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CAMPUS COVID-19 RESPONSE PLAN

By Wellington Leadership



2020-2021





Table of Contents

03	General Information
07	Our Principles & Community Commitment
10	Health & Safety
12	Health & Safety: COVID-19 Protocols
25	Scenario Planning
27	Impact of County Alert Levels on Wellington Operations
29	Athletics
31	Events & Extracurriculars
31	Technology Support & Toolkit
33	Early Drop Off/Aftercare & Visitor/Caregiver Access
35	Early Childhood & Lower School Program Overview
43	Middle School Program Overview
48	Upper School Program Overview

General Information



Overview

Wellington continues 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 our school's education excellent. As always, the safety and security of your child is our top priority. To that end:

- We are committed to providing learning on campus for students **five days a week**.
- 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 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

Our small class sizes along with cohort management minimize mixing and overlap of groups in spaces.

OPTIONALITY THROUGH HYBRID-FLEXIBLE (HYFLEX) COURSE DESIGN

While we know nothing can completely replace the social and emotional learning that takes place in the classroom, our Program Innovation Committee and Learning from Home workgroup have prepared 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

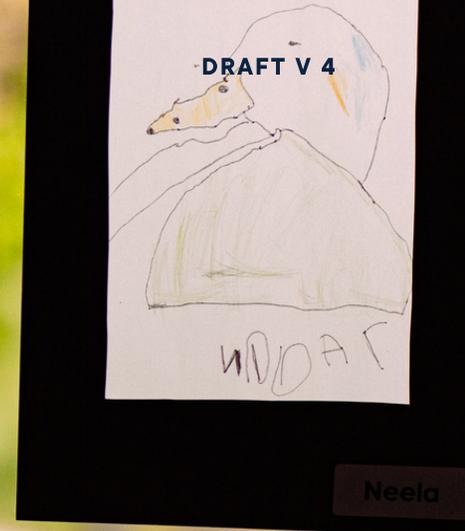
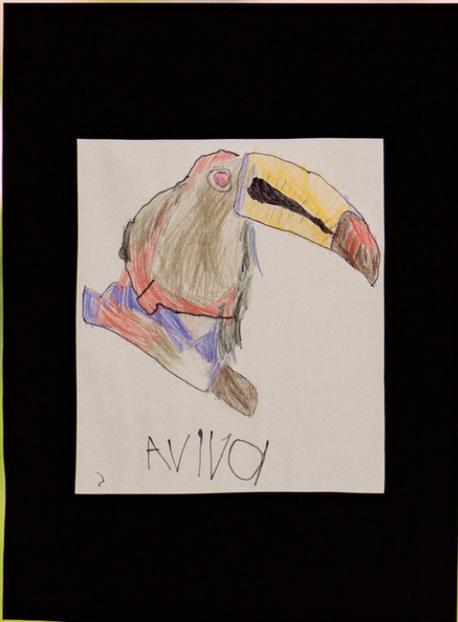
In order to facilitate a safe and thoughtful return to campus for all of our students, we have increased our number of faculty to allow for minimum contact between classes and other groups.

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

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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 safe on campus learning. These principles guide our decision-making and policy development as our community moves through the 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 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 14 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!

Health & Safety.



Masks and Personal Care Expectations

MASKS

- All adults (18 years and older) are required to wear masks.
- All students who elect to learn on campus are required to wear a mask. **All masks must follow the guidelines highlighted in blue at the bottom of this page.**
- All students have the option to bring their own mask. Wellington also supplies surgical-grade FDA-approved masks to any community member that feels more comfortable with this option. A supply of these masks are available in each classroom, in the health care clinic, at the front desk, and in the office of division assistants. We have both youth and adult sizes available to anyone that prefers to use them or to replace a personal mask that has been forgotten, displaced, or contaminated.
- Wellington provides PPE for all faculty, including a fully enclosed face shield for faculty who teach in the classroom.
- Wellington faculty and staff are trained 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 are not 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 or frighten our youngest learners.
- Students are required to change into a disposable mask if they arrive on campus with a facial covering that has inappropriate content displayed.
- 'Mask breaks' are integrated regularly into the daily schedule.
- Individuals who have already had and recovered from COVID-19 are still required to follow mask guidelines.
- As with state and local guidelines, mask wearing is not required when exercising - given that physical activity can be distanced and safely conducted in cohorts without masks.

All face coverings (whether disposable or reusable) must:

- Be made with at least two layers of breathable material
- Fully cover the nose and mouth and secure under the chin
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops and allow the student to remain hands-free

At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas, and face coverings containing valves, mesh material, or holes of any kind are not acceptable face coverings. The use of face coverings is not a substitute for physical distancing.

PERSONAL CARE

Wellington emphasizes 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 is used and will be readily available. Regular hand-washing is encouraged and built into the schedule.

Healthcare Clinic

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

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

Wellington, as always, keeps our students' holistic well-being at the center of our approach. It is always our goal for students to feel safe and secure, especially in a vulnerable situation such as this. Students isolated for COVID-19 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

The CDC does not recommend universal testing of all students and staff conducted on site. At this time, Wellington does not provide 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 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 on site 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 14) 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

Daily screening is required for all students, faculty, and staff. If your child or family scores YES on any of the below screening questions, please keep your child home.

All students and staff are required to complete a health screening Q&A on Veracross before coming to campus each day. The COVID-19 screening can be accessed through the parent and staff/faculty portals and will ask if the child or adult is experiencing any of the symptoms outlined in section 1 of the at home checklist (see the following page for this list). **Parents, guardians, caregivers, and faculty and staff who select YES to any of section 1 of the at-home checklist, are required to self-report the answers.**

If access to Veracross is lacking, please email wellness@wellington.org or call the division assistant most relevant for your student.

Early Childhood / Lower School Phone Contact:

Vicki Bellows - 614-324-1666

Middle School Phone Contact:

Brenda Porter - 614-324-1659

Upper School Phone 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:

Fever (100.4°F or higher), new or worsened cough, loss of taste or smell, sore throat, new or worsened nasal congestion or runny nose, headache, body aches, new or worsened fatigue, nausea, vomiting or diarrhea.

SECTION 2: CLOSE CONTACT/POTENTIAL EXPOSURE

- Has this individual had close contact (within six feet of an infected person for at least 15 minutes) with a person with confirmed or suspected of COVID-19/SARS-COV-2?
- 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.

Wellington Community Commitment

To continue moving forward with on-campus learning, we need to keep our focus on the Wellington Community Commitment, and specifically:

- **Be consistent.** Complete all daily health screenings before coming to campus and submit this information for your student before 9 a.m. For students who are using flex days, screenings still need to be entered before coming to campus. ****Families who miss this screening more than three times within one month will be asked to learn from home for at least one day immediately after the third failure. This screening helps keep our students and their families as well as our faculty and staff safe and healthy. It also makes it possible for the school to do the critically important contact tracing work, if needed.*
- **Be responsible.** If you or your student is experiencing COVID-19 symptoms, we ask that you strictly follow the Franklin County Public Health guidance on when to come to school and when to see the doctor. Click [here to download the updated symptom guidance from FCPH](#) and Nationwide Children's hospital. For more detail, [click here for the full FCPH FAQ](#). We understand that seasonal allergies, as well as cold and flu season, might make this guidance feel challenging to adhere to and we encourage you to choose the learning model that fits your commitment to navigating this system responsibly.
- **Be mindful.** Always follow the 3 Ws by washing your hands, watching your distance, and wearing your mask.
- We really appreciate your support and cooperation. If you have any questions or concerns, please contact School Health Professional Danielle Goldfarb at wellness@wellington.org. For the sake of each other, and our meaningful time at Wellington, let's do this together.



