



## COVID-19 Operational Plans – Fall 2022

During this continued health crisis, we especially hold the safety and well-being of our students and staff with the highest regard. Much work goes into adapting our Waldorf education to the current world we live in, but we are doing it with energy and with a focus on meeting the needs of all our students and community members. We have made some changes to our COVID-19 protocols that will allow us to continue to provide a safe and healthy environment for our students and staff. Please take the time to read through and understand the following expectations and policies that will be in effect as we begin this school year. As this health crisis continues to change and evolve, so will our operational protocols. We will communicate updates and changes as they happen.

We continue to rely on information and recommendations from the State of Wisconsin, the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services, the City of Milwaukee Health Department, and the Centers for Disease Control and Prevention to make decisions on how we will operate during this health crisis. This plan spells out how we will operate during the 2022 – 23 school year in adherence to the requirements and recommendations from these authorities.

*Our full COVID-19 Return to School Plan developed for the 2020-21 school year, which has been approved by the Milwaukee Health Department, can be found on our website.*



### Community Coordination and Response

- Tamarack Waldorf School's COVID-19 Coordinator is the school Administrative Director, Lora Poulos.
- The coordinator and other staff members will compile information on absences, tracking illnesses and identifying potential COVID-19 clusters.
- School employees and families will need to report symptoms, positive tests, or exposure to COVID-19 to the school office.
- The coordinator will monitor guidance from state and local officials, along with the CDC and other agencies.
- The school community will be notified of a confirmed cases as deemed necessary, with identifying information kept confidential. See Communication section for more information on notification of positive cases.



### Communication

- School-wide communications will go out through ParentSquare, our school's communication system.
- Administration will call or email families directly when there is an individual situation at hand.
- Social media and website posting may be used to move important information out to our school community.
- Families (and staff) will be notified directly via email of any confirmed cases of COVID-19 only when a case occurs in their child's classroom.
- Tamarack will post the number of positive COVID-19 cases on our website ([www.tamarackwaldorf.org](http://www.tamarackwaldorf.org)) under "COVID-19" (updated Monday for week prior).
- COVID-19 updates are sent to families and staff through weekly newsletters and postings in ParentSquare.



## Preventative Methods

- No student or staff member should come to school if ill or displaying any respiratory illness symptoms.
- No student or staff should come to school if they have tested positive for COVID-19.
- Staff will reinforce students' hygiene requirements, including washing hands or using hand sanitizer, maintaining social distancing, and wearing a face mask when required.
- Staff will reinforce students' social distancing, which means keeping a safe space of three feet between individuals in and outside of the classroom.
- Signage will be added to the hallways and classrooms to remind students, staff, and visitors of proper precautionary procedures.
- Students who have difficulty following our COVID-19 health and safety protocols, and continually need reminders will be sent home until able to follow protocols. This is for the safety and protection of our school community.



## Personal Protective Equipment

The CDC states the following: "Wearing a well-fitting mask consistently and correctly reduces the risk of spreading the virus that causes COVID-19. Universal indoor mask use is recommended at a high COVID-19 Community Level."

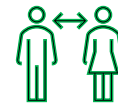
During a high COVID-19 Community Level:

- Face masks will be required for all students, staff, and visitors in the school building when the CDC report that Milwaukee has a high COVID-19 Community Level. Bandanas, gators, or other types of face covers will not be allowed.
- Face shields or other alternatives may be identified as acceptable only for student or staff with documented special needs or health conditions, requiring advanced written approval by the Administrative Director.
- All faculty, staff and students will be required to wear a face mask throughout the school day.
- Masks can be homemade or disposable masks.

- Faculty, staff, and students are asked to provide their own mask, but Tamarack will have extras available if someone forgets to bring one.
- Faculty, staff, and students are asked to bring a fresh mask to change into after lunch daily and to take them home daily to wash.
- Masks will be removed to eat snack and lunch.
- Students who need continued reminders on the wearing of their face mask may be sent home.
- Face masks are not required in private offices or classrooms when occupied by a single person.
- Face masks will be optional outdoors.

