage will remind students of this expectation on campus.
- Face coverings will be required by all individuals on campus, at all times (except while eating).
- Access to hand sanitizer, soap, and water will be available in multiple locations on each campus.
- There will be frequent, consistent times for handwashing and sanitizing built into the day's schedule: when entering and leaving classrooms, lunch periods, and frequent bathroom breaks.



Wellness Checks and Campus Access

- All individuals, including students, faculty, and staff, will be asked to check and verify health symptoms prior to entering campus.
- Each morning, our K-12 faculty/staff and community will receive a text message and/or email reminder to complete this daily wellness check, which includes these questions:
 - Have you had a fever above 100.4F in the past 24 hours?
 - Have you been in contact with anyone who has been diagnosed within the previous 14 days with COVID-19?
 - Have you had any of the following symptoms: chills or sweating, new or worsening cough, sore throat, shortness of breath, chest pain or pressure, aching throughout the body, vomiting or diarrhea, other lower respiratory symptoms, or aches and pains that are new or unusual (not due to a chronic condition) or loss of taste or smell?
 - Within the past 14 days, have you returned from any country/state for which a Level 3 Travel Health Notice for COVID-19 has been issued by the CDC (<https://wwwnc.cdc.gov/travel/notices>)?
 - Is there anything else you can tell us that would help protect the school community?
- Wildwood faculty and staff will verify that all individuals have completed and passed the daily wellness check before entering the campus.
- Students that do not pass the wellness check must stay home and participate in classes offsite to the extent that he or she feels well enough to do so.

Safety Enhancements and Policies (continued)



Wildwood Mask Policy

Consistent with recommendations from public health officials to mitigate the spread of COVID-19, Wildwood School requires that all individuals wear masks that cover the mouth and nose while on campus. Exceptions include when eating lunch and when alone in a private office or classroom. This policy is subject to re-evaluation based on the most current recommendations.

We recommend that students bring two clean face masks to school each day. Since masks need to be washed after each use, it will be helpful for students to have a generous supply on hand. Please refer to [Important Information About Your Cloth Face Coverings](#) from the Centers for Disease Control and Prevention related to masks and face coverings. Masks must fit securely under the chin and fit snugly against the side of the face, enclosing the mouth and nose. Bandanas and gaiters, which are not fully enclosed, are not permitted. Acceptable masks include washable cotton/cloth masks or disposable masks.



Physical Space Adjustments

- We will be utilizing multiple entrances and exits to prevent traffic and crowding during the start and end of the school day.
- All campus buildings have been equipped with directional traffic pattern signage so that traffic flows in one direction only.
- We have planned for low-density classrooms and will physically distance desks and tables at least six feet apart from person to person. All desks and tables will face the same direction.
- Gathering sizes will be limited.
- Outdoor space will be used whenever possible.
- Multiple hand sanitizer stations will be placed throughout each campus.
- Classrooms are equipped with enhanced audio equipment, a camera or [Swivl](#) devices to support learning for students who are not able to join their cohort in person, or need to learn offsite.

Safety Enhancements and Policies (continued)



Campus Sanitation Practices

- High-touch surfaces such as doorknobs, railings, elevators, and light switches will be cleaned regularly throughout the day.
- Classrooms, restrooms, and common areas will be disinfected each evening.
- Cleaning supplies will be available in all classrooms and will be used when necessary.
- Students will not be allowed to share any materials with each other and will carry their school supplies back and forth to home and school.



Air Ventilation and HVAC Practices

- As part of this summer's renovations at the middle and upper campus, the building has been equipped with a new HVAC system with MERV 13 filtration.
- At the elementary campus, HVAC systems are tied to individual buildings, and have been updated as necessary throughout the years. All air filters have been upgraded to MERV 13.
- When possible, classroom windows will remain open throughout the day to enhance air flow.



Lunch and Student Movement

- Students will eat lunch each day with their cohorts in their classrooms or distanced in an outdoor space.
- There will be no hot lunch option offered so students should bring lunch from home to school.
- Personal food delivery services, such as Postmates, will not be permitted on campus.
- There will be no off-campus lunch privileges for seniors, indefinitely (this may change based on local and state guidelines).
- At both campuses, markers will indicate the direction of foot traffic to enhance flow and to prevent cohorts from overlapping.

Safety Enhancements and Policies (continued)



Bussing/Carpools

- We strongly encourage that parents drop off their own children to campus.
- Bus routes have been reduced to address only those families who need transportation for their child to get to school.
- The shuttle that travels from the elementary to middle and upper campus will only be available for those families who cannot drop off their child(ren) themselves due to work commitments. We are working to reduce the number of students who travel on the shuttle.
- Carpools are convenient, but should only be organized for students who are in the same cohort.



COVID-19 Case Response and Procedures

Wildwood School's procedures for handling cases of COVID-19 within our community are based on [these guidelines set forth by the California Department of Public Health](#).

