



## COVID-19 Health & Safety Policy & Procedure

Effective 11/29/21

Richmond Waldorf School opened its doors for in-person learning for the 2021-2022 school year using a multi-layered prevention approach to COVID-19. The following information is published knowing monitored guidelines will change and will affect the planning for the health and safety of our students, families, staff, and visitors. As we move through this pandemic as a diverse community, your continued cooperation is appreciated. Questions regarding this policy should be directed to the Director of Administration.

### Glossary of Terms

Cleaned - When soap and water is used to remove germs and dirt from surfaces. In most situations, cleaning is enough to reduce the risk of spreading COVID-19.

Disinfected - When a disinfectant registered with the EPA is used to clean surfaces. Disinfectant is recommended in indoor community settings where there has been a suspected or confirmed case of COVID-19 within the last 24 hours. High touch surfaces should be cleaned daily with disinfectant.

Close Contact for Adults - CDC defines close contact for adults as within 6 feet of an affected person for a cumulative total of 15 minutes or more over a 24-hour period, having direct exposure to respiratory secretions, caring for a person who has COVID-19, or living with a person who has COVID-19.

Close Contact Exception for Students - In the K-12 indoor classroom setting or a structured outdoor setting where mask use can be observed, the close contact definition excludes *students* who were between 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. Students who were less than 3 feet apart for a total of 15 minutes or more are considered close contacts, even if both students wore masks.

Cohort - EC and Grades classrooms will be defined as a cohort or small group that stays together throughout the school day.



Contact Tracing - The process of identifying persons who may have come into contact with an infected person ("contacts") and subsequent collection of further information about these contacts.

COVID-19 Symptoms - Fever, muscle aches, congestion, chest tightness, coughing, nausea, vomiting, diarrhea, and fatigue.

Fever - The CDC considers a person to have a fever when they have a measured temperature of 100.4 degrees or greater, feel warm to the touch, or give a history of feeling feverish.

Fully Vaccinated - 2 weeks or more have passed since receipt of the second dose in a 2-dose series, or 2 weeks or more have passed since receipt of 1 dose of a single-dose vaccine.

Isolation - Isolation means to stay away from other people in their home. People with COVID-19 must stay in isolation to prevent transmission to people who are not sick.

Mask Breaks - Mask breaks are permitted while students are eating, drinking, and sleeping. Outdoor mask breaks are permitted when children are able to maintain 6ft of distance.

Proof of Vaccination - RWS accepts the following proof of vaccination: verifiable records (digital or paper), non-verifiable paper records (vaccination card), and non-verifiable digital records (digital photos, downloaded vaccine record or certificate).

Quarantine - Quarantine means to stay home. This is a strategy used to prevent transmission of SARS-CoV-2, the virus that causes COVID-19, by ensuring that unvaccinated people who have been in close contact with someone with COVID-19 stay apart from others.

Testing for Covid - Rapid and PCR tests are acceptable tests; if a rapid test is positive it is recommended that a PCR test be taken for confirmation; if the PCR is negative then it overrules the old rapid.

VDH - Virginia Department of Health



### **Covid-19 Vaccination Requirements**

Richmond Waldorf School strongly encourages all community members (students, staff, and faculty) to be fully vaccinated against COVID-19 when a vaccine becomes available to them. Employees are required to either provide proof of being fully vaccinated against COVID-19 or agree to submit to weekly COVID-19 testing. Please refer to the Immunization Policy contained in the RWS Family Handbook for more information regarding vaccinations.

### **Daily COVID-19 Prevention Procedures**

Students, families, and employees are required to check temperatures and symptoms at home before coming to school. Anyone with a fever should not attend school until cleared to return. Temperature checks are required for students at morning drop off. If a student develops a fever at school, the student will be sent to the Front Office for a confirmation, and the family will be called for pick up.

### **COVID-19 Testing Guidelines**

Expectations of COVID-19 testing, including recommended time-frames of testing, are provided in further detail in each relevant section below based on the addressed scenario where testing is either required or recommended. Antigen-based and PCR-based testing are both considered adequate methods of testing for COVID-19.

Employees and students will be asked to be tested for COVID-19 if:

1. They have [symptoms](#) of COVID-19.
2. They have had close contact with someone with COVID-19.
3. They have traveled to areas with high or substantial community spread, as indicated by CDC ([link](#)), within 14 days of the start of each semester.