Face masks will be required of individuals exposed to COVID-19 or returning from quarantine, during all COVID-19 Community Levels. Tamarack's nurse will give instructions to individuals who will require this protocol.

Face masks are optional during low and medium COVID-19 Community Levels.



## Social Distancing

- Individual classrooms have been adjusted and reconfigured to maximize social distancing, including removing unnecessary furniture.
- Classroom arrangements will allow instruction to occur in a socially distant configuration when students are seated at their desks. Students' desks will be arranged in forward facing rows to maximize social distancing. Shared tables, circle setups and grouping of desks will not be permitted in classrooms.
- Individuals should keep 3 feet between each other at all times.
- During high COVID-19 Community Levels, when students are unmasked and eating indoors, they must maintain three feet from others and facing the same direction.
- Teachers will maintain seating assignments to ensure accurate contact tracing abilities in the event a student tests positive for COVID-19.



## Hand Hygiene

- Students and staff are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
  - Upon arrival at school (use hand sanitizer if there is no sink in the classroom), and prior to leaving school for home
  - Upon entering the classroom and before leaving the classroom
  - Before and after being outside for recess or another reason
  - Before and after handling shared equipment
  - Before and after snack and lunch
  - After sneezing, coughing, or blowing nose
  - Students will be trained and told to wash their hands before leaving the restroom
  - Hand sanitizer will be expected to be applied by students upon returning to the classroom after using the restroom
- Hand sanitizing stations will be readily available throughout the building and in classrooms.
- All sinks have been outfitted with no-touch soap and towel dispensers. The main student restrooms have no-touch faucets.
- All classrooms have been outfitted with no-touch trash cans where students and staff can properly dispose of tissues, disinfecting wipes, and disposable cleaning cloths. Hand hygiene should be followed after disposal of these items to the trash.

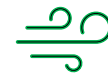


## Cleaning and Disinfecting

CDC Guidelines: Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces and lowers the risk of spreading COVID-19 infection. Disinfectants kill germs on surfaces. By killing germs on a

surface after cleaning, you can further lower the risk of spreading infection.

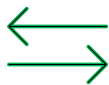
- Our cleaning staff will clean, disinfect, and sanitize daily.
- Some areas will be cleaned during the school day – including the restrooms, health room (isolation room), and high-touch surfaces such as handrails, light switches, drinking fountain, and doorknobs.
- A logging and accountability plan will be required for cleaning.
- Deep cleaning will occur weekly.
- The frequency of cleaning may increase in circumstances of increased absences due to symptoms and/or if a positive COVID-19 case is identified in our building.
- All cleaning supplies used are CDC and EPA approved to kill COVID-19 and stored securely away from children.
- Teachers, students, custodians, and staff will have responsibility for cleaning and sanitizing their personal spaces throughout the day.
- Disinfecting wipes will be provided to each student and each classroom will be stocked with cleaning and disinfecting supplies.
- Teachers will incorporate cleaning and hygiene regimens into their daily classroom routines.
- In the event classroom materials need to be shared, under direction of the teacher they will be cleaned in between use by students.
- The school office will also be provided with cleaning and disinfecting supplies.
- Staff members sharing the office space and materials will be responsible for cleaning and disinfecting their space and the high-touch areas within their space regularly throughout the day.



## Ventilation and Drinking Water

- Most classrooms are equipped with ceiling fans, and they will be positioned to draw the air up.
- Classroom and office doors and windows will be kept open to ensure there is ample exchange and flow of fresh air.

- Windowsills will be cleared of all items to allow for unrestricted air flow. Curtains that are restricting airflow will be removed.
- All classrooms will be equipped with a HEPA air cleaner unit.
- Drinking fountains are available for students to use, with each one having a water bottle filler function. The drinking fountains will be sanitized throughout the day.
- Students are encouraged to bring their own refillable water bottle to school each day. Bottles should go home each night to be cleaned.
- In the Kindergarten each room will continue to have filtered water available, and teachers will help with water bottle filling.



