

DRAFT V 2.1

CAMPUS REOPENING PLAN

By Wellington Leadership



FALL
2020





TABLE OF CONTENTS

03	General Information
05	Our Principles & Community Commitment
04	Health & Safety
09	Health & Safety: COVID-19 Protocols
20	Scenario Planning
22	Impact of County Alert Levels on Wellington Operations
23	On Campus & Learning from Home Learning Expectations
24	Athletics & Physical Education
25	Events & Extracurriculars
25	Technology Support & Toolkit
26	Early Drop Off / Aftercare & Visitor / Caregiver Access
27	Early Childhood & Lower School Program Overview
28	Middle School Program Overview
29	Upper School Program Overview
30	Timeline & Considerations



OVERVIEW

We are acutely aware of the uncertainty that everyone around the world has lived with since the COVID-19 shelter-in-place orders were given earlier this year. Now that Columbus is slowly re-opening, and federal, state, and local experts have provided guidance for schools, we would like to share our own plans for returning to campus in Fall 2020. We continue to strive to provide a learning environment, even during this unprecedented time, that places the well-being of our students, faculty, and staff at the forefront while also maintaining the unique factors that make a Wellington education excellent. As always, the safety and security of your child is our top priority. To that end:

- Our first official day of classes will be **September 8, 2020**, and we plan to follow our regularly scheduled calendar year, barring any unforeseen circumstances.
- **August 26-September 4, 2020** will be used to ensure that every aspect of our return is as safe as possible. This time will allow us to monitor county alert level markers as well as additional protocol training for staff and faculty. During this time, Wellington will safely host new families intake conferences, cohort-style grade and/or division level orientations and learning opportunities for our youngest learners to 'practice' their safe new way of being in the school.
- Beginning September 8, all students will attend school **five days a week**. It is our hope that this learning will take place on campus whenever possible.
- We know that each family will have unique needs, so we have developed education models that build **optionality and flexibility** through technology, curriculum, and culture.
- We are completing detailed plans **designed around the Wellington student experience** with safety, well-being, and engaged learning as our primary focus.

***Please note:** This document will continue to be updated based on further guidance from the federal, state, and local government alongside updated data and is subject to change.*



OUR KEY REOPENING ASSETS

In class offerings five days a week (as permitted) - We plan to facilitate, whenever possible, learning on campus five days per week to maintain our academic program elements while also fostering social-emotional growth and connections for students.

Small class sizes - We plan to utilize small class sizes along with some level of cohort management to minimize mixing and overlap of groups in spaces.

Optionality through Hybrid-Flexible (HyFlex) course design - In collaboration with the Program Innovation Committee and the Learning From Home workgroup, we are prepared to provide a robust educational experience given any circumstance.

- A HyFlex course design model gives students the choice to attend either in person or online. In this “flexible hybrid” design, teachers provide course content for both participation modes. Students electing to learn from home will engage in synchronous learning with their classmates on campus.
- A HyFlex course design model allows students to toggle back and forth between educationally comparable in-person and virtual formats depending on current circumstances.

Teachers will be working with a HyFlex mindset to be as agile as possible in their program delivery and assessment.

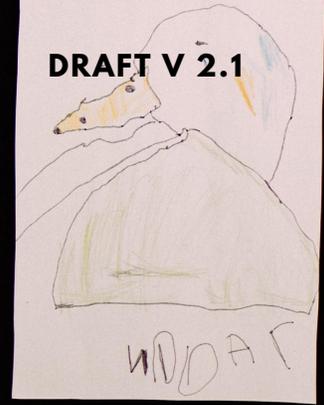
Investments in people - In order to facilitate a safe and thoughtful return to campus for all of our students in September, we plan to increase our number of faculty to allow for minimum contact between classes and other groups. We're hiring more teachers, elevating learning guides and increasing our learning support staff.

Investments in technology - We are well-equipped to provide a robust educational experience given any circumstance with investments in our academic platform and teaching software interface to elevate our teaching and learning agility.

PRINCIPLES & COMMITMENTS

Tallulah

DRAFT V 2.1



Neelo



OUR GUIDING PRINCIPLES

Every day brings new layers of understanding around COVID-19. In a time when Wellington must remain agile yet decisive, we have established three guiding principles to help anchor decision-making for our return to campus this fall and beyond. These principles will be our 'north star' in regard to decision-making and policy development as our community moves through this school year.

Engaging and excellent education

We are committed to ensuring that the teaching and learning for our students will continue to be challenging, individualized, and engaging. Every decision we make must be in service to our mission to help students find their purpose and realize their potential for tomorrow's world.

Health and safety

We will continue to prioritize the health and safety of our students, faculty, staff, and surrounding community in every decision we make.

Caring for our community relationships

We place tremendous value and importance on the social and emotional health of our students, faculty, and staff as well as our broader community. We will continue to balance this priority in alignment with our guiding principles.



OUR COMMUNITY COMMITMENT

As we strive to support an educational model that allows us to deliver an innovative and agile program for our students, utilizing our small class sizes and campus spaces, we need everyone to help us maintain the health and safety of our community. Our interest to have students on campus is linked to the academic and social-emotional benefits that we feel will serve our students best. That being said, in order for us to have students on campus, we need everyone to commit to keeping themselves and others safe. We are, together as a community, asking for a community commitment.