How to Report a COVID-19 Case and How Wellington Reports COVID-19 Data

Parent Reporting: It is our sincere hope that all of our students, staff, faculty, and community members stay safe and healthy during this time. In addition to following the 3 Ws (wash hands, watch distance, wear mask) and screening for symptoms, **we cannot overstate how important it is to report your child's positive COVID-19 test result to our school health professional within 24 hours of receiving notification.** If your child receives a positive COVID-19 diagnosis, please follow the reporting protocol below.

PROTOCOL FOR REPORTING A COVID-19 POSITIVE RESULT

Email or call our school health professional, Ms. Goldfarb at wellness@wellington.org or 614.324.1661. Your report should include:

- Your name
- Your child's name
- The COVID-19 testing date
- The date of symptom onset (if known)
- The name and location of the testing facility where your test was taken (if known) OR primary care physician name who ordered the test



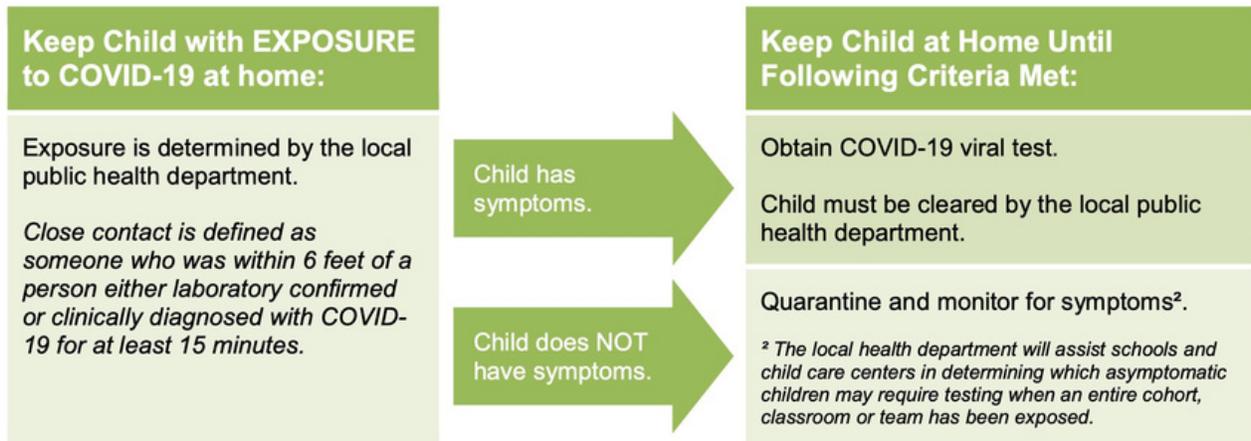
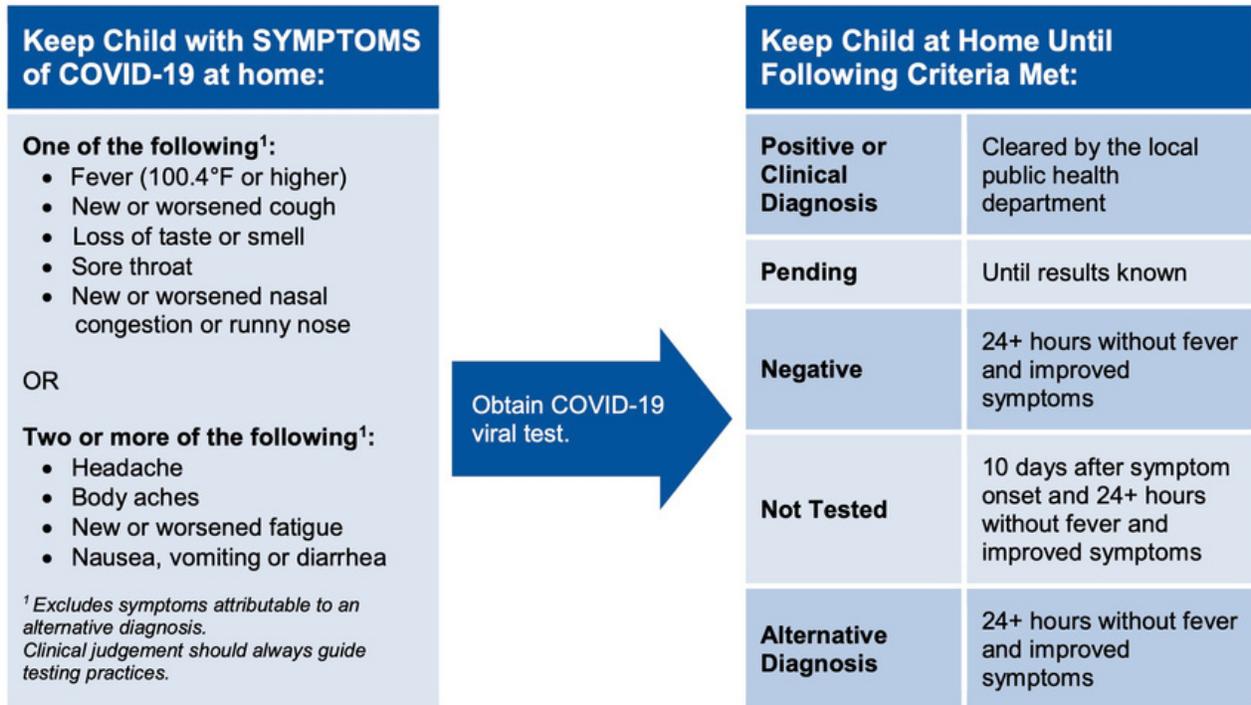
Contact Tracing at Wellington

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 **6 feet** of the infected person for a total of **15 minutes or more over a 24-hour period**. 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 **14 days** from the exposure.

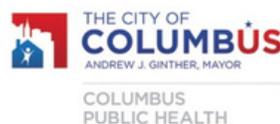
Child In-Person Participation Algorithm

Ohio Public Health Advisory Level 2-4 Counties[†]



[†] Counties under Level 1 Health Advisory should follow guidance by the local public health department.

Please follow Ohio Administrative Code 3701-3-13 <http://codes.ohio.gov/oac/3701-3-13> for exclusion for diarrhea and other infectious diseases.



9/28/2020



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 14-day required quarantine for the student as well as any siblings of the student with the positive case. The individual with the positive case and their siblings/household members will be advised by the COVID-19 Task Force and FCPH on their isolation/quarantine timeline.
 - Wellington community, as well as relevant student cohorts and families, will be notified of positive cases, but student names and personal identifiers will not be disclosed.
 - Some students may be asked to quarantine if, based on contact tracing, they have been deemed close contacts.
- **If there are multiple positive cases in a grade or division level cohort group:**
 - At this time, Wellington defines ‘multiple cases’ as **two or more positive COVID-19 cases in Wellington students.**
 - If there are **two or more cases within a grade level, outside of sibling sets**, this could indicate possible community spread and will require a 14-day quarantine for the entire grade.
 - Multiple positive cases in multiple grade levels in a division will require a **14-day quarantine for the entire division.**
 - **Early Childhood** – The 14-day quarantine includes the cohort group and the lead teacher for the cohort.
 - **Lower School** – The 14-day quarantine includes the cohort group and the lead teacher for the cohort.
 - **Middle School** – The 14 day quarantine includes the cohort group or grade level depending on exposure level. All faculty in contact with grade level cohort are included.
 - **Upper School** – The 14 day quarantine includes the cohort group or grade level depending on exposure level. All faculty in contact with grade level cohort are included.
 - 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 14 days.
- We partner with Franklin County Public Health on matters of contact tracing. If your child has been identified as someone with possible exposure, FCHP will contact you. If you are not contacted by the health department, you and/or your child have not been identified as a close contact and may continue to attend school.
- Please note, per Franklin County Public Health, parents and siblings of students in quarantine need not quarantine themselves if:
 - No one in your household is experiencing COVID-19 symptoms.
 - The child in the quarantined group has not tested positive for COVID-19.
 - Parent or sibling does not have prolonged close contact (within six feet for greater than 15 minutes within an enclosed space) with the child in the quarantined group.
- If a sibling cannot avoid close contact of a child in a quarantined group for the required 14 days, the sibling should also convert to Learning from Home and not come to campus for any reason.