### Hallways, Stairways, and other Building Spaces

- Floors, stairways, and walls will be labeled with walking routes to direct students to keep to the right at all times in the hallways and stairways.
- Grades 3 through 8 will use the west stairway (driveway) to exit and enter the basement.
- Kindergarten and Grades 1 and 2 will use the center stairway (office) to exit and enter the basement.
- Only Kindergarten classes will use the main stairway.
- Grades 7 and 8 will go through the gym to use the west stairway. Grades 7 and 8 may use the main stairway if exiting the building at the main door.
- The east stairway will be for emergency use only to eliminate exposure between first and second floor classes.
- To limit exposure between student groups, classes will remain in their classrooms for instruction or work outside in a designated area.
- The community hall and kitchen will be used for classes throughout the week. Only one class at a time will be allowed in these spaces.
- The community hall will have partitions available to create tutoring areas with some privacy.



### Parking Lot and Other Outdoor Spaces

- We are encouraging teachers to teach outdoors as much as possible.
- The parking lot will be closed to parking during the school day to allow for outdoor class space.
- Other outdoor areas will also be used for class time and we will create a schedule to make sure class groups and recess groups do not overlap in the spaces.



### Student Drop-off and Pick-up Procedures

#### Morning Drop-off

- Parents/guardians will not be permitted inside the building during drop-off or pick-up times.
- Drop-off will begin at 7:40 a.m.
- Cars can pull up to the drop-off zones on Franklin Pl. or Brady St.
- Parents/guardians are encouraged to park and walk their child to the parking lot area. Parents and students can access the parking lot from the driveway or church courtyard.
- Each class will have a designated place to meet in the parking lot to line up with their class teacher.
- Social distancing will be enforced while students are waiting to enter the building.
- Classes will begin entering the building at 7:50 a.m. so that classes may begin at 8:00 a.m.
- Late students must enter through the main doors and check in with the office to be marked as tardy/present for the day.

#### After School Pick-up

- Pick-up begins at 3:15 p.m.
- All students must be picked up by 3:25 p.m. We do not have staff to wait with students after that time.
- Pick-up will take place outdoors, with students lining up in their designated area in the parking lot, with their class teacher.
- In order to keep the drive-up pick-up line moving, you may be asked to circle around if you arrive too early to pick up your student.
- Staff will be stationed on Franklin Pl. and Brady St. to assist with pick-up.

- Cars can pull up to the pick-up zones on Franklin Pl. or Brady St.
- Parents/guardians on foot will check in at one of the street pick-up zones or the parking lot pick-up zone to ask for their student to be sent over. Staff will be equipped with walkie talkies to call students for pick-up.
- Social distancing will be enforced while students are waiting to be picked up.



### **Snack and Lunch**

- Classes are encouraged to eat snack and lunch outdoors every day, unless weather or scheduling does not permit it.
- Students will be socially distanced while eating.
- Students will need to bring a snack and lunch each day in a lunch box. Lunch boxes should be cleaned and sanitized at home each day.
- Early Childhood classes will be allowed to cook and serve food.
- Birthday treats brought from home must be individually packaged.



### **Restroom Breaks**

- Students will be allowed to use the restrooms as needed during the school day, avoiding other classes when possible.
- Early Childhood through Grade 6 will use the basement restrooms and Grades 7 and 8 will use the third-floor restrooms.
- Restrooms will be sanitized during the school day.



### **Recess**

- Tamarack students typically have two recess times per day that take place at a park within walking distance of our campus.

- Each class will have a designated area in the park to use, with teachers marking off their area with cones.
- Class groups will be allowed to mix during recess time when community levels reported by the CDC are in the low to medium level. During a high community level, classes will be kept separated at the recess park.
- Classes also have the option of taking a nature hike instead of gathering at the recess park.
- We will work to create a schedule of park use and other areas to be used near school so that gathering limits can be followed.
- Any shared recess equipment will be sanitized after use. Students will sanitize their hands before and after using shared recess equipment such as balls.