If there was no confirmed exposure to COVID-19 and an alternative diagnosis is offered by a healthcare provider (chronic condition or known diagnosis) employees and students can return to school after 24 hours have passed free of fever without fever reducing medication ([link](#)).

### **Notification Requirements**

When an employee or student is tested for COVID-19, they should notify the school and provide the school with a copy of the results once available. For antigen-based testing performed at home, a picture of the result should be provided for confirmation. If a rapid test is positive, it is recommended that a PCR test be taken for confirmation; if the PCR is negative then it overrides the previous rapid.



### **Additional Testing Information**

A negative test, whether antigen-based or PCR-based, is considered a negative test if performed within the recommended time frame and under most conditions. However, if an employee or student has symptoms and has had a COVID-19 close contact, they should work with the school to determine if a secondary PCR based test is needed to ensure a true negative antigen-based test result. If negative testing is performed earlier or later than the recommended time frame, the staff member or student should work with the school to determine if additional testing is recommended based on the specific scenario in question. Please see the [CDC site](#) for additional explanation of testing recommendations.

### **Procedures Following Confirmed COVID-19 Positive**

An employee, student, or a community immediate family member who has confirmed COVID-19 diagnosis must report the diagnosis to the school and isolate for the required length of time:

#### Symptomatic Cases

If a person has COVID-19 symptoms and was directed to isolate at home, they may return to campus after the following three things have happened:

1. At least 10 days have passed since symptoms first appeared, and
2. At least 24 hours with no fever without fever reducing medication, and
3. Other symptoms have improved.

#### Asymptomatic Cases

If a person tests positive for COVID-19, never has symptoms, and was directed to isolate at home, they may return to campus if:

1. 10 days have passed since the date of first positive diagnostic test, and
2. They continue to have no symptoms since the test.

### **Procedures Following Close Contact**

A student or employee who has a close contact with someone with a confirmed COVID-19 case must report the close contact to the school immediately.

#### Quarantine Options Following Close Contacts for Unvaccinated Persons

*The Administration reserves the right to choose the quarantine option that takes into account community spread, number of positives, and situational variables.*

- **14 Days:** For larger outbreaks RWS will follow the CDC recommendation of a quarantine period of 14 days after last contact with a person infected with COVID-19. Testing confirmation is not required.



- **10 Days:** Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
- **7 Days:** Quarantine can end after 7 days (Day 8 return) with a negative PCR or antigen test performed on or after Day 5. Before returning a copy of the test result must be provided to the school. For antigen-based testing performed at home, a picture of the result should be provided to the school for confirmation. Additional criteria (e.g., continued symptom monitoring and masking through Day 14) must be met.

To learn more about these CDC acceptable alternatives to the 14 day quarantine, click [here](#).

### Quarantine Exceptions Following Close Contact

The following persons are NOT required to quarantine after close contact with someone with a confirmed COVID-19 case:

- Persons who have had COVID-19 within the past 3 months, as long as they do not have new symptoms. Must be confirmed with a positive test result.
- Persons who have been fully vaccinated for COVID-19, as long as they have no symptoms. Proof of vaccination must be provided to the school. To qualify for exception they are also required to be tested (antigen or PCR) 5-7 days after exposure. A copy of the test result must be provided to the school.

People who are not required to quarantine after exposure must still watch for COVID-19 symptoms for 14 days.

### **Indoor Mask Requirements**

Since all Virginia public and private K-12 schools (including Pre-K classrooms) must implement a requirement that students, teachers, and staff wear masks indoors, regardless of vaccination status:

1. Everyone, aged 2 years and older, regardless of vaccination status, is required to wear a mask inside the building except when eating, drinking, or sleeping.
2. All employees and volunteers are required to wear a face mask in any situation when another person is in close contact. Staff may use a face shield, in lieu of a mask, to facilitate teaching when practicing at least 6 feet of social distance.
3. Any person who declines to wear a mask because of a medical condition or any person with a sincerely held religious objection to wearing masks in school may request a reasonable accommodation ([link](#)). Requests should be made in writing to the Director of Administration.



### **Outdoor Mask Requirements**

To mitigate the potential for any classwide quarantines triggered by the CDC's definition of close contact, employees and students are required to wear masks outdoors whenever at least 6 feet of social distance is not able to be maintained. Since a significant portion of the RWS student body is not fully vaccinated against COVID-19, outdoor masking remains an important mitigation strategy. Following changes in the level of community spread and vaccine availability this protocol will be revisited and updated in accordance with current VDH/CDC guidance ([link](#)).