- **We commit** to limit contact with others as much as possible by avoiding hosting or attending gatherings.
- **We commit** to wear a mask and to maintain social distancing when out in public.
- **We commit** to limit our travel, and if we must travel to an area of increased COVID-19 prevalence, we commit to quarantine for 10 days upon return.
- **We commit** to monitor for symptoms each morning, and to stay home from school if there are any symptoms present.
- **We commit** to communicate with the school regarding direct contact with COVID-19 positive individuals, and commit to report if there is a positive case in our family.

The health and well-being of our students, faculty, and staff is of the utmost concern for us, and we know that you will join us in doing your part to help to keep us all as safe as possible. Each of us matters. Our decisions impact those beyond ourselves, and we appreciate your help during this time. Our community's resilience and unflappable optimism is impressive. We have seen community members step up to help and support one another time and again. **Your support has never been more important than right now.**

We are Jaguars!

MASK & PERSONAL CARE EXPECTATIONS

Masks

- All adults (18 years and older) will be required to wear masks.
- All students will be required to wear masks except for students who should not wear a mask due to a disability or medical condition. Wellington will work with these students to find an alternative facial covering such as a face shield.
- All students will be expected to provide their own mask or facial covering.
- Disposable surgical masks, in both youth and adult sizes, will be provided in the event that personal masks are forgotten, displaced, or contaminated.
- Wellington will provide PPE for all faculty including a fully enclosed face shield for faculty who teach in the classroom. We will have disposable surgical masks available and will allow faculty and staff to wear their personal facial coverings as well.
- Wellington will include training on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Student masks will not be subject to dress code standards, with the expectation that students will choose masks or facial coverings that are in line with the expectations for our students. The existing apparel guidelines disallow any apparel, including masks or facial coverings, that have wording or images that reference alcohol, drugs, tobacco, or unsafe behaviors. Masks and facial coverings should be free of lettering, images, or symbols that may distract from the learning environment.
- Students will be required to change into a disposable mask if arriving with a facial covering that has inappropriate content displayed.
- While masks / facial coverings are required, students who experience high anxiety around mask wearing or have a medical reason not to wear a mask will be able to explore alternative options with their division head (such as an appropriately fitted face shield).
- 'Mask breaks' will be integrated regularly into the daily schedule.
- Individuals who have already had and recovered from COVID-19 will still be required to follow mask guidelines.
- As with state and local guidelines, mask wearing will not be required when exercising - given that physical activity can be distanced and safely conducted in cohorts without masks.

Personal Care

- Wellington will emphasize physical distancing and frequent hand-washing as each individual's primary responsibility in reducing the risk of community spread within Wellington. When hand-washing is not practical, hand sanitizer will be used and will be readily available.
- Regular hand-washing will be encouraged and built into the schedule.

HEALTHCARE CLINIC & CARE

Our healthcare professional will be trained for COVID-19 safety protocols. In addition, the healthcare professional will be equipped with training in the CDC recommended Standard and Transmission-Based Precautions and the CDC's Considerations for Cleaning and Disinfecting. The school health professional will be equipped with properly fitting N95 masks, face shields, and gloves.

- The school **Healthcare Clinic** will be reconfigured to allow for ill individuals to be assessed and safely isolated, when necessary.
- Students with routine medication needs will have medication administered in a separate space while non-COVID related injuries will be treated in our **Athletic Training Office** by certified individuals. The two offices will be in constant communication between the hours of 7:45 a.m. and 4 p.m.
- We are confirming an **Isolation Room** near the Healthcare Clinic that will be used should a student experience the onset of COVID-19 symptoms during the day.
- All spaces will take precautionary measures to accommodate for physical distancing.

Wellington will, as always, keep our students' holistic well-being at the front and center of our approach. It is always our goal for students to feel safe and secure, especially in a vulnerable situation such as this. We are committed to developing a process that leaves students feeling assured that they are known and deeply cared for. Additionally, students isolated for COVID-like symptoms will be within the line of sight of a staff member and will only ever be isolated for very short periods of time. Please reference the **Isolation Protocol** section for more detail.

ILLNESS

People with COVID-19 have had a wide range of reported symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to COVID-19 / SARS-CoV-2. Symptoms can include:

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

If you are experiencing any of these symptoms, out of an abundance of caution, please stay home and follow Wellington's screening protocols and return-to-school policy. If the onset of any of these symptoms occurs during the school day at Wellington, our staff will notify the parents or caregivers of students and immediately move into our isolation protocol as recommended by the CDC.

COVID-19 PROTOCOLS

COVID-19 / SARS-CoV-2 Testing at Wellington

Universal COVID-19 / SARS-CoV-2 testing of all students and staff in school settings has not been systematically studied. It is not known if testing in school settings provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with implementation of other infection preventive measures (e.g., social distancing, face coverings, hand-washing, enhanced cleaning, and disinfecting). Therefore, CDC does not recommend universal testing of all students and staff. At this time, Wellington will not pursue testing for our community.

COVID-19 / SARS-CoV-2 Screening at Wellington

We learn more about COVID-19 every day, and as more information becomes available, CDC, ODH, and FCPH will continue to update and share information. As our knowledge and understanding of COVID-19 evolves, this guidance may change. However, based on the best available evidence at this time:

- The CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.
- Students who are sick should not attend school in-person.
- Parents or caregivers should monitor their children for signs of infectious illness every day through the home screening process (see page 10) recommended by the CDC.
- The home screening process will be followed up by school faculty and staff through monitoring students for overt symptoms of any infectious illness that may develop during the school day and helping the student and family take needed actions.