### **Visitors**

- Depending on the COVID-19 Community Level we may need to restrict all nonessential visitation including volunteers for classroom activities, guest speakers, and parents/guardians. At times access will be limited to students and necessary faculty and staff. Visitors permitted inside will be screened before entry, follow instructed health and safety guidelines, and restrict their visit to the location designated by the school. Vendors will follow appropriate predetermined processes to ensure safety.
- Families or caregivers picking up students will wait outside for students to be dismissed.
- Parent/guardian visits with school staff will require an advance appointment and follow instructed health and safety procedures.
- Contractors may need to enter the building to perform repairs or routine maintenance and will be scheduled on non-school days or at times when students are not in the building. If this is not possible, contractors will go through a health screening process before entering the building.



## Music, Physical Education, Field Trips, and Other Activities

- When the COVID-19 Community Level is high we will suspend or limit in-building activities that potentially increase exposure - e.g., singing, use of wind instruments, physical education, and assemblies. We will move activities outdoors as much as possible.
- Classes are encouraged to sing, play flutes/recorders, and hold physical activities outdoors daily as weather permits.
- Singing and flute/recorder playing can take place indoors if students are distanced, and sing/play quietly. Students will all face the same direction.
- When the COVID-19 Community Level is high we will suspend or limit activities which create more exposure including after school events, sports, clubs, assemblies, and field trips. Walking field trips and trips to the Urban Ecology Center will be allowed.
- All safety protocols and precautions will be followed during movement and physical education classes. Physical education classes will take place outside as much as possible.



### Extended Care

- We are still in the process of developing an afterschool care program. Please look for updates on this program as the school year progresses.



### COVID-19 Symptom Screening

- A daily screening protocol will be provided to each of our families. Families will be asked to conduct the screening protocol prior to leaving for school in the morning to ensure their child is symptom free of COVID-19, or other illnesses, and has a temperature in normal range (<100.4).
- We may conduct a health screening, including a temperature check, of students at any time during

the school day to check for potential illness symptoms.

- Students who display symptoms or report feeling ill during the school day will be immediately taken to the health room until they can be picked up. Students must be picked up within one hour of the school contacting the parent/guardian.
- Students who report flu-like symptoms will not be allowed to return to school until 24 hours after symptoms are no longer present.
- For reporting COVID-19 related illness, please see Communication of Positive COVID-19 Cases section.
- We will be providing COVID-19 testing on site.



### Attendance and Illness

- If a student becomes ill or reports symptoms, they will be required to go home. Parents/guardians must pick up their child within one hour of receiving a phone call from school staff. Students will remain in our health room until they are picked up.
- Students should not return to school until 24 hours after symptoms are no longer present.
- School staff will follow up with parents/guardians of students who are sent home, or who are reported absent, to provide further instructions on when the student may return to school.
- Students missing school due to illness may be provided their assignments through Google Classroom.
- For reporting COVID-19 related illness, please see Communication on Positive COVID-19 Cases section.
- All attendance policies will be revised to encourage students showing flu-like symptoms to refrain from attending school. Students who complete assignments while in home quarantine will be marked present for days out.





## **Protocol for Positive Cases**

Tamarack will follow the necessary protocols and procedures in the event of a COVID-19 positive case. We may revise self-quarantine policies based on updated information from the CDC and the Milwaukee Health Department. Please see our COVID-19 Quarantine and Isolation Guidelines document for specific information on each scenario listed below.

### **Positive Cases of COVID-19 of a Student or Staff Member**

If a student or staff member is confirmed positive for COVID-19, Tamarack must be informed immediately. Please contact the school office at 414-277-0009.

Regardless of vaccination status a person with a positive case must quarantine for at least 5 days and only return to school when they have been symptom free for 24 hours. Tamarack's school nurse or administrative director will provide quarantine and return to school instructions.

### **Positive Cases of COVID-19 of Tamarack Household Members**

If a student, faculty, or staff member is living with someone who has been diagnosed with COVID-19 or is quarantined because of COVID-19, Tamarack must be informed immediately. Please contact the school office at 414-277-0009. Unvaccinated students or staff members in the household must quarantine for a minimum of 10 days and be symptom free for 24 hours prior to returning to school. Vaccinated people do not need to quarantine but must be symptom free to attend school. Tamarack's school nurse or Administrative Director will provide quarantine and return to school instructions.