#### Masks are required outdoors:

1. For parents, students, and teachers participating in drop off and pick up.
2. For everyone participating in recess and outdoor exercise.
3. For adults or teachers escorting a student.
4. During transportation to and from school field trips when multiple students are riding together and according to the field trip locations COVID-19 protocols.

#### Masks are *not* required outdoors:

1. When at least 6ft of spacing is able to be consistently maintained.
2. During designated mask breaks.
3. During snack breaks and lunch.
4. For students and teachers while on bicycles.

### **Physical Touch**

Faculty and staff will encourage any physical contact between students to be brief in order to limit close contact. Hand to hand contact is strongly discouraged. Teachers are permitted to have brief physical touch with students as needed to support instruction or to respond to the emotional or physical needs of students. Contact should be limited to the shortest possible time needed and proper mask wearing should be ensured during close contact. Every effort should be made for close contact, which includes physical contact, to not exceed 15 minutes in a 24 hour period.

### **Social Distancing and Cohorting**

1. Classroom desks and seating for students in other settings must be set up to accommodate at least 3 feet distance between students.
2. EC and Grades classrooms will be defined as a cohort that stays together throughout the school day. Cohorts will avoid intermingling of students as much as possible. Specialty teachers will come to the individual classrooms as required.



3. During Aftercare, EC Students will stay in their classroom for a nap and rest. Students will be placed at least 6 ft apart and will not be required to wear a mask.
4. Weather permitting, cohorts will eat snacks/lunch outside observing social distancing. In the event of unfavorable weather conditions, cohorts will utilize the gym and classrooms with at least 6 ft of spacing during snacks/lunch. Personal items and food should not be shared.
5. Student and faculty gatherings in the building must follow proper social distancing guidelines (3 ft for students, 6 ft for adults).
6. While it is strongly encouraged that community-wide gatherings take place in the gym, other rooms may be used as long as proper social distancing guidelines are followed. Capacity for 6 ft spacing of individuals in the gym, in single chairs, is 96. When two family members sit together, the gym with adequate social distancing allows 168 people.
7. When using the hallways, teachers are encouraged to have students form a single line and stay to the right to help maintain social distancing.

### **Cleaning, Hand Washing & Sanitizing Guidelines**

1. Since the most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer, handwashing or hand sanitizer must be used when entering the school and before and after meals, recess, sports, use of the bathroom, or handling garbage.
2. Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces. When no persons with a confirmed or suspected COVID-19 diagnosis are known to have been in a space, cleaning with soap and detergent once a day is adequate to sufficiently remove virus on surfaces and help maintain a healthy facility.
3. When a person who is sick or tests positive for COVID-19 has been in the building:
  - a. If less than 24 hours have passed since the person has been in the building, the spaces affected will be cleaned and disinfected.
  - b. if more than 24 hours have passed cleaning the affected spaces is enough.
  - c. if more than 3 days have passed no additional cleaning (beyond regular cleaning practices) is needed.

To learn more about CDC recommendations regarding cleaning and disinfecting against COVID-19, click [here](#).



## **Sport**

RWS basketball/soccer players will practice only. Incidental touching is expected and players will wear masks during practice and wash hands and/or sanitize before and after playing.

## **Visitor Requirements**

To help prevent the spread of COVID-19 in our community, all visitors to RWS are required to follow our mitigation procedures.

1. Masking, social distancing (6 ft for adults), and cleaning protocols must be followed by all visitors. This includes the handwashing or the use of sanitizer upon entering.
2. Late arrivals and early pick-ups are required to use the front entrance on Robin Hood Road. Parents and guardians are required to sign their student in and out at the Front Office for attendance and contact tracing.
3. Parents, guardians, and families of students using the Robin Hood Road entrance are not allowed past the Front Office during drop off and pick up.
4. Visitors must use the front entrance on Robin Hood Rd and sign in/out at the Front Office.
5. On-site vendors, tutors, substitutes, or others are required to contact RWS should a confirmed COVID-19 diagnosis be determined, if the person has been on campus 14 days prior to the positive diagnosis.

## **Communications to the Community**

Following the reporting and confirmation of a positive COVID-19 case of a student or employee the following communication protocols will be followed.