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 an 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 pickup and drop-off

THE BASICS

- Entrances and exits are clearly marked with signage.
- 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.
- Parents and caregivers are not allowed to enter the building for drop off and pick up.

DROP OFF

- **Early Childhood Drop Off Time & Location**
 - 8:30-8:45 a.m.
 - Early Childhood class begins at 8:45 a.m.
 - Classrooms open to students at 8:30 a.m.
 - **Little Jags:** Parents dropping off Little Jags can park in the Fishinger Road lot and walk their child to the Little Jags building.
 - **Pre-Kindergarten:** A faculty or staff member will meet parent or caregiver and their child at the events entrance sidewalk 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**
 - 8:30-8:50 a.m. student entry (back lot)
 - Upper School classes begin at 8:50 a.m.

PICK UP

- **Early Childhood (Little Jags-PreKindergarten) Pick Up Time & Location**
 - **Little Jags:** 3 p.m. at the Little Jags building
 - **Pre-Kindergarten:** 3 p.m. at the events entrance sidewalk
- **Lower School (Kindergarten-Grade 4) Pick Up Time & Location**
 - 3 p.m. outside of the rotunda (front lot).
 - Lower school car line will begin at 3 p.m.
- **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. Lower School and Early Childhood students of multi-student families will be supervised if dropped off with older Middle School sibling.*

ADDITIONAL CONSIDERATIONS

- Bus riders and car line students will be dismissed at staggered times to alleviate hallway congestion. Bus riders will be permitted to stay in the building in physically distanced study hall or aftercare programs.
- 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 maintain “foot-traffic flow” with distancing demarcation through our spaces to limit congestion.
- We have developed 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 are propped open whenever possible to reduce the amount of high touch surfaces.

Restroom Protocol

Visual cues for hand washing, occupancy limits, physical distancing, and other hygiene imperatives are in place in all restrooms to assist emerging readers in remembering personal care cues. Students learn restroom protocols at the beginning of the year. Our youngest learners have supervised restroom visits.

Brain Breaks

- Students are required to wear masks in most cases during brain breaks - with exceptions for safe and physically distant planned activities.
- Division and classroom cohort schedules as well as designated areas are designed to allow students to safely 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 are required if the space inhibits social distancing as well as when students travelling to and from brain break.
- Playground equipment is disinfected regularly throughout the day.
- Students are encouraged not to touch eyes, mouth, or nose during brain break outdoors.
- Students are required to thoroughly wash their hands when entering the building before returning to class.

Lunch Procedures

- Families have the choice to **opt out** of participation in Wellington's food service program and instead may bring a packed lunch. Please be aware that families choosing to opt out of the food service program will not be eligible for refunds or credits for the cost of lunch. Families have the opportunity every month to change their lunch preferences in Veracross.
- Lunch is available for students learning on campus and is packaged to reduce risk.
- The food service program continues to accommodate allergen and other dietary needs as specified on student intake forms in Veracross.
- Students eat in the dining room (one grade level, 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 have been adjusted to allow for distancing and the limitation of shared contact areas.
- Like other areas of a school building, common kitchen and dining surfaces are cleaned and disinfected between uses.
- Safety protocols have been implemented in each classroom or designated eating space to ensure the safety of all students who have food allergies.
- Masks and gloves are worn by dining staff, and proper training for COVID-19 transmission and disinfection of facilities are provided.
- Students must bring their own water bottles for use throughout the day.
- While water fountains are covered to avoid use, water bottle filling stations are still available and 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 employs three different categories of cleaning:

- **Category A:** Situational disinfection for classrooms and common areas. This type of cleaning involves basic disinfecting and hygienic spot cleaning after use of desks or other elements of the classroom. This most often involves teachers and students using the classroom cleaning kit. This kit includes safe but effective cleaning and disinfecting products for use by teachers and students as needed.
- **Category B:** Professional cleaners disinfect common areas and school health professional offices throughout the day and 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.

CLEANING SPECIFICS

- We follow the cleaning procedures recommended by the Ohio Department of Health guidelines.
- Wellington provides training to all cleaning staff and faculty on site prior to assigning cleaning tasks.
- All cleaning staff receive training on COVID-19 transmission protocols and procedures for proper cleaning and disinfection.
- Facilities, maintenance, and janitorial staff wear gloves when cleaning and disinfecting, along with masks and/or face shields.
- Each classroom is 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 are properly cleaned and disinfected on a frequent and regular basis.
- Where appropriate, internal doors are propped open to minimize touching of surfaces.
- We adhere to a clearly defined sanitizing schedule in all areas of the building and checklists are used for before and after school as-needed cleaning and disinfecting during the day.
- Appropriate facilities, maintenance, and janitorial staffing plans are in place to complete the custodial and maintenance tasks.

Arrows & Distancing Demarcation

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



Classroom Safety

- We have thoughtfully researched and reformatted 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.
- All ages and divisions have access to tabletop plexiglass shields that allow for face-to-face student interaction.
- Desks and table formatting allow students to engage with each other without face-to-face placement.
- All teachers, learning guides, and support staff wear masks and/or face shields. Student supply items and electronic devices are not shared.
- Any common-use items and all surfaces receive a deep cleaning each night.
- Tables and desks that rotate different students through the day are thoroughly cleaned following protocol between each class period.
- We encourage teachers to utilize our outdoor learning areas as much as possible.
- We 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 have sinks installed with ample disinfecting soap and disposable paper towels.
- Spaces converted to classrooms have portable sinks and each classroom space has its own cleaning and sanitizing kit for students and teachers to use.
- Hand sanitizer is readily available in every classroom, every common space, and by many high touch surfaces in our business office such as copy machines.



Environmental Qualities

MAXIMIZING THE OUTDOORS

- Wellington has always believed that the outdoors is not only a great place to play, but also to learn. Learning outside, on campus, occurs often.
- Outdoor tents are installed throughout the campus grounds for use by all divisions. These tents are reserved to one cohort at a time to utilize for independent work or study halls and no common use furniture is 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 have been implemented to help reduce the risk of airborne transmission of the virus that causes COVID-19, including the following:

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.
- Consider installation of portable room HEPA filter air cleaners, where conditions may warrant.