### **Close Contact with a COVID-19 Positive Individual**

If a student or staff member comes in close contact with a positive COVID-19 individual, Tamarack must be informed immediately. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 cumulative minutes in a day. Please contact the school office at 414-277-0009. Regardless of vaccination status, close contacts will not need to quarantine. Tamarack's school nurse or Administrative Director will provide quarantine and return to school instructions.

### **Contact Tracing of COVID-19 Cases**

When a positive COVID-19 case is reported in the school, Tamarack will determine if there are any close contacts among our school community and contact those who may

have been in close contact with an individual with COVID-19 at Tamarack. Those who are considered close contacts will be individually contacted by the school nurse or Administrative Director who will give instructions on how to proceed.

### **Return to School after COVID-19 Testing**

Students, faculty, or staff who are quarantined because they came into close contact with a positive case may elect to seek a COVID-19 test. If a student, faculty, or staff member is asymptomatic and has received a negative COVID-19 test, they may be allowed to return to school. The decision to allow an asymptomatic student or staff member with a confirmed negative COVID-19 test to return to class will be made on a case-by-case basis.

### **COVID-19 Symptoms and Testing**

Students or staff who display several COVID-19 symptoms, such as cough, fever, chills, muscle pain, shortness of breath, sore throat, fatigue, new loss of taste or smell, nausea or vomiting, or diarrhea must stay home from school and seek a COVID-19 test. Students, faculty, and staff who receive a negative COVID-19 test, have not had a potential exposure, and have been symptom free for 24 hours may return to class.

### **School or Classroom Closure Due to High COVID-19 Cases at Tamarack**

There may be times that Tamarack will need to close school or a classroom if a high level of positive COVID-19 cases are reported. In the event of a full school or classroom closing, Tamarack will immediately transition to our distance learning program for students during the closure.

### **Confidentiality and Privacy**

Tamarack will take every reasonable measure to provide our families and staff confidentiality and privacy regarding COVID-19 positive cases. No names will be published or communicated when the community is being advised on positive cases.

### **Covid-19 Vaccine**

All staff has had access to the COVID-19 vaccine. While we are encouraging our staff to get the vaccine, it is not mandatory. Unvaccinated staff will be asked to get tested on a regular basis.

The COVID-19 vaccine is now available for all our students, and we do recommend that families consider having their child vaccinated against COVID-19.

### **COVID-19 Testing**

Tamarack will be providing on-site COVID-19 testing for all Tamarack families and staff. Information on how to register for testing will be provided before the first day of school.



### **Instructional Phases**

We may need to move between in-person and distance learning educational modes in response to a COVID-19 school outbreak or extreme an COVID-19 Community Level. We will continue to closely follow recommendations from the Centers for Disease Control and Prevention, Milwaukee Health Department, Wisconsin Department of Health Services, Wisconsin Department of Instruction and our state and city officials, all of which will help us in anticipating upcoming changes in the phase so that we will be as ready as possible to respond.



### **Technology**

- Tamarack has adopted Google Classroom as its universal learning management system which will serve as a single comprehensive platform for on-line learning for all classes. Zoom or Google Meets will be used to conduct live virtual classes and meet with individual students.
- These platforms will be used if a classroom or the school needs to move to distance learning.
- Tamarack will offer trouble shooting for online platforms as needed.

Additional information regarding COVID-19 protocols can be found in the following handouts:

- *COVID-19 Quarantine and Isolation Guidelines for Staff and Students*
- *COVID-19 Protocol for Masking and Operations*
- *COVID-19 Illness Policy*

If you have any questions or concerns regarding our COVID-19 Return to School Plan, please contact Tamarack's Administrative Director, Lora Poulos at 414-277-0009 / [lora.poulos@tamarackwaldorf.org](mailto:lora.poulos@tamarackwaldorf.org)