Close Contacts - After confirming with faculty and staff regarding close contacts with the infected individual, an email will be sent to those identified as 'close contacts' communicating:

1. Identified as a close contact with a COVID-19 infected individual.
2. Date and class of contact.
3. Quarantine requirements if fully vaccinated and unvaccinated (see above).
4. Clarity regarding the educational plan for the student.

Cohorts - After close contacts are emailed, an email to the class/cohorts of the student and/or teacher infected will be sent communicating:

1. A positive COVID-19 test in their class or cohort, clarifying which class affected.
2. Assurance their child was not deemed a close contact as defined by CDC.
3. Encouragement to monitor symptoms of their students.
4. Testing is encouraged, but not required.
5. Reminder of the need for confidentiality.





School Community - After class/cohorts are contacted, the school community will be sent an email communicating:

1. Date of a positive COVID-19 test at the school.
2. Infected individuals are quarantined, per CDC requirements.
3. All close contacts and the class/cohorts have been contacted.
4. Appreciation for support of protocols.
5. Reminder of our need to remain vigilant.

### **Contingency Plans for the Learning Environment**

In the event of multiple positive COVID-19 cases in a class or in the school, it may be determined that one or more classrooms need to be closed while staff/students are in quarantine. RWS has prepared the following contingency plans for academic instruction in the event of a classroom closure. The Director of Administration will determine when it is necessary to enact a Contingency Plan and communicate with the community as soon as possible if a change occurs.

#### Incident-Specific Closures

Should RWS determine the need to close school for a confirmed or suspected case of COVID-19, we will consider this closure as incident specific. In this instance, time off will be non-instructional time and lost instruction time will be made up via designated make-up days on the calendar.

#### Temporary Distance Learning

In the event of multiple positive cases within a designated area of the school, the Director of Administration may determine that a class must temporarily transition to distance learning while in quarantine. RWS is prepared to deliver a distance learning program (Google Classroom, synchronous, and asynchronous content) for Grades 1 through 8 to maintain continuity in instruction until the class can return to campus.

### **RWS Quarantine At-Home Learning Plan For Grades 1-8**

**Scenario 1:** Entire class (including class teacher) is homebound for more than 3 days.

1. Everyone has one day off to prepare before beginning virtual learning.
2. Class/specialty teachers post asynchronous materials on Google Classroom daily.
3. Class teachers *only* provide synchronous Zoom time.
4. Use Zoom limit guidelines according to grade level for main lesson and extra main periods (link below).



5. Necessary materials prepared and made available for pick-up.
6. Class teachers who also teach specialty subjects would need to prepare materials for in-school substitutes or come in to teach those classes if they are not quarantined.

**Scenario 2:** Individual(s) from the class is/are homebound due to quarantine for more than 3 days, while the rest of the class remains in-person.

1. Everyone (teachers and affected student/s) has one day to get prepared before starting virtual learning.
2. Grades 1-5
  - a. Class and specialty teachers\* post daily material on Google classroom
  - b. No live streaming or Zoom.
  - c. Teachers prepare necessary materials and make them available for pick up.
3. Grades 6-8 - Live-streaming Zoom will be open for all classes in addition to postings on the Google classroom (if necessary to communicate assignments)

**Scenario 3:** All grades are closed for more than 3 days.

1. Everyone has one day off to get prepared.
2. Revert to Distance Learning plan from Spring 2020, using new Zoom time limit guidelines ([link](#)) and all-school schedule.

\*Exceptions: biking, woodworking, and outdoor play do not convey via virtual learning.

### **RWS Quarantine At-Home Learning Plan For Early Childhood Classes**

**Scenario 1:** Entire class (including class teacher) is homebound for more than 5 days.

1. Teacher will post weekly asynchronous materials on Google Classroom that may include circle verses, songs, story, craft and/or practice skill activities
2. Provide daily 15 minute synchronous Zoom time for children to feel connected. This may include hellos, good morning song, show and tell, story, verses, etc. Use zoom limit guidelines according to grade level ([link](#)).
3. Necessary materials prepared and made available for pick-up weekly or bi-monthly depending on class

**Scenario 2:** Individual(s) from the class is/are homebound due to quarantine, while the rest of the class remains in-person. This will not be provided to EC students.

**Scenario 3:** All school is closed for more than 5 days. Revert to Distance Learning plan from Spring 2020, using new Zoom time limit guidelines ([link](#)) and all-school schedule.