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

Scenario Planning

Learning Models

The Program Innovation Task Force continues to be a critical component of our model development and will be engaged as we further refine learning models that focus on in-person learning when possible, while also being cognizant of the unique circumstances and concerns of our families and community members. Wellington must remain agile and flexible, in planning for scenarios in 2020-2021 and beyond. We have identified **three main scenarios** that students and families may find themselves in this school year:

SCENARIO 1:

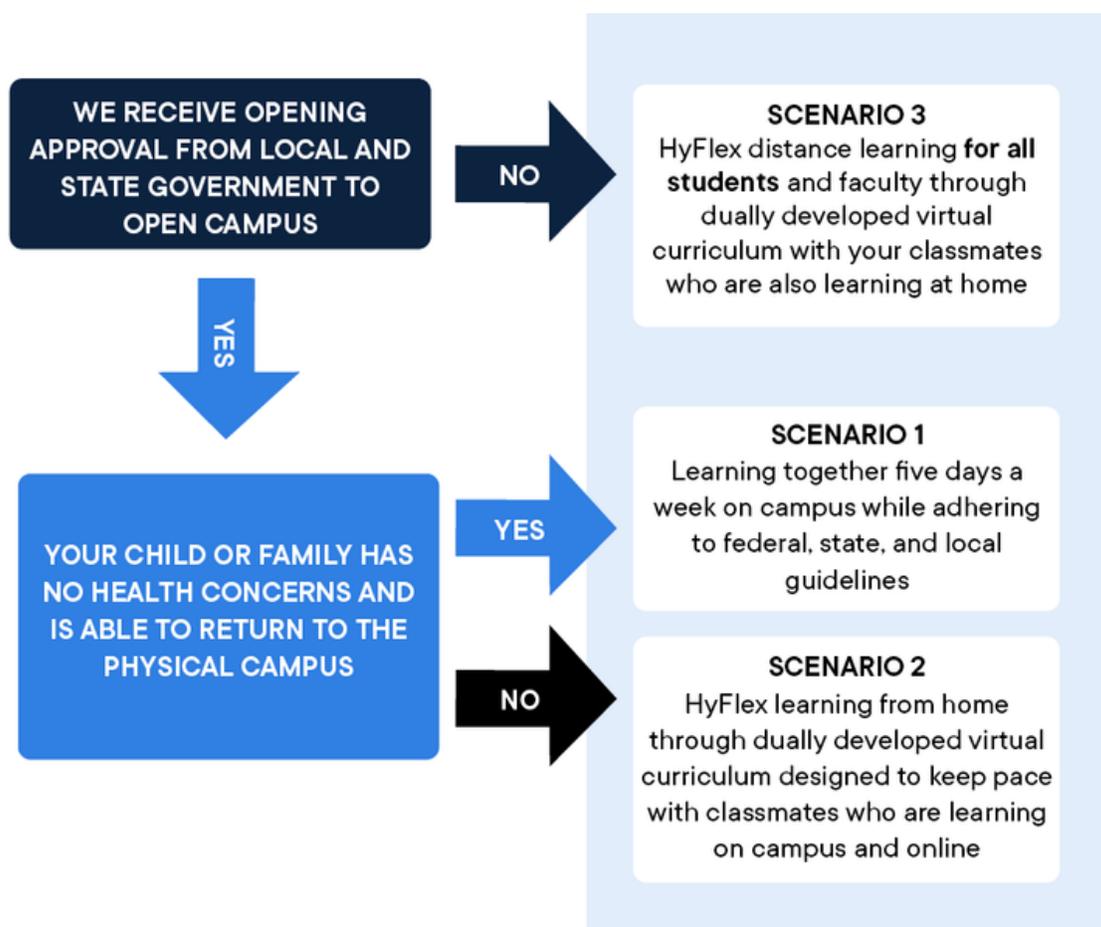
Students return to campus, whenever and wherever possible, five days a week for in-person learning.

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 in 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



Updating Your Preferred Learning Model, Lunch Option, and Aftercare Service

- Regular opportunities to transition into learning from home from learning on campus will occur every month.
- Wellington offers families the option each month to change their preferences for learning from home or on campus, participating in the school lunch program, or enrolling in Aftercare for Little Jags-4th grade. **Families have until the 15th of every month to make changes for the following month. To adjust your preferences and update your policies:**
 - Login to Veracross parent portal
 - Click the orange button on the right titled "Policies/Lunch/Aftercare"
- Students who are on campus may choose to learn from home at any time due to individual or family illness.

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 every month.

ON-CAMPUS LEARNING MODEL:

- When selecting this model, your student returns to campus, whenever possible, five days a week for on-site learning. Students who select this model can still use absence days when needed, as well as use the optional learn from home model if there is a personal need to quarantine.
- **Lunch:** Students learning on-site will have the ability to opt-out of food services program. This selection can be updated through the Veracross parent portal every month. See more lunch detail on page 20 of this plan. For students learning on-site, please confirm food allergies and dietary restrictions or needs through the Veracross parent portal.
- **Aftercare:** Students learning on-site will have the ability to opt-in to Wellington's aftercare program for students in Little Jags thru 4th grade. This selection can be updated through the Veracross parent portal every month. See more aftercare detail on page 33 of this plan.



Impact of County Level Alert Indicators on Wellington Campus Operations

Wellington students are learning five days a week. Whether students are learning on campus or learning from home is 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 below 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>	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>
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. 14-day required quarantine for student groups associated with a positive case. 10-day required at home isolation for any individual who has tested positive for COVID-19, whether or not they have any symptoms.	Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 14-day required quarantine for student groups associated with a positive case. 10-day required at home isolation for any individual who has tested positive for COVID-19, whether or not they have any symptoms.	Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 14-day required quarantine for student groups associated with a positive case. Multiple cases could require division level or school-wide shift to learn from home. 10-day required at home isolation for any individual who has tested positive for COVID-19, whether or not they have any symptoms.	Follow Wellington COVID-19 Quarantine Protocol and contact tracing. 14-day required quarantine for student groups associated with a positive case. Multiple cases could require division level or school-wide shift to learn from home. 10-day required at home isolation for any individual who has tested positive for COVID-19, whether or not they have any symptoms.

Athletics

Athletics

- 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 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.**

ATHLETICS COVID-19 PRECAUTIONS

- As we begin winter and spring 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 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 six 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 year, our annual pre-season parent meeting is 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.

Extracurriculars **& Events**

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, Grandparents & Special Friends Day, and the Wellington Community Sing.

Extracurriculars & Travel

- Wellington will not host field trips or overnight camps through 2020 (but we will encourage remote class visits from experts and far-off places). This will be reevaluated in January 2021.
- We have paused our exchange student program and we did not host any exchange students in the 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 continue to monitor the global WISE program and other travel possibilities for the spring of 2021.

Technology Support & Tools

- The Wellington technology team posted and shared a series of YouTube training videos for parents while divisions managed student trainings 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 technology toolkits for each age group is provided in the divisional overviews contained in this plan.
- Wellington Technology Support Line
Parents and caregivers are encouraged to call our technology support line at 614-754-4239 for assistance with login issues, Wellington Chromebooks and iPads, Veracross, and Google Classroom. The support line is available 8 a.m.- 4 p.m. on school days and is intended for immediate issues. For other questions and issues you may reach support via email at technology@wellington.org.

Aftercare & Visitor Access



Early Drop off and Aftercare

- At this time, Wellington will not provide early drop off/morning care.
- All entrance times and locations are located on page 18 of this plan.
- At this time, Wellington will continue to offer Aftercare until 5 p.m. for Little Jags, Prekindergarten, and Kindergarten as well as grades 1-4. The fee-based program for grades 1-4 is a supervised study format to maintain distance and cohort preservation.
- To offer a safe Aftercare program, Wellington is exploring models that allow for distance and non-mixing of cohorts.
- Aftercare preferences can be indicated in the Veracross parent portal and have the option to change preferences every month.

Visitor and 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 and volunteers, to the building.
- We will allow parents and caregivers to enter the rotunda with a mask to:
 - Pick up a sick child
 - Pick up Sokol Store merchandise
 - Drop off paperwork to the front desk
- School visits are limited to those enrolling new students or for emergency situations.
- Symptom checks are required for all permitted visitors.
- Admissions tours and new student testing take place on weekends, and cleaning protocols will be in effect during these times as well.
- Curbside pickup and e-commerce buying is available for Sokol Store merchandise such as apparel.
- The Sokol Store is open with strict capacity limits for students with limited snack items available for purchase throughout the day.

