



COVID-19 Health & Safety Guidelines 2021-2022

We appreciate your understanding - Information included here may change based on the course of the virus and guidance from state and local officials.

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Tips for using this document

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Introduction & Key Contact

Westwood strives to be a model community, implementing Dr. Maria Montessori's philosophy of respect for individuals, children, and adults in every aspect of school life.

How we handle some COVID policies has changed for the well-being of our students, teachers, staff and community. Our commitment to nurturing Toddler through Grade 12 students to succeed in an ever-changing world remains the same.

We believe more strongly than ever that students are best served when learning in-person. Therefore, **all classes will be 100% in-person** moving forward.

We realize not everyone will agree 100% with the guidelines outlined in this document – particularly those for vaccines and masks. We humbly ask you to follow the COVID-19 Health and Safety Guidelines outlined in this document. We've carefully considered decisions on this front to enable our students to safely follow their regular class day schedules, gather in common spaces, and attend all school gatherings.

The decision about taking the **COVID-19 vaccine** is left to individual Westwood families and staff. For approximately the **first 30 days of school**, all Westwood community members aged 3 and over will be required to **wear masks while indoors**. For more details see [Face Coverings](#)

Safety has always been and will continue to be a priority at Westwood.

If you have **questions, concerns or feedback** about Westwood's COVID-19 Health & Safety Guidelines contact **Heather Lourcey** | HLourcey@WestwoodSchool.org. She can arrange phone calls or face-to-face appointments as needed.

Program Hours

Lower School

Toddler	9:00am-2:45pm (full-time)	9:00am-11:45am (part-time)
Preschool	8:45am-3:00pm (full-time)	8:45am -12:00pm (part-time)
Lower El.	8:30am-3:15pm	
Upper El.	8:15am-3:30pm	

Childcare available from 7:15 a.m. until the start of class and from the end of class to 6:00 pm

Upper School

Middle School	8:15am-3:30pm
High School	8:15am-3:30pm

Before and After School Care is available from 7:15 to start of class and from the end of class to 4:45pm at the Upper School Campus and from 4:45-6:00pm at the Lower School Campus

Arriving & Leaving Each Day

Upper School

Car Line or Older Students Park in a Parking Spot

- Arriving:
 - Take your student's temperature prior to leaving your house. We will not allow anyone with a fever to attend class on campus.
 - Enter the building through the main North entrance
 - Students should have their mask on as they enter the building
 - Parents will be notified if their student has a fever upon arrival and will need to return immediately to pick up their child.

- Pick Up:
 - Car line occurs from 3:45 – 4 pm for both Middle School & High School
 - Middle School car line pickup is at the East Middle School door
 - High School car line pickup is at the main North entrance door

Lower School

Car line

Cultivating Parent & Teacher Relationships: We greatly value the relationship between parents and teachers, as well as family friendships. We've found several ways to continue cultivating these important relationships safely when you bring your child(ren) to school and pick them up:

- **Park and escort your Lower School student(s) to their classroom(s) & pick them up there, too, until car lines begin Sept 7. Please park in the North or West Parking Areas. Toddler parents should always escort their children to and from the classroom throughout the school year.**
- **Then we will give all lower school families one day each week when you can park and personally walk your child to their classroom. Look for this info a few weeks into the school year.**

Arriving at School

Grade Level	Details & Schedule
Toddler	Parents PARK in the North or West area and bring your child(ren) to their class
Preschool	Use the CAR LINE: 8:15 – 8:30
Lower EI	Use the CAR LINE: 8:00 – 8:15
Upper EI	Use the CAR LINE: 7:30 – 8:00
All Families	Until September 7th , please park and walk your to child at their classroom. Park in the North or West Parking Areas.

- Take your child's temperature prior to leaving your house. We will not allow anyone with a fever to attend class on campus.
- Display car line tag on the rearview mirror so it is visible to our car line staff.
- Help your child unbuckle their seatbelt and gather their belongings.
- To keep things flowing smoothly, teachers and staff will not answer classroom questions or concerns during car line.

- If you arrive before or after your car line time to drop your child off, park in the North or West Parking area and escort your child to the front door. Office Staff will meet you at the door. Stay with your child until they have used hand sanitizer and we have completed their temperature check.
- Families with siblings may drop-off at the earliest drop-off time for your family. Make sure all name placards are visible.