COVID-19 / SARS-CoV-2 Screening at Home

Wellington encourages parents, guardians, and caregivers to conduct daily home screenings. If your child or family scores 'Yes' on any of the below screening questions, please keep your child home and report your answers on the below two topics: Symptoms and Close Contact/Potential Exposure. Please complete this short check each morning and report your child's information in the morning before your child leaves for school.

Parents, guardians, caregivers, and faculty and staff who select **YES to any of section 1 or section 2 of the at-home checklist, are required to self-report the answers by emailing wellness@wellington.org or by calling the division assistant most relevant for your student.**

Early Childhood / Lower School Phone Reporting Contact:

Vicki Bellows - 614-324-1666

Middle School Phone Reporting Contact:

Brenda Porter - 614-324-1659

Upper School Phone Reporting Contact:

Cassie Monak - 614-324-1679

COVID-19 / SARS-COV-2 SCREENING AT HOME CHECKLIST

Section 1: Symptoms

If your child has any of the following symptoms, this indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section 2: Close Contact/Potential Exposure

- Had close contact (within six feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within six feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19 / SARS-CoV-2
- Travelled to or lived in an area where the local, tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.

CONTACT TRACING AT WELLINGTON

Franklin County Public Health (FCPH) has the primary authority under state law to conduct contact tracing. Results of diagnostic testing will be communicated to FCPH by the medical facility providing the test and all individuals identified as having COVID-19. Wellington is actively partnered with our contacts at FCPH to sustain open lines of communications on reporting.

In addition, Wellington will enact its own contact tracing protocol of students, faculty, and staff to ensure that additional contacts who may have become infected are not missed. The CDC has determined that COVID-19 exposure risk begins when someone is within **six feet** of the infected person for **15 minutes or more**. The CDC also notes that infected people can spread the virus **48 hours** before the onset of symptoms. This combination of factors is referred to as the "**6-15-48 rule**." According to CDC recommendations, Wellington will send home any student or employee who has had a risk of exposure and advise them to maintain social distancing and self-monitor for **10 days** from the exposure.



QUARANTINE PROTOCOL: MITIGATING COMMUNITY SPREAD AT WELLINGTON

In the event that Wellington experiences community spread of COVID-19 within grade levels or across divisions, we have developed the following protocols for notifying and quarantining groups of students and faculty who may have been exposed to COVID-19.

- **If there is a single positive case in a grade or division level cohort group:**
 - There will be a 10 day required quarantine for the student as well as any siblings of the student with the positive case.
 - Relevant student cohorts and families will be notified of positive cases, but student names and personal identifiers will not be included in the communication.
- **If there are multiple positive cases in a grade or division level cohort group:**
 - At this time, Wellington is defining 'multiple cases' as **two or more positive COVID-19 cases in Wellington students.**
 - If there are **more than two cases within a grade level, outside of sibling sets**, this could indicate possible community spread and will require a 10 day quarantine for the entire grade.
 - Multiple positive cases in multiple grade levels in a division will require a **10 day quarantine for the entire division.**
 - **Early Childhood** – The 10 day quarantine includes the cohort group and the lead teacher for the cohort.
 - **Lower School** – The 10 day quarantine includes the cohort group and the lead teacher for the cohort.
 - **Middle School** – The 10 day quarantine includes the cohort group or grade level depending on exposure level. Faculty is not included in the cohort group.
 - **Upper School** – The 10 day quarantine includes the cohort group or grade level depending on exposure level. Faculty is not included in the cohort group.
 - If Wellington reaches a threshold for multiple positive cases across multiple divisions, this will require a **whole-school** Learning from Home shift for at least 10 days.



RETURN-TO-WELLINGTON POLICY

- If the student/parent/caregiver/faculty/staff member answers **YES** to any question in Section 1 but **NO** to any questions in Section 2, the student would be excused from school in accordance with our existing school illness management policy which is: Fever and symptom free for 24 hours **without** fever reducing medications.
- If the student/parent/caregiver/faculty/staff member answers **YES** to any question in Section 1 and **YES** to any question in Section 2, the person / family should consult their healthcare provider and consult for possible testing. The CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, tribal, territorial, and local health officials and/or healthcare providers will determine when viral testing for SARS-CoV-2 / COVID-19 is appropriate.
- Students who have received a negative test result will be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.
- Students **diagnosed with COVID-19**, or who answer **YES** to any question in Section 1 and **YES** to any question in Section 2 *without* negative test results, **will be required to stay home**. The CDC recommends quarantining away from others, monitoring health, and following directions from the Ohio Department of Health. Students will be permitted to return to school in line with current CDC recommendations which include three days with no fever and 10 days after other symptoms have ended.
- Students **diagnosed with COVID-19**, or who answer **YES** to any component of Section 1 AND **YES** to any component of Section 2 *without* negative test results, will be permitted to return to school in line with current CDC recommendations which include 3 days with no fever and 10 days after other symptoms have ended.
- Students **diagnosed with COVID-19**, or who answer **NO or are asymptomatic** to any component of Section 1 AND **YES** to any component of Section 2 *without* negative test results, will be permitted to return to school in line with current CDC recommendations which include 3 days with no fever and 10 days after the positive test.
- Students, families, faculty, and staff should be advised that the Franklin County Public Health department as well as other local health departments may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.