Program Overviews



We have opened a wider range of existing classroom spaces to create smaller student groups that meet the social distancing requirements.

Early Childhood and Lower School Program Overview

- Each grade level cohort has a team of teachers to support class coverage and small group instruction and support.
- We maintain our unique special area 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 use our large campus spaces, such as the gyms and the ROHR, along with outdoor areas to support physical education and brain breaks.
- Each student has their own set of supplies and learning space.
- Processes and procedures are being established to create distance for personal items that would normally be stored in classroom cubby space.
- *Should local or state COVID-19 alert levels require campus to close, Wellington will aim to provide pandemic-level childcare for Wellington students in Little Jags through Kindergarten.*

Sample Schedule

*denotes live stream

Little Jags Sample Schedule	
8:30–9:45 AM	Morning Exploration/Project Work
9:45 AM	Morning Meeting*
10:00 AM	Teacher Choice
10:35 AM	Special Area*
11:05 AM	Brain Break
11:30 AM	Dismissal for Half-Day Students with No Lunch
11:40 AM	Lunch
12:10 PM	Dismissal for Half-Day Students with Lunch
12:10 PM	Brain Break
1:00 PM	Rest
2:00 PM	Quiet Exploration, Read Aloud, Pack Up for Dismissal*
3:00 PM	Dismissal or Aftercare

Prekindergarten Sample Schedule	
8:30–8:45 AM	Arrival to Classroom (drop-off at events entrance)
8:45 AM	Morning Exploration/Project Work
9:45 AM	Morning Meeting *
10:00 AM	Special Area*
10:30 AM	Brain Break
11:00 AM	Teacher Choice
11:30 AM	Dismissal for Half-Day Students with No Lunch
11:35 AM	Lunch
12:10 PM	Dismissal for Half-Day Students with Lunch
12:10 PM	Brain Break
1:00 PM	Rest
2:00 PM	Quiet Exploration, Read Aloud, Pack Up for Dismissal*
3:00 PM	Dismissal or Aftercare

Kindergarten Sample Schedule	
8:30–8:45 AM	Arrival to Classroom (drop-off at rotunda)
	Morning Exploration/Project Work
9:15 AM	Morning Meeting *
9:30 AM	Brain Break
10:00 AM	Literacy Block*
11:00 AM	Lunch
11:30 AM	Mindful Moment*
11:45 AM	Math Block*
12:45 PM	Brain Break
1:15 PM	Writer's Workshop/Handwriting*
2:00 PM	Special Area
2:30 PM	Exploration/Project Work
3:00 PM	Dismissal/Aftercare

Early Childhood Program Overview

Naps

Children may bring a blanket and a small comfort item that will go home each night to be washed. Nap mats will be clearly labeled and wiped down after each rest time.

Classroom sanitation

Children may bring their own clearly labeled water bottles. These water bottles will go home each night to be washed and returned the next day. Students have their own cubbies to store their belongings. Teachers wipe down the student cubbies at the end of each day. Students wash their hands when they arrive in the classroom. They also wash their hands before eating, after eating, before going outside, after going outside, and as needed through the day.

Lunch

Early childhood students eat in their classrooms or outside each day. Families may opt out of lunch for a four week period by indicating these preferences in Veracross.

Snacks

Early childhood students are responsible for bringing two snacks - which will be used during their morning and afternoon snack times. These snacks should align with our healthy food guidelines and will not contain any allergens present for that specific instructional group.

Brain breaks

Early childhood students will use the playground located by the Fishinger Entrance. One cohort may be on the playground at a time, and brain breaks will be a combination of free play, structured activities designed by the teacher, and PE classes.

Mask breaks

Mask breaks take place outside whenever possible. If breaks take place indoors, students are distanced, seated, and quiet. Early childhood starts by balancing intentional mask breaks with meal and snack time mask breaks. Our goal is to have mask breaks that are 10 minutes in length per 60 minutes of time at school (emphasis on distanced, seated and quiet and ideally outdoors).

Technology stack

- Google Classroom: Hub of classroom learning with posted schedules, links to activities and videos, and links to Zoom connections
- Zoom: Platform for video/audio connections; used for morning meetings and small group learning
- Seesaw: An app installed on a tablet or a website on a PC. Seesaw is a student-friendly way for teachers to post differentiated assignments and for students to share their work and learning with teachers.

Early Childhood Program Overview

Assessments approach

We continue our commitment to assessing student knowledge and learning through hands-on and authentic assessments in early childhood with a focus on observation and playful learning experiences either in the classroom or virtually. The addition of a full-time literacy coach further supports ongoing reading assessments and use of reading assessment data to guide instruction.

Specials approach including PE

Early childhood cohorts will partner with a special area teacher for two weeks. The special area teacher integrates their learning into the students' day via a defined special area class time and through integrating the special area content into play and exploration. They also offer live instruction each day that is designed specifically for students learning from home.

Traditions

Traditions are important to our school, and we will continue to find innovative ways to connect our classroom community with the school community and beyond. Grandparents' Day, classroom parties, Senior Adoption, Community Sing, and other traditions will be reimaged using our technology resources.

Birthdays

Birthdays and student celebrations remain an important part of the early childhood experience. We use Zoom to connect families to the classroom to celebrate these important milestones.

Parent / Student expectations for learning from home

Teachers will design lessons and activities, deliver the lesson/goal using Wellington approved platforms, and utilize Seesaw for students to share their learning with the teacher. An adult will be needed to supervise the child and provide support to the child to access the lessons.

How we will support and foster the social-emotional health for students both on campus and students learning from home

Relationships are so important for our school community. It is a priority to connect with the students in our physical classroom and also authentically connect with our students learning from home. We will utilize the technology resources in our classrooms to link both groups of students during our morning meetings, closing circles, and whole group instructional times. We continually seek ways to connect with our students while keeping our physical distance in the classroom or outside. Conversations and eye contact are key to making personal bonds.

We believe that learning how to express our feelings with our facial expressions and our words is an important lesson as young children navigate big emotions during this time. Using quality literature to support feelings helps teachers start conversations with students. Our teachers have frequent check-ins with students and their families to keep an open line of communication on how teachers might further support the social-emotional health for students on campus and students learning from home.

Lower School Program Overview

Lower School classrooms opens at 8:30 a.m. and students are expected to be in the classroom by 8:45 a.m. Dismissal to cars and buses begins at 3 p.m. Each day, lunch for grades K-4 is at 11:10 a.m. Please note that we are unable to refrigerate student lunches brought from home. Below you'll find a sample grade level schedule. These grade-level schedules are posted in each Google classroom.



MORNING

8:30 - 8:45 - Arrival

8:45 - Morning Meeting

9:00 - Writing

9:35 - Brain Break

10:10 - Math

11:10 - Lunch



AFTERNOON

11:40 - Literacy/Spelling

12:45 - Social Studies

1:20 - Live Special

1:55 - Stretch/Brain Break

2:15 - Handwriting/Flex

2:45 - Closing Circle

3:00 - Pick Up

Lower School

Transition protocols

- All students observe a six foot distance, at minimum, during transition periods. Students wash or disinfect hands regularly, before and after activities including brain break and lunch.
- Students may move among classroom spaces in their grade level cohort for differentiated math and reading groups
- Special area instruction takes place in the homeroom classroom, students do not visit special area spaces

Mask Etiquette and Mask Breaks

Students in grades 1-4 have a “mask break” during lunch, snack time, and for about 10 minutes out of each hour of instruction. Mask breaks take place outside whenever possible. If breaks take place indoors, students are distanced, seated, and quiet.