Afternoon Pick-up

Grade Level	Details & Schedule
Toddler	Parents PARK in the North or West area and pick-up your child(ren) from their class
Preschool	Use the CAR LINE : Mon – Fri 3:00-3:15
Part-time Toddler & PreK	Parents PARK in the North or West area and pick-up your child(ren) from their class. Toddler: Mon-Fri 11:45am Preschool: Mon-Fri 12pm
Lower EI (LE)	Use the CAR LINE : Mon – Fri 3:15-3:30
Upper EI (UE)	Use the CAR LINE : Mon – Fri 3:30-3:45
All Families	Until September 7th , please park and pick-up your child at their classroom. Park in the North or West Parking Areas.

- Wait until your designated car line time to enter the parking lot car line queue. If you arrive prior to your designated time, wait along Proton Rd. A staff member will be at the ENTRANCE of the parking lot to direct traffic until the system normalizes.
- Display car line tag on the rearview mirror so it is visible to our car line staff.
- To keep the car line flowing smoothly, teachers and staff will not be able to answer classroom questions or concerns during car line.
- Help your child put away their belongings and buckle their seat belts. Staff cannot buckle children into their seats.
- If you arrive after your car line time to pick-up your child, park North or West Parking Area and come to the front door. Office Staff will bring your child to the door.
- Families with Lower EI and Upper EI students may pick up at the Upper EI time. Lower EI students will be with their Upper EI siblings in the car line.
- Families with Toddler or Preschool as well as Elementary students will need to follow the Toddler or Preschool process and schedule. Then enter the Elementary car line at the appropriate time.

Absences

- For **appointments such as orthodontics**, students in grades 4-12 should email or speak directly with their teacher or coach to notify them of the absence and discuss assignments that might be missed during the appointment time.
- For absences due to **illness**, students will be allowed ample time to make up any work missed. We support student rest while ill.
- For absences due to **quarantine or travel**, teachers will supply as much school as possible for the student, including Montessori boxes for Toddler and Preschool students. Work will be either emailed or copied and available for pick-up at each campus reception desk. Teachers will be available to email or speak with students as necessary during any Covid-19 quarantining

Cleaning

All the normal surfaces will be cleaned daily. Here is the cleaner the school is using:

<https://us.shaklee.com/Green-Home/Household-Cleaning/All-Purpose/Basic-G%2B%E2%84%A2-Germicide/p/00527>

There are air filters in every classroom. Please visit <https://austinair.com/protect-your-patients-and-staff-with-the-austin-air-healthmate/> for more information.

Communicating to Parents

If COVID-19 is confirmed for a student, staff member or immediate family member, we will communicate clearly as follows:

- A general communication to the Westwood community stating that a student or staff member tested positive
- Parents whose student(s) may have had direct close contact (i.e. grade or levels) with the individual who tested positive will receive a specific close contact notification.

Emotional Wellness & Support

We are committed to supporting the emotional well-being of our students and their families – this is even more important as our kids face increased stress and fears during these difficult times. Our school counselor, along with our teachers and staff are here to help your student express and handle their emotions.

Helping our students regularly build and practice their social skills – safely is a top priority for the 2021-2022 school year.

Extracurricular Activities, Studios, Events & Meetings

We've worked hard to provide ways our students can safely enjoy normal activities as much as possible given the current situation.

Lower School

We are offering a robust lineup of childcare and after school activities for Preschool – 6th Grade students for an additional fee. Click [here](#) for details about these enriching after school programs.

Upper School

We are following the lead of TAPPs as well as our local and state authorities when it comes to sports and academic competitions. Our goal is to enable our students to enjoy normal activities to the degree possible when it comes to extra-curricular activities (i.e. athletics, competitions, social events, etc.)

Parent, Teacher & Staff Meetings

Thank you for making last year's online meetings and parent/teacher conferences a rousing success! Based on this, all community meetings and parent/student/teacher conferences will be via Zoom. We'll decide on a case-by-case basis whether to hold other meetings in-person or on zoom. Stay tuned 😊

Face Coverings

For approximately the first 30 days of school, all Westwood community members aged 3 and over will be required to wear masks while indoors. Continuing to follow our COVID-19 protocols and masking will allow students to follow their regular class day schedules, gather in common spaces, and attend all school gatherings.

We will re-evaluate Westwood's mask policy approximately 30 days after school starts and communicate any changes to you.

While every person aged 3 and over is required to wear a mask during the school day, we understand that at times younger students need to take breaks. Students will not be wearing masks during snacks, outdoor time and while completing work outside including gardening. When students return from these activities, teachers will ask students to put their masks back on.

We've provided and asked Teachers at the younger age levels to wear **"smile" masks** while giving some lessons (especially sound/reading lessons) and while reading aloud to the class. Smile masks have a plastic piece over the mouth area that allows the mouth to be seen. We are not asking teachers to wear "smile" masks at all times.