ON-CAMPUS ISOLATION PROTOCOL

We are prepared for the possibility that students, faculty, or staff may develop symptoms of infectious illness, including COVID-19, while at school. Wellington will follow the below isolation protocol to effectively isolate students, faculty, or staff who develop COVID-like symptoms.

As a reminder, students, faculty, or staff with any of the symptoms in Section 1 of the home screening protocol should follow Wellington's current sick policy to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours symptom and fever-free without fever reducing medications).

- Wellington will, as always, keep our students' holistic well-being at the front and center of our COVID-symptom isolation procedures. It is always our goal for students to feel secure, especially in vulnerable situations such as this. We are committed to developing a process that leaves students feeling assured that they are known and deeply cared for. Additionally, isolated students will be within the line of sight of a staff member and will only ever be isolated for very short periods of time.
- Students who develop any of the symptoms from Section 1 while at Wellington will be placed in an isolation area separate from faculty, staff, and other students.
- Students identified at school who develop any of the symptoms in Section 1 AND answer YES to any of the questions in Section 2 will be placed in a isolation area separate from staff and other students and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation.
- School staff who interact with a student who becomes ill while at school will use the Standard and Transmission-Based Precautions when caring for sick people.
- Students, faculty, or staff who are sick should go home or to a healthcare facility depending on how severe symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- After the student is placed in an isolation space, school faculty and staff permitted in the space will follow CDC's Considerations for Cleaning and Disinfecting your Building or Facility.

Reminder: *This document will continue to be updated based on further guidance from the federal, state and local government alongside updated data and is subject to change.*

STUDENT PICK UP & DROP OFF

The Basics

- Entrances and exits will be clearly marked with signage.
- Drop off and pick up timing and door access will be managed with slight staggering to minimize mixing.
- Drop off and pick up timing and door assignments will be identified for each grade level. Drop off and pick up timing will take families in consideration with children in multiple divisions.
- At this time, parents and caregivers will not be allowed to enter the building.

Drop Off

- **Early Childhood Drop Off Time & Location**
 - 8:30-8:45 a.m. at the events entry (front lot)
 - Early Childhood class begins at 8:45 a.m.
 - Classrooms open to students at 8:30 a.m.
 - A faculty or staff member will meet parent or caregiver and their child at the assigned school entrance door and shepherd the student to the classroom.
- **Lower School Drop Off Time & Location**
 - 8:30-8:45 a.m. at the rotunda (front lot)
 - Lower School classes begin at 8:45 a.m.
 - Classrooms open to students at 8:30 a.m.
- **Middle School Drop Off Time & Location**
 - 8-8:25 a.m. at the dining room entrance (back lot)
 - Middle School morning meeting begins at 8:25 a.m.
- **Upper School Drop Off Time & Location**
 - 8:15-8:45 a.m. student entry (back lot)
 - Upper School classes begin at 8:50 a.m.

Pick Up

- **Early Childhood (Little Jags-PreK) Pick Up Time & Location**
 - 3 p.m. at the events entry (front lot)
 - A faculty or staff member will shepherd your student to meet you at the door.
- **Lower School (Kindergarten-Grade 4) Pick Up Time & Location**
 - 3 p.m. outside of the rotunda (front lot)
- **Middle School Pick Up Time & Location**
 - 3:15 p.m. at the dining room area (back lot)
- **Upper School Pick Up Time & Location**
 - 3:45 p.m. at the student entry (back lot)

**Multi-student families are able to choose best pick up and drop off times for all students.*

Additional Considerations

- All parents and caregivers should follow the health screening procedures outlined in the COVID protocols for all students in their household prior to drop off.
- Bus riders and car line students will be dismissed at staggered times to alleviate hallway congestion. Lower school car line will begin at 3 p.m.
- Doors will be monitored and propped open at the beginning of the day and at the end of the day - only during pick up and drop off times - to minimize high touch areas.



FOOT-TRAFFIC FLOW

- We will maintain “foot-traffic flow” with distancing demarcation through our spaces to limit congestion.
- We are developing directional flows of hallways and pathways throughout the school to reduce the potential contact between classes and at the start and end of the day.
- Interior classroom doors will be propped open whenever possible to reduce the amount of high touch surfaces.

RESTROOM PROTOCOL

- Restroom protocols including maximum capacity and monitoring will be communicated by August 25, 2020.
- Visual cues for hand washing, physical distancing, and other hygiene imperatives will be in place in all restrooms to assist emerging readers in remembering personal care cues.

BRAIN BREAKS

- Division and classroom cohort schedules and designated areas will be developed to allow students to play during outdoor brain break.
- Wellington may limit access to certain playground equipment or activities that are ‘high touch’ or create challenges for maintaining social distance.
- Masks will be required if the space inhibits social distancing as well as when students are traveling to and from brain break.
- Playground equipment will be disinfected regularly throughout the day.
- Students will be encouraged not to touch eyes, mouth, or nose during brain break outdoors.
- Students will be required to thoroughly wash their hands when entering the building before returning to class.
- Additional division-specific detail will be provided by August 25, 2020.

LUNCH PROCEDURES

- Lunch will be available for students learning on campus and will be packaged to reduce risk.
- The food service program will continue to accommodate allergen and other dietary needs as specified on student intake forms in Veracross.
- Students will eat in the dining room (one class, one week at a time) or in their assigned space with a safe rotating schedule and safe distancing at tables.
- The dining room and food service program will be adjusted to allow for distancing and the limitation of shared contact areas.
- Like other areas of a school building, common kitchen and dining surfaces will be cleaned and disinfected between uses.
- Safety protocols will be implemented in each classroom or designated eating space to ensure the safety of all students who have food allergies.
- Masks and gloves will be worn by dining staff, and proper training for COVID-19 transmission and disinfection of facilities will be provided.
- Students must bring their own water bottles for use throughout the day.
- While water fountains will be covered to avoid use, water bottle filling stations will still be available and will be disinfected regularly.