Supplies

- Dedicated supplies for all areas of the curriculum are provided by Wellington for each student.
- Students should bring their own water bottles, to be washed at home every evening.
- Students are invited to bring beach or bath towels, labeled, for outside learning or lunch. These towels are sent home to be washed each evening.
- Wellington recommends that each student bring two (2) masks, with a labeled ziplock bag for storage of the second mask. Used masks are sent home to be washed each evening. Students should use a bag or backpack large enough to carry their towel, water bottle, and any other school supplies.

Uniform considerations - on campus and at home

The typical lower school dress code guidelines are followed for students on campus and for students learning from home. We know this kind of consistency and structure contributes to a higher level of student engagement.

Cohort and instructional group numbers per grade level

Cohort numbers vary by grade level, ranging from 12-14 per instructional group.

Arrival / Departure

- Parents should separate from children before entering the building. Lower school students may enter the building at 8:30 a.m. and go directly to their individual classrooms. Class formally begins at 8:45 a.m. Students who arrive after 8:45 a.m. should sign in at the rotunda reception desk and will be escorted to their classrooms.
- At the end of the day, students are escorted to the bus or car line. Car line begins at 3 p.m. Each family should have their last name on the passenger sun visor as they pull to the front of the school. Your child will be called to a loading spot where the driver can stop in order for your child to be loaded in the car.

Lower School

Assemblies, group gatherings or school wide celebrations

Wellington will not host in-person group gatherings at this time and all group gatherings will be reimagined as virtual gatherings.

Traditions / birthday / seasonal / classroom celebrations

We will evaluate each tradition or celebration to consider the a redesigned experience.

Brain Breaks

Students wear masks during brain break. Wellington may provide an outdoor mask break immediately following brain break if deemed necessary. We plan to maximize space during outdoor brain breaks by spacing small groups on various sections of the playground. We continue to assess the use of playground equipment based on the most current recommendations.

Technology stack

Lower school students use Google Classroom, supplemented by Seesaw. Clever allows for a single sign-in which will simplify access to all resources. Each of these tools provide opportunities for students to submit work and receive feedback from the teacher. Students learning from home benefit from new technology which allows for live stream instruction each day (where appropriate), supplemented by Zoom, Google Classroom, and Seesaw. Fourth graders use Chromebooks, other grades will use iPads.

Assessment approach

We use our usual academic assessments in all areas of the curriculum. The small instructional groups allow for more 1:1 time with each teacher, at school or when learning from home in order to complete assessments. The addition of a full-time literacy coach further supports ongoing reading assessments and use of reading assessment data to guide instruction.

Specials approach

Every lower school class welcomes one special area partnership for each two week period. The assigned special area teachers offer live instruction five days a week for two weeks in a row. They also offer live instruction each day that is designed specifically for students learning from home.

Physical Education

Students wear masks when walking to and from Physical Education (PE) class and outside breaks. If students are engaged in cardiovascular activity outdoors and are distanced, they do not need to wear a mask. If students are engaged in cardiovascular activity indoors, a minimum of 6' distancing would be necessary for aerobic activity to be done without a mask. Even if outdoors, students who are playing a game that does not guarantee 6' should wear a mask. Any activity, aerobic or not, that is outdoors and can maintain 6' does not require masks. Aerobic activity takes place outdoors whenever possible. PE equipment and playground equipment that are high-touch surfaces are either not used, or are sanitized between uses.

Lower School

Materials/Supplies

Wellington provides dedicated supplies for each student. Shared books from the Abbott Family Learning Center remain out of circulation for 72 hours before becoming available to another student. Special area teachers provide supplies to students learning from home each month.

Extracurriculars such as after school chess, clubs, etc.

These are not currently available.

Affinity Groups

We continue to offer affinity groups and are currently working to scaffold ways to facilitate these important groups.

Parent/student expectations for learning from home

- Students are expected to be logged in and ready to learn in an appropriate learning space at the start of each academic day.
- Students learning from home should not be in their beds or eating during academic instruction. There is an expectation that videos will remain on in order to maximize the connection between school and home.
- While learning from home, clothing should reflect the lower school dress code guidelines.
- We recommend a consistent morning schedule at home that will have students ready to learn at the start of each school day.
- Absence procedures during LfH: students should be ready to learn no later than 8:45 a.m. Students who are unable to learn from home should be reported as absent by calling the lower school office. The school tracks student attendance throughout each day.

Parent/student expectations for learning on campus

- Expectations for students learning on campus include adhering to the dress code and monitoring temperature and other screening symptoms every day. It is imperative that caregivers commit to keep ill children at home as well as clean masks, water bottles, and towels every day. Caregivers should encourage completion of all assignments posted in Google Classroom while nurturing a positive and healthy relationship with the school on behalf of the child.
- There is an expectation that families will partner with the school to avoid circumstances with increased exposure when outside of school in order to protect everyone in the school community.

Fostering social-emotional health for students both on campus and learning from home

Each teacher facilitates morning meeting and closing circles, time to reflect, mindfulness moments, and breaks throughout the day. The school counselor also supports students in all areas of social-emotional health.



We maintain cohorts based on grade level, with a designation of smaller class sizes, following distancing requirements for our classroom spaces, within grade levels.

Middle School Program Overview

- The middle school schedule maintains 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 are 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 continue to engage smaller group supervision, social-emotional programming, and learning support.
- At this time, lockers remain in use. However, locker access is before and after the school day, but not during regular passing time. Locker access times are monitored for social distancing.
- Middle school students who rely on public school transportation services can wait in a supervised study hall format until bus departure times.
- Students who choose on-campus learning may learn from home on 'Flex' days.
- All Dive classes are virtual to allow for cohort/grade level mixing.

Sample Schedule

The daily schedule can be found on the Middle School page in Veracross.

Daily (and Weekly) Schedule					
	Monday A	Tuesday B	Wednesday	Thursday C	Friday D
8:00-8:25	FLEX	FLEX		FLEX	FLEX
8:25-8:35	MORNING MEETING	MORNING MEETING		MORNING MEETING	MORNING MEETING
8:40-9:35	PERIOD 1	PERIOD 1	Dive #1	PERIOD 1	PERIOD 1
9:40-10:35	PERIOD 2	PERIOD 2		PERIOD 2	PERIOD 2
10:35-10:55	MORNING BREAK	MORNING BREAK	FLEX DAY	MORNING BREAK	MORNING BREAK
10:55-11:50	PERIOD 3	PERIOD 3	Dive #2	PERIOD 3	PERIOD 3
11:55-12:35	LUNCH	LUNCH		LUNCH	LUNCH
12:40-1:35	PERIOD 4	PERIOD 4		PERIOD 4	PERIOD 4
1:40-2:35	PERIOD 5	PERIOD 5		PERIOD 5	PERIOD 5
2:40-3:15	SUPERVISED STUDY/CHECK-OUT	SUPERVISED STUDY/CHECK-OUT		SUPERVISED STUDY/CHECK-OUT	SUPERVISED STUDY/CHECK-OUT

THINGS TO KNOW ABOUT FLEX DAYS:

- Flex days occur mostly on Wednesdays
- Flex days allow on-campus learners the option to learn from home on that day
- Students on campus connect remotely with other classmates whether on campus or off campus on these days
- Flex days have time reserved for grade level activities
- Flex days have time reserved for Dive classes
- Flex days have time reserved for virtual meetings for groups and clubs
- Flex days build in time for connections with peers and faculty

Middle School Program Overview

Transition Protocols

During classroom changes, students walk six feet apart, following a two-way traffic flow in most areas of the middle school. Traffic flows one-way in the area by the Jag Commons. There are frequent opportunities for students to sanitize their hands throughout the day, including before breaks and after break.