*Special Note – Gators and face shields are not accepted face coverings.

Health Screenings

We follow [TEA, Texas State Licensing and other governmental and school accrediting agency guidelines](#). We require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day -- including taking their own temperature. Teachers and staff must report to us if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted in the TEA guidelines. Additionally, they must report to us if they have had close contact with an immediate family member who is lab-confirmed with COVID-19, as defined by TEA guidelines, and, if so, must remain off campus until the 10-day (or 7 day plus negative test) incubation period has passed.

We also strongly encourage parents to take their child's temperature prior to leaving your house. We will not allow anyone with a fever to attend class on campus.

See also in this document the sections on [Personal Health](#), [Travel & Quarantine Notice and Visitors](#)

Meals

- Students will be able to bring their own lunch or order Wholesome Food Services through our school hot lunch program.
- No lunch deliveries can be accepted.
- Lower School students who do not remember a lunch will be offered items including cheese, hummus, fruit, vegetables and crackers.
- Upper School students who do not remember a lunch may have access to a simple meal (i.e. ramen noodles or mac & cheese) kept on campus or may choose to use the vending machines to get food and drinks.
- All snacks provided will be individually packaged or individually prepared and served by a teacher or trained student wearing gloves.

Outdoor Activities

Outdoor play and activities have always been an important part of Westwood's program. Here's an article that describes Westwood's [Learning Through Outdoor Play](#) Program for toddlers and preschoolers.

We will continue to increase the amount of time our lower school students will spend outside – weather permitting. For example, we are ramping up our gardening program for lower elementary students. We also encourage 6th graders and Preschoolers to work on the patios that are part of their classrooms.

Personal Health

At Westwood, we are leaving the decision about taking the COVID-19 vaccine to individual families and staff.

Any student with a fever of 99.0 or above will not be allowed to enter or stay on campus. If a student's temperature reads above average at car line or after physical activity, they may be allowed to sit and rest for five minutes and then be retested.

If a child has a fever during the school day, they will be isolated and will rest on a cot in the school office. We will call their parent(s) to pick them up. If the child does not have symptoms of COVID-19 as noted in the following symptom checklist and they no longer have fever after 24 hours (without medication), they can return to school.

COVID-19 Symptom Checklist

Click [here](#) to read the CDC's COVID-19 Symptom Checklist.

Individuals with suspected or confirmed COVID-19 may return to school when *all three* of the following criteria are met:

1. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications)
2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. at least ten days (or 7 days with a negative Covid-19 test) have passed since symptoms first appeared.

In the case of an individual who has symptoms that are COVID-19 assumed positive and who is not evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has been exposed with close contact to COVID-19 and is exhibiting symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual should: (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

Travel & Quarantine Notice

The CDC regularly updates their recommendations and as such makes absolute policies difficult.

Westwood asks that all families traveling to any CDC identified red zone to please quarantine for ten days (or 7 days with a negative Covid-19 test).

Families traveling to places not labeled as red zones should carefully consider the types of venues visited, such as places with large crowds, when deciding whether they should quarantine upon arriving home.

When to Quarantine

*All family members w/confirmed positive COVID within the immediate family must quarantine for at least 10 days (or 7 days with a negative Covid-19 test).

*No quarantine is needed if a community member is not directly exposed to COVID-19 & has no symptoms

Visitors

Westwood is limiting the number of people who enter our buildings at this time.

Visitors who are approved to come in the building (tours, family interviews, etc.) will be required to complete our Health Screening at home and have their temperature taken upon entering the building.

Water Fountains

Students will be allowed to bring personal water bottles with lids that seal closed which they can fill at our bottle filling stations.

Students will be encouraged to NOT drink directly from the water fountains. Disposable cups are available next to each water fountain which students can use to drink from and discard when finished.

Awareness & Receipt Form

**THE WESTWOOD SCHOOL COVID-19 POLICIES
AWARENESS AND RECEIPT FORM 2021-2022**

By signing below, I acknowledge that I have received and read the Westwood COVID-19 Policy Handbook.

By signing the COVID-19 Policies Awareness and Receipt Form, the family agrees to partner with the school to help keep the entire community healthy. The family acknowledges that the coronavirus is a general public risk and the school cannot guarantee community members will not contract the coronavirus.

Child Name(s)

Parent Printed Name

Parent Signature

Date

Extra-Curricular Activities Acknowledgement

If my child chooses to participate in extracurricular activities, I acknowledge the potential increased risk of exposure to and contraction of the coronavirus.

Parent Signature