GENERAL OPERATIONS

Cleaning and disinfecting

We know that custodial maintenance and cleaning is integral to ensuring a safe, clean environment for all. Wellington will employ three different categories of cleaning:

- **Category A:** Situational disinfection for classrooms and common areas. This type of cleaning will involve basic disinfecting and hygienic spot cleaning after use of desks or other elements of the classroom. This will most often involve teachers and students using the classroom cleaning kit. This kit will include safe but effective cleaning and disinfecting products for use by teachers and students as needed.
- **Category B:** Professional cleaners will disinfect common areas and school health professional offices throughout the day and will ensure daily deep cleaning each evening of all common spaces, bathrooms, and classrooms when buildings are empty.
- **Category C:** Should a COVID-19 case be confirmed in our community, specific parts of the building may be cordoned off for a rigorous deep clean and disinfection of all areas that may have been compromised by virus exposure.



GENERAL OPERATIONS

Cleaning Specifics

- We will follow the cleaning procedures including those recommended by the Ohio Department of Health guidelines.
- Wellington will provide training to all cleaning staff and faculty on site prior to providing cleaning tasks.
- All cleaning staff will receive training on COVID-19 transmission protocols and procedures for proper cleaning and disinfection.
- Facilities, maintenance, and janitorial staff will wear gloves when cleaning and disinfecting, along with masks and/or face shields.
- Each classroom will be disinfected after use. Depending on the model that we leverage, this may result in each classroom being cleaned multiple times a day.
- Like classrooms, all bathrooms and other common spaces will be properly cleaned and disinfected on a frequent and regular basis.
- Where appropriate, internal doors will be propped open to minimize touching of surfaces.
- We will adhere to a clearly defined sanitizing schedule in all areas of the building and checklists will be used for before and after school as-needed cleaning and disinfecting during the day.
- Appropriate facilities, maintenance, and janitorial staffing plans will be in place to complete the custodial and maintenance tasks.

ARROWS & DISTANCING DEMARCATATION

- Wellington will employ visual cues to encourage hand-washing, distancing, and directional path-finding.
- Arrows and distancing demarcation will exist throughout the building and in common spaces.
- In the classroom, areas will be clearly demarcated to indicate clear space for teachers and students.



CLASSROOM SAFETY

- We are thoughtfully researching and reformatting spaces to accommodate for social distancing through desk and table spacing. Classroom layout explorations and examples are included in the divisional overviews toward the end of this plan document.
- Desks and table formatting will allow students to engage with each other without face-to-face placement.
- All teachers, learning guides, and support staff will wear masks and/or face shields. Student supply items and electronic devices are not shared.
- Any common-use items and all surfaces will receive a deep cleaning each night.
- Tables and desks that rotate different students through the day will be thoroughly cleaned following protocol between each class period.
- We will encourage teachers to utilize our outdoor learning areas as much as possible.
- We will assess HVAC filters for optimal filtering and air circulation.
- We are considering portable air filtration systems for rooms or portions of the building that need extra support.
- Many classrooms already have sinks installed and will be stocked with ample disinfecting soap and disposable paper towels.
- Spaces converted to classrooms will have portable sinks and each classroom space will have its own cleaning and sanitizing kit for students and teachers to use.
- Hand sanitizer will be readily available in every classroom, every common space, and by many high touch surfaces in our business office such as copy machines.



ENVIRONMENTAL CONTROLS

Maximizing the outdoors

- When at all possible, windows will be open to allow natural ventilation and circulation.
- Wellington has always believed that the outdoors is not only a great place to play, but also to learn. Learning outside, on campus, will occur often.
- Outdoor tents are being installed throughout the campus grounds for use by all divisions. These tents will be reserved to one cohort at a time to utilize for independent work or study halls and no common use furniture will be present.

Indoor Air Quality, Ventilation, and Environmental Controls

Based on information and guidance developed by EPA, ASHRAE, and similar professional and governmental organizations, a number of measures are being implemented to help reduce the risk of airborne transmission of the virus that causes COVID-19. Recommended measures being implemented or under consideration include:

Air Filtration

- Increase filtration efficiency to the maximum MERV (Minimum Efficiency Reporting Value) suggested by air handling system equipment manufacturer. MERV 13 is the targeted filtration rating.
- Seal edges of filter racks to prevent the bypass of unfiltered air.
- Increase frequency of filter changes.

Ventilation

- Set environmental controls to maximize introduction of outside air into the air handling ventilation system to minimize the recirculation of air.
- Where applicable, increase outside air ventilation during low-occupancy hours and disable demand control ventilation.
- Where applicable, bypass energy wheel recovery ventilation systems
- Consider installation of portable room HEPA filter air cleaners, where conditions may warrant.