If an individual within the Wildwood School community becomes symptomatic:

Members of a Household

If a member of your household tests positive for COVID-19, is awaiting test results, or is experiencing COVID-like symptoms, please keep your student home, call your doctor, and inform the elementary or middle/upper Pandemic Coordinator.

Contact Tracing

Should a student or faculty/staff member test positive for COVID-19, the campus Pandemic Coordinator will notify individuals who may have come in close contact with them and will require close contacts to stay at home unless further testing is conducted.

Student or Faculty/Staff Exposure to COVID-19

If a student or faculty/staff member has been exposed to someone who has tested positive for COVID-19, they should remain at home for 14 days in quarantine. Exposure, according to the CDC, is defined as having close contact (less than 6 feet) with an individual for 15 minutes or more. This may include members of the same cohort since they spend the whole day with the same students. Families will be notified as soon as possible should we send home a symptomatic classmate from their child's cohort.

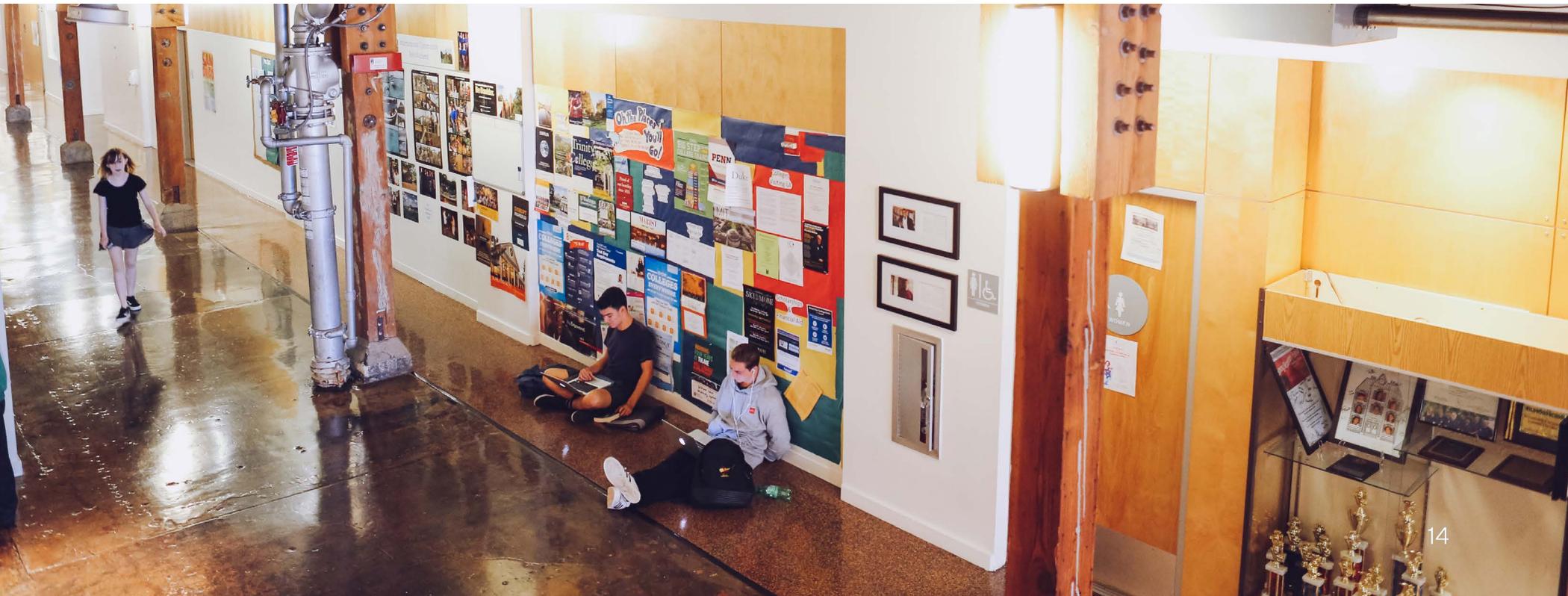
Student or Faculty/Staff Tests Positive for COVID-19

If a student or faculty/staff member tests positive, he or she should remain at home for 14 days in quarantine and monitor symptoms.

COVID-19 Case Response and Procedures (continued)

If an individual becomes symptomatic while on campus:

- Wildwood will immediately separate that student or faculty/staff from others to minimize exposure, and they will be escorted to a separate waiting area.
- Parents will be asked to consult with their healthcare provider to determine if testing is needed.
- The campus Pandemic Coordinator will evaluate the student, then make a determination on next steps including closing off areas and cleaning/sanitation as appropriate.
- If an individual tests positive for COVID-19, Wildwood School will initiate a protocol for notifying the L.A. County Department of Public Health, requiring isolation, and notifying the community.