Lockers

Students visit their lockers twice a day, once in the morning when they arrive at school and once in the afternoon before leaving. They are encouraged to wait in their advisory room until space is available near their locker. Students may make occasional stops at their lockers, during class periods, with teacher permission. During end-of-day supervised study and check-out, students visit their lockers one at a time.

Mask Breaks

Students have opportunities throughout the day to remove their masks, including outdoor breaks, recess, and lunch. Mask breaks might also be planned by individual teachers/grade levels depending on the setting.

Supply & Computer Requirements

Wellington provides Chromebooks to 5th and 6th grade students. For students in 7th and 8th grade, they will need to bring their own laptop to school each day. Wellington provides individual supply packages for students, however parents should refer to Veracross for the most up-to-date supply list. The following items are highly recommended for students to bring from home:

- Water bottle
- Noise canceling earbuds/headphones will be particularly important this year
- A backpack for carrying supplies and materials through the day
- A back-up mask
- Hand sanitizer
- Deodorant/Antiperspirant
- Optional: small towel or beach towel to sit on during mask breaks to be washed every night

Physical Education

Students wear masks when walking to and from Physical Education (PE) class and outside breaks. Middle school students will not change for PE at this time. If students are engaged in cardiovascular activity outdoors and are distanced, they do not need to wear a mask. If students are engaged in cardiovascular activity indoors, a minimum of 6' distancing would be necessary for aerobic activity to be done without a mask. Even if outdoors, students who are playing a game that does not guarantee 6' should wear a mask. Any activity, aerobic or not, that is outdoors and can maintain 6' does not require masks. Aerobic activity takes place outdoors whenever possible. PE equipment and playground equipment that are high-touch surfaces are either not be used, or are sanitized between uses.

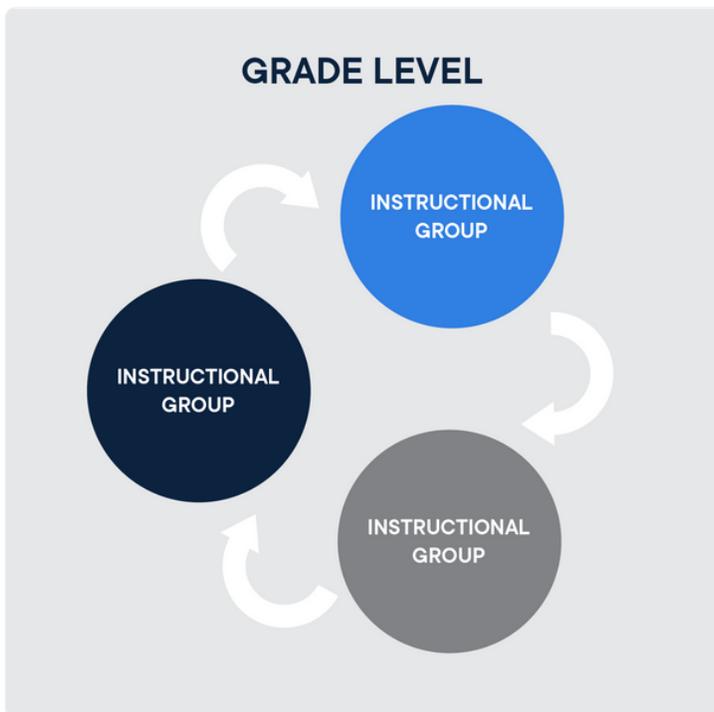
Middle School Program Overview

Uniforms

Students learning on campus and at home are expected to follow the middle school dress code. Please refer to Veracross for the full middle school dress code.

Cohort and Instructional Group sizes

The term cohort defines the entire grade level. The term instructional group defines the core group of individuals that a student will find themselves within.



GRADE LEVEL COHORTS

Approximately 35-55 students

INSTRUCTIONAL GROUPS

Approximately 12-16 students, with the exception of a few specialized groups

Middle School students change classes and safely mix among instructional groups within their grade level cohort.

Middle School Program Overview

Arrival/Dismissal

Students should arrive on campus between 8-8:25 a.m. and go directly to their advisory spaces. However, advisory days begin promptly at 8 a.m. Middle school students are dismissed each day at 3:15 p.m. Students go to their bus or to the Thomas Family Dining Room/Gard Gym for an organized and physically distanced pick-up process.

Recess

Each middle school grade level takes turns on the playground, with every student able to take an outdoor morning break and lunch break when weather permits. There is no indoor recess at this time.

Technology for Learning

Students use Google Classroom as their primary learning platform. For parent communications, grades, and weekly newsletters, please refer to Veracross. We use Clever to have a single sign on.

Assemblies and Large Gatherings

All assemblies, school wide celebrations, and other large group gatherings will be held virtually.

Traditions and Birthday Celebrations

Celebrations continue to be an important part of the Wellington community. We plan to use our Hyflex model to ensure these traditions carry on.

Extracurriculars and Affinity Groups

We are currently exploring how we can best translate these experiences into a virtual environment.

Morning Meeting

Morning meeting is a vital part of the middle school experience and continues in a virtual format.

Parent/Student Expectations for Learning from Home

The absence procedures for students learning from home are the same as if they were on campus learning.

Parent/Student Expectations for Learning on Campus

If a student does not respond well to the campus protocols, the student will be asked to learn from home for a period of time. These cases might not be a disciplinary action; rather, it might just be a developmentally appropriate course of action for a given period of time.

Social-emotional Health Support

As always, we support and foster the social, emotional, academic, and intellectual development of middle school students, both on campus and learning from home, through our advisory program, deans, well-being director, and school counselor.



We maintain our academic schedule and full academic catalog, with a combination of in-class direct instruction and remote, on-site instruction.

Upper School Program Overview

- Class enrollments that exceed the capacity requirements for classrooms based on social distancing are 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. We use the term '**satellite**' as shorthand for this function.
- Teachers are available to provide follow-up support as is already a part of our educational model. The schedule follows 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 remain in use. However, locker access is before and after school day, but not during regular passing time. Locker access times are monitored for social distancing.
- Students choosing the on-campus learning model will have the option to learn from home on 'flex' days.