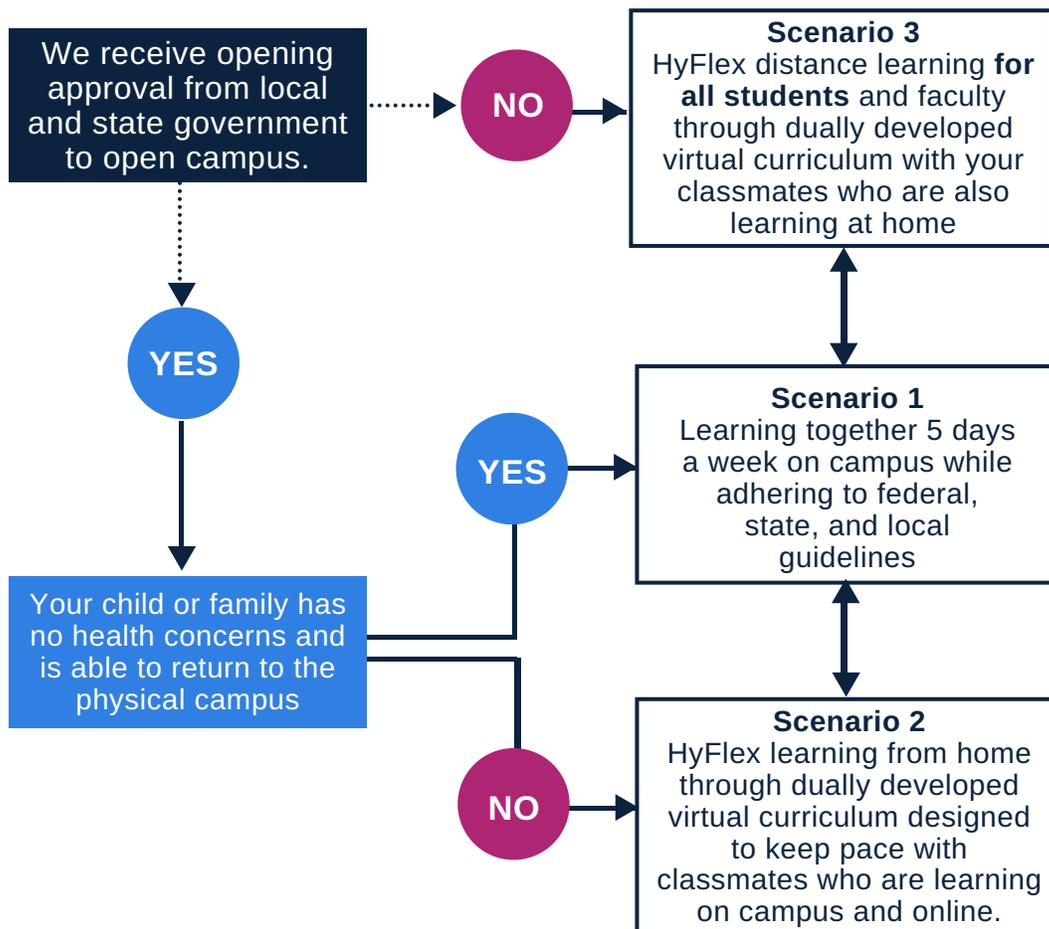
REOPENING SCENARIO PLAN

The Program Innovation Task Force is engaged in providing feedback on our model development and has made important progress already. We will continue to engage the Program Innovation Task Force to provide feedback and refinements for our proposed models. We are eager to get everyone (safely) back on campus, but we are also cognizant of the unique circumstances and concerns of our families and community members. Wellington must remain agile and flexible, in planning for scenarios this fall and beyond. We have identified **three main scenarios** that students and families may find themselves in this fall:

Scenario 1: *Students return to campus, whenever and wherever possible, five days a week for in-person learning.*

Scenario 2: *Students and families who are not comfortable due to medical considerations opt to learn from home with curriculum and materials designed to flex the on-campus and virtual experience.*

Scenario 3: *All students shift to learning from home with curriculum and materials designed to flex in the on-campus and virtual experience due to local or state mandated closures.*



EXPECTATIONS FOR TRANSITIONING INTO LEARNING FROM HOME FROM BEING AT SCHOOL

- *Protocols and expectations for transitions into learning from home will be communicated by August 25, 2020.*
- At this time, we are asking families to select which model they will choose to begin the year with. Opportunities to transition into learning from home from learning on campus will occur every four weeks.
 - **From-home learning model:** Students and families who are not comfortable due to medical considerations can opt to learn from home with curriculum and materials designed to flex in the on-campus and virtual experience. Because we will make optimal staffing plans for the number of students onsite, if you select the learn-from-home model, your student will need to remain learning from home through the entire four weeks. You will have the opportunity to re-evaluate your choice after the first 4 weeks.

EXPECTATIONS FOR TRANSITIONING INTO ON CAMPUS LEARNING FROM LEARNING AT HOME

- *Protocols and expectations for transitions into learning from home will be communicated by August 25, 2020.*
- At this time, we are asking families to select which model they will choose to begin the year . Opportunities to transition into learning on campus from learning from home will occur every four weeks.
 - **On-campus learning model:** Students return to campus, whenever possible, five days a week for on-site learning. Students who select this model can still use sick days when needed, or use the optional learn-from-home model if there is a personal need to quarantine. For students learning on-site, please confirm food allergies and dietary restrictions or needs through the Veracross parent survey from Wellington.

IMPACT OF COUNTY LEVEL ALERT INDICATORS ON WELLINGTON CAMPUS OPERATIONS

Wellington students will be learning five days a week. Whether students will be learning on campus or learning from home will be determined by family choice, and possibly, by the [Ohio Public Health Advisory System](#). The Ohio Department of Health has developed the below color-coded warning system to inform communities about the level of COVID-19 infection risk by county. The plan that follows highlights how the Wellington model is impacted by these alert levels and the health and safety protocol for each scenario. We are aware that the State of Ohio is currently revising this advisory system, and we will remain connected to the Franklin County Public Health Department to assess and revise our plans and policies accordingly.