K-12 Academic Planning and Schedules

Scenario	General Conditions	School Schedule and Learning Environment
Scenario #1	<ul style="list-style-type: none"> • COVID-19 infections significantly lower within Greater Los Angeles community • L.A. County removed from state watch list • No known cases currently at school • Viable vaccine available to the public • Schools within L.A. County are permitted to reopen without restrictions 	<ul style="list-style-type: none"> • All students are permitted on campus every day • Cohort model no longer in effect
Scenario #2	<ul style="list-style-type: none"> • COVID-19 infections reduced in Greater Los Angeles to acceptable threshold • Few, if any, known cases at school 	<ul style="list-style-type: none"> • Kindergarten through 2nd grade students are able to come to campus every day, remaining in their cohorts • Third through 12th grade students will have structured school programming every weekday all day—some days on campus and some days in distributed learning—with no early dismissal on Fridays • Students will be on campus in one of two grade-level cohorts. One cohort, the "Monday" group, will be at school for a full day on Monday, Wednesday, and every other Friday. The "Tuesday" group will be at school on Tuesday, Thursday, and every other Friday. • When not at school, students will be engaged in structured distributed learning in the classes they won't have while on campus
Scenario #3	<ul style="list-style-type: none"> • COVID-19 infections remain high within Greater Los Angeles • Health or government officials have issued full or partial stay-at-home orders that limit the reopening of schools 	<ul style="list-style-type: none"> • Students will not be allowed on either campus • Students will attend classes fully offsite

Visual Arts, Performing Arts, Music, and Extracurricular Activities

We are committed to providing meaningful experiences for all students in life outside of the academic classrooms. We also acknowledge that in our current environment, the experiences in performing arts, music, visual arts, student clubs, and extended learning will be different from the pre-COVID-19 context. For the time being, extracurricular opportunities in these areas will take place in an online context. Performing arts, music, and visual arts that are part of classroom activities will continue but in a modified context.

Athletics

The COVID-19 pandemic has resulted in numerous league-wide changes that affect normal athletics operations at Wildwood. We will continue to provide opportunity and a positive experience for our student-athletes as we are permitted by government, health, and league leaders.

- Elementary sports are currently suspended as the league formulates plans.
- Both our Middle and Upper School Leagues have organized a two-season sports calendar that consolidates the sports normally played over three seasons. Both seasons would take place in 2021, with no sports planned for the fall semester.
- Fielding teams, and potentially conducting pre-season training sessions (in-person if the guidelines allow, and/or remote otherwise) will be dependent on student interest/sign-ups.

Dates and potential offerings for the middle and upper school seasons are on the following page.

Dates and potential offerings for the middle and upper school season:

Middle School (6th-8th grades)

Season #1 (January-March)	Season #2 (March-May)
Tennis	Girls Soccer
Cross Country	Girls Basketball
Girls Indoor Volleyball	Boys Soccer
Boys Indoor Volleyball	Boys Basketball
Golf	Swim Team
	Track and Field

Upper School (9th-12th grades)

Season #1 (December-March)	Season #2 (February-June)
Girls Indoor Volleyball	Girls Soccer
Girls Beach Volleyball	Girls Basketball
Boys Indoor Volleyball	Boys Soccer
Boys Beach Volleyball	Boys Basketball
Cross Country	Golf
	Track and Field
	Coed Tennis
	Swim Team

Wildwood athletics will be following all procedures and guidelines listed in the Reopening Protocol for Youth Sports Leagues by the Los Angeles County Department of Health, [available here](#). For questions regarding Wildwood athletics, please contact Athletics Director [Billy DuMone](#).

Additional Resources and Considerations

We understand that you may likely have additional questions that have not been answered in this initial plan. Rest assured that more information will be forthcoming as scenarios become clearer and the school year takes shape.

Last spring, Wildwood School launched a [COVID-19 Resource page](#) for our community, which houses all of our COVID-19-related plans, communications, and information, as well as additional links to resources that cover distributed learning strategies and talking with children about the COVID-19 pandemic. Additional updates will also be posted in [My Wildwood](#). Please check both the COVID-19 Resource page and My Wildwood regularly for updates.

Who Do I Contact?

<i>I missed an email or important communication...</i>	Hunter Hackett , Director of Marketing and Communications
<i>My child has a question about an assignment...</i>	Your student's teacher
<i>My child needs academic support...</i>	Rachel Paul , Elementary Academic Services Coordinator Sara Mactavish , Middle and Upper Academic Services Coordinator
<i>My child needs social-emotional support...</i>	Chris McKenna , Elementary Counselor Alex Stern , Middle and Upper Counselor
<i>I have a matter related to COVID-19 (sick family member, etc.)</i>	Melanie Benefiel , Elementary Pandemic Coordinator Billy DuMone , Middle and Upper Pandemic Coordinator Christina Kyong , Associate Head of School and Lead Pandemic Coordinator

Questions

For any questions related to the procedures and plans in this guide, please contact [Christina Kyong](#), Associate Head of School and Lead Pandemic Coordinator.