Upper School Daily Schedule

HyFLEX Model - 5 Day Week

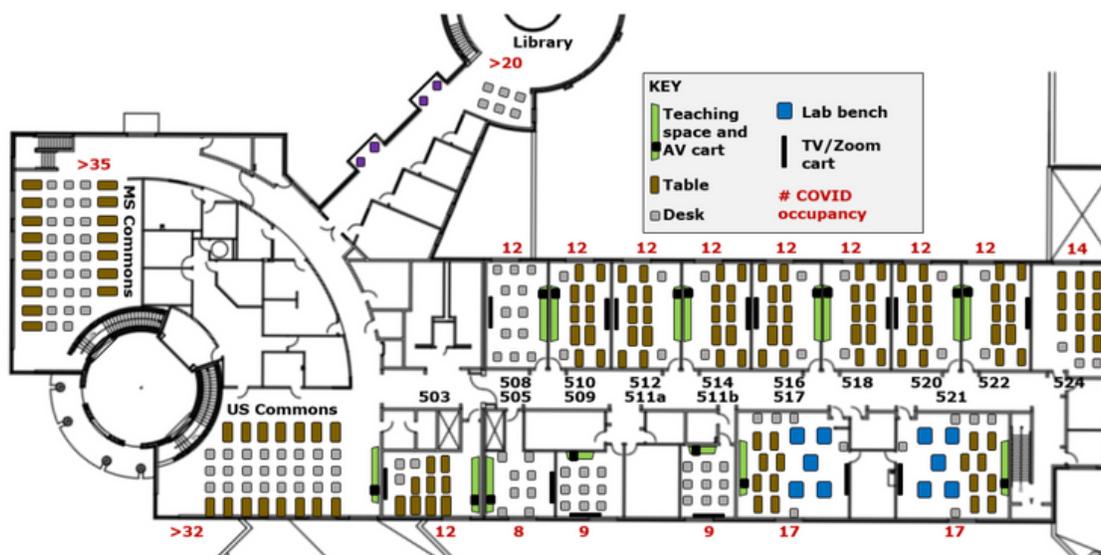
A	B		A	B
PERIOD 1 8:50-10:10	PERIOD 5 8:50-10:10	PROJECT DAY AND OFFICE HOURS OPTIONAL STUDENT ATTENDANCE	PERIOD 1 8:50-10:10	PERIOD 5 8:50-10:10
PERIOD 2 10:20-11:40	PERIOD 6 10:20-11:40		PERIOD 2 10:20-11:40	PERIOD 6 10:20-11:40
PERIOD 3 11:50-1:10	PERIOD 7 11:50-1:10		PERIOD 3 11:50-1:10	PERIOD 7 11:50-1:10
LUNCH 1:10-2:10	LUNCH 1:10-2:10		LUNCH 1:10-2:10	LUNCH 1:10-2:10
PERIOD 4 2:10-3:30	PERIOD 8 2:10-3:30		PERIOD 4 2:10-3:30	PERIOD 8 2:10-3:30

Upper School Program Overview

Project Days and Office Hours

Project Day and office hours only occur during 5-day school weeks. During the winter months, Project Days and Office Hours move from Wednesdays to Fridays to align with the middle school schedule.

Classroom Layout and Capacity



Each classroom has been optimized to meet the following criteria:

- All furniture is arranged to accommodate the maximum number of students while maintaining 6-foot social distancing. This is best accomplished by mixing available tables and desks within classrooms. Desks were prioritized over larger tables in rooms with smaller footprints (507, 508, 509).
- Desks face the same direction to reduce transmission via water droplets.
- Desks face the teacher, digital projector, and white boards. Furniture is arranged to accommodate TV/Zoom carts in the back of each room.
- All exit ways are clear for emergency evacuations (e.g. fires, tornadoes).

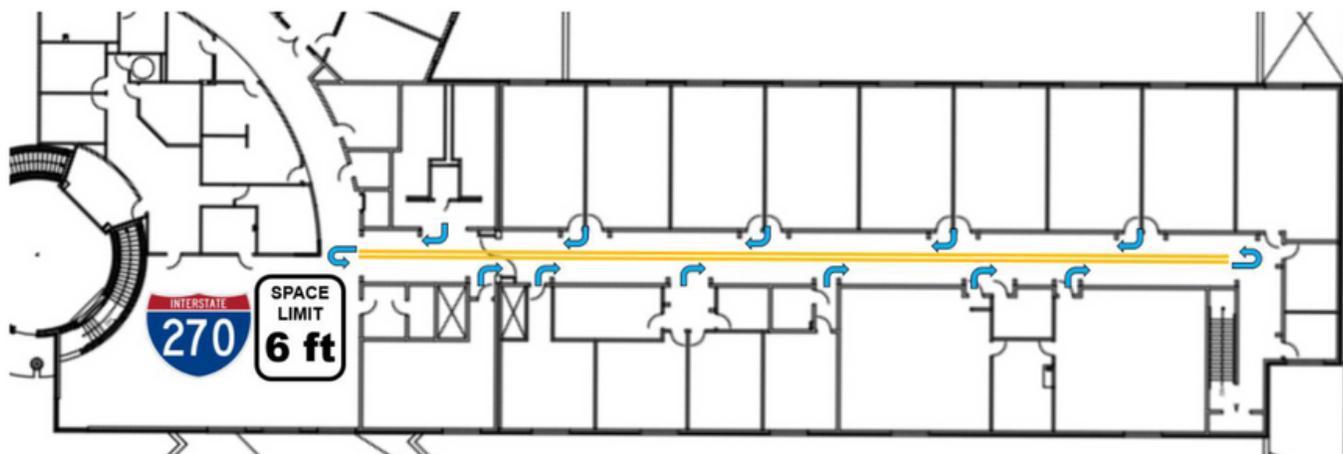
To maintain social distancing, classrooms will have maximum occupancies. Teachers will manage equitable rotations between students in the classroom and satellite areas.

Physical Education (PE)

Students wear masks when walking to and from Physical Education (PE) class and outside breaks. Upper school students do not change for PE at this time. If students are engaged in cardiovascular activity outdoors and are distanced, they do not need to wear a mask. If students are engaged in cardiovascular activity indoors, a minimum of 6' distancing would be necessary for aerobic activity to be done without a mask. Even if outdoors, students who are playing a game that does not guarantee 6' should wear a mask. Any activity, aerobic or not, that is outdoors and can maintain 6' does not require masks. Aerobic activity will take place outdoors whenever possible. PE equipment and playground equipment that are high-touch surfaces are either not be used, or are sanitized between uses.

Upper School Program Overview

Hallway Traffic Flow



Every day, thousands of vehicles enter and exit I-270 without incident. Vehicle owners know the risks associated with driving, and our students know the risks associated with improper social distancing. Both driving and attending school during the COVID-19 era require responsibility. The Upper School hallway has been converted into a one-way loop to help our community maintain social distance during classroom changes. Students treat classroom entrances and exits as on- and off-ramps, respectively. Continuing the metaphor, a driver should not slam their breaks in the middle of the freeway. Likewise, students are encouraged to move with purpose, limit socializing, and avoid locker use during the day. These actions are necessary to keep the hallway traffic flowing. Double yellow lines, turn arrows, and social distance reminders were produced in our Maker Space and adhered to the floor as reminders for students and staff.

Class Transitions

To further improve our ability to social distance during changeovers, we increased the passing time between classes from 5 to 10 minutes.

Lockers

Lockers are accessible before and after school. Students are encouraged to use backpacks to store and transport needed class materials throughout the day.

Mask Etiquette

Students and staff are required to wear masks on campus. Students may take masks off when eating in the dining room or in satellite spaces. Mask breaks can be taken outside the building away from others.

Upper School Program Overview

Supplies

Students should be prepared with the following:

- Backpack
- Headphones with microphone
- Notebook/binders
- Writing utensils
- Snacks
- Back-up mask (disposable masks will be provided for any student who needs one)
- Laptop that meets the required specifications; check Veracross for details

Dress Code

The dress code remains the same for all students learning on campus. Students learning from home are expected to wear a uniform top during class. At this time, students on campus do not change for PE.

Upper School Cohort

The upper school is a cohort group. Mixing between grade levels can occur in math and world language classes. Trimester courses also have higher chances of mixed grades.

Arrival and Dismissal Time

Students are expected to arrive around 8:30 a.m. and leave the building by 3:45 p.m.

Open Campus Policy

Juniors and seniors have open campus.

Morning Meeting

Morning meetings are held virtually. Student Council continues to take the lead in creating, editing, and disseminating the video each day.

Social-Emotional Health

We continue to support and foster the social, emotional, academic, and intellectual development of upper school students through our advisory program, courageous conversations, affinity groups, deans, well-being director, and our upper school counselor.

Parent/Student Expectations for Learning from Home

The absence procedures for students learning from home is the same as if they were on campus learning.

Parent/Student Expectations for Learning on Campus

If a student does not respond well to the learning on campus safety protocols, the student will be asked to learn from home for a period of time. These cases might not be a disciplinary action; rather, it might just be a developmentally appropriate course of action for a given period of time.

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.