FRANKLIN COUNTY LEVEL 1	FRANKLIN COUNTY LEVEL 2	FRANKLIN COUNTY LEVEL 3	FRANKLIN COUNTY LEVEL 4
ODH Description: Active exposure and spread. Follow all current health orders.	ODH Description: Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	ODH Description: Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	ODH Description: Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
Alert Level 1 Campus Impact	Alert Level 2 Campus Impact	Alert Level 3 Campus Impact	Alert Level 4 Campus Impact
The majority of learning occurs on Wellington campus, with typical schedules and activities; with enhanced hygiene protocols in place. <i>*see below for community spread exceptions</i>	On campus learning is available for all divisions. Option to learn from home for students. On campus, small cohorts maintained, COVID-19 protocols enforced. <i>*see below for community spread exceptions</i>	On campus learning is available for all divisions. Option to learn from home for students. On campus, small cohorts maintained, COVID-19 protocols enforced. <i>*see below for community spread exceptions</i>	Entire Wellington community shifts to the Learning From Home model.
Impact of COVID-19 Positive Cases at Wellington	Impact of COVID-19 Positive Cases at Wellington	Impact of COVID-19 Positive Cases at Wellington	Impact of COVID-19 Positive Cases at Wellington
Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 10 day required quarantine for cohort or student groups associated with a positive case.	Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 10 day required quarantine for cohort or student groups associated with a positive case.	Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 10 day required quarantine for cohort or student groups associated with a positive case. Multiple cases could require division level or school wide shift to learn from home.	Entire Wellington community shifts to the Learning From Home model.

ON CAMPUS LEARNING EXPECTATIONS

- Expectations for on campus learning will be communicated for each division by August 25, 2020. This detail will be included in the final version of our reopening plan.

LEARNING FROM HOME EXPECTATIONS

- Expectations for on campus learning will be communicated for each division by August 25, 2020. This detail will be included in the final version of our reopening plan.

ACADEMIC PROGRAM UPDATES

- Expectations for learning from home will be communicated by August 25, 2020.

Reminder: This document will continue to be updated based on further guidance from the federal, state and local government alongside updated data and internal decision-making and is subject to change.

ATHLETICS & PHYSICAL EDUCATION

- At this time, students who choose to learn on campus as well as healthy students who elect to participate in learning from home are eligible to participate in athletics.
- Athletic program details and schedules will continue to be shared as we receive ongoing guidance from OHSAA.
- Since many fall sports are all outdoors, we hope to be able to allow spectators, with distancing requirements in place, if possible.
- **Masks or facial coverings will be required for all spectators.**
- Our intention is to run a complete Physical Education program, with program modifications to emphasize physical activities that do not involve direct contact for students, and with cleaning and sanitizing protocols for any equipment used (such as kayaks, fishing poles, and bikes).

Athletics COVID-19 Precautions

- As we begin fall athletic practices, the safety and well-being of our student athletes is of utmost importance. We have implemented numerous measures to support this priority. Student athletes wishing to participate must familiarize themselves with the [2020 Fall Sports Protocols](#), as they are critical to their ability to participate.
- Any student-athlete that violates the safety measures we have in place may forfeit their opportunity to play fall sports.
- Coaches will also discuss these protocols with the athletes on the first day of practice.
- Throughout the season, your child will be spending a significant amount of time with their teammates. We ask that you please keep this in mind as they seek opportunities to socialize with individuals that are non-team members. We want to protect the athletes and provide them the best possible opportunity for a season that is impactful to their lives – socially, emotionally, and physically.
- It is also important to understand, through the regular course of practice, coaches may feel the need to incorporate drills or activities that do not allow for student athletes to maintain 6 feet of physical distancing. Student athletes must be physically prepared for the rigors of physical contact, should they be provided the opportunity to compete against other schools. That being said, coaches will take every measure possible to ensure physical distancing is observed when possible (e.g., during water breaks, huddles, skill instruction, on the bench, etc.).
- Wellington will work closely with our league schools and commissioner to establish appropriate communication protocols, if we have a member of our community that is exposed to, or expresses symptoms of, COVID-19.
- Wellington athletes will follow the **6-15-48** protocol outlined in the contact tracing section of this document.

Athletics Pre-Season Parent Meeting

- This fall, our annual pre-season parent meeting will be offered exclusively online.
- All student athletes are required to have one parent view this meeting and sign the necessary document at the end of the presentation.
- In addition, your child's respective coach will hold a parent meeting at the conclusion of one of their practices, during the first week of the season. Attendance at this meeting is strongly encouraged to further understand team policies and expectations.

EVENTS

- All non-athletic indoor gatherings that include adults will not be hosted for the 2020-2021 school year.
- We are working to modify and reimagine long standing events and traditions for students such as pep rallies and the Wellington Community Sing.
- A Welcome to Wellington event will be held outdoors for new families. Please note for the 2020-2021 school year, there will be no Back to School Sunday school-wide event.

EXTRACURRICULARS & TRAVEL

- Wellington will not host field trips or overnight camps until at least 2021 (but we will encourage remote class visits from experts and far-off places).
- We have paused our exchange student program and we will not be hosting any exchange students this fall.
 - Please note that the trimester exchange hosting is separate and **does not** affect our international students as the Wellington international student enrollment and admissions process continues to accept applications for international students.
- We will continue to monitor the global WISE program and other travel possibilities for the spring of 2021.

TECHNOLOGY SUPPORT & TOOLS

- The Wellington technology team will post and share a series of YouTube training videos for parents while divisions will manage student training during the first days of the school year.
- The [Wellington Learn from Home web page](#) of wellington.org will remain up to date with parent training, resources, and pathways for assistance.
- Wellington is employing single sign on services to reduce the amount of login necessary.
- Further information regarding the technology toolkit for each division will be provided on August 25, 2020.



EARLY DROP OFF & AFTERCARE

- At this time, Wellington will not provide early drop off / morning care.
- Rotunda doors will open at **8:30 a.m.** and students will be allowed to enter the classroom at **8:30 a.m.**
- Wellington will offer Aftercare until 5 p.m. for Little Jags, Prekindergarten and Kindergarten. We are evaluating Aftercare for grades 1-4.
- To offer a safe Aftercare program, Wellington is exploring models that allow for distance and non-mixing of cohorts.

VISITOR & CAREGIVER ACCESS

- The Ohio Department of Health recommends that schools should, as much as possible, prohibit visitors from entering school buildings.
- We will limit the access of outside visitors, including parents, to the building.
- Visitations will be limited to those enrolling new students or for emergency situations.
- Symptom checks will be required for all permitted visitors.
- Admissions tours and new student testing will take place on weekends and cleaning protocols will be in effect during these times as well.
- At this time, no volunteers will be permitted in the building.
- Curbside pickup and ecommerce buying is being considered for Sokol Store merchandise such as apparel since building access is restricted.
- The Sokol Store will still be opened with strict capacity limits for students with limited snack items available for purchase throughout the day.



EARLY CHILDHOOD AND LOWER SCHOOL PROGRAM OVERVIEW

- We plan to open a wider range of existing classroom spaces to create smaller student groups that meet the social distancing requirements.
- Each grade level cohort will have lead teachers and learning guides to support class coverage and small group instruction and support.
- We will maintain our unique special curriculum by having teachers visit each student group and through the remote, on-site option for instruction with the in-class teacher helping to guide the students through the lesson.
- We will use our large campus spaces, such as the gyms and the ROHR, along with outdoor areas to support physical education and brain breaks.
- With the goal of creating more socialization opportunities and teaching connections across grade levels, we will provide longer break periods to reconfigure student groups within a grade level and the lead teacher.
- Each student will have their own set of supplies rather than shared supplies.
- Processes and procedures are being established to create distance for personal items that would normally be stored in classroom cubby space.



MIDDLE SCHOOL PROGRAM OVERVIEW

- We plan to maintain cohorts based on grade level, with a designation of smaller class sizes, following distancing requirements for our classroom spaces, within grade levels.
- The middle school schedule will maintain unique elements for each student and follow A-B-C-D rotation, with a flex day that offers greater opportunities for unique program elements, such as Dives and student support.
- Class enrollments that exceed the capacity requirements for classrooms based on social distancing will be sectioned such that they rotate between being in class with the teacher or in a classroom space nearby that has a synchronous presentation of the classroom instruction.
- Advisory groups will continue to engage smaller group supervision, social-emotional programming, and learning support.
- At this time, lockers will remain in use. However, locker access will be before and after school day, but not during regular passing time. Locker access times will be monitored for social distancing.



UPPER SCHOOL PROGRAM OVERVIEW

- We plan to maintain our academic schedule and full academic catalog, with a combination of in-class direct instruction and remote, on-site instruction.
- Class enrollments that exceed the capacity requirements for classrooms based on social distancing will be sectioned such that they rotate between being in class with the teacher or in a classroom space nearby that has a synchronous presentation of the classroom instruction.
- Teachers will be available to provide follow-up support as is already a part of our educational model. The schedule will follow an A-B schedule, with the possibility for a flex day during five day weeks that aligns with the middle school day, and allows for unique programming related to our advisory system, college counseling, clubs and affinity groups, and student council activities.
- At this time, lockers will remain in use. However, locker access will be before and after school day, but not during regular passing time. Locker access times will be monitored for social distancing.

IMPLEMENTATION TIMELINE

- **August 6:** Version 2 of Draft Reopening Plan Released
- **August 6:** On-campus learning / Learning From Home Intent Survey Opens on Veracross for parents and caregivers.
- **August 11:** Parent & Caregiver Town Hall at 8 p.m. [Register here.](#)
- **August 14:** On-campus learning / Learning from Home Intent Survey closes
- **August 25:** Version 3 - expected final version - of Reopening Plan Released
- **August 25:** Wellington to reaffirm five day on-campus learning plan in alignment with local and state alert levels. Should model or campus opening plans necessitate further pivots, it is our hope that we can confirm that by August 25.
- **September 8:** FIRST DAY OF 2020-2021 SCHOOL YEAR! GO JAGS!

UNDER CONSIDERATION & DEVELOPMENT

- Learning expectations & Academic program updates
- Busing and transportation details being sorted with local school districts
- Athletic busing and capacity guidelines and details
- Academic program updates and learning expectations
- Risk levels and campus shift to learn from home procedures

YOUR NOTES & QUESTIONS:

Reminder: This document will continue to be updated based on further guidance from the federal, state and local government alongside updated data and internal decision-making and is subject to change.