



COVID-19 Guidelines

General Guidelines

- Woodland will cooperate with the Shelby County Health Department, Tennessee Department of Health, and the Centers for Disease Control and Prevention to prevent and control the spread of COVID-19.
- Woodland will enhance or loosen mitigation strategies based on our local case counts, positivity rates, and vaccination rates. We will also take into consideration our immediate population case counts when making decisions regarding layered mitigation strategies.
- Woodland will place prominent informational signs at entrances and high-traffic areas to educate and encourage a partnership of safety between the school and the faculty, students, and visitors. Signs shall include information including:
 - Compliance with health department safety measures
 - Avoiding entering the building if they are ill or showing signs of COVID-19
 - Engage in respiratory etiquette, including covering coughs and sneezes, and
 - disposing of tissues
 - Washing hands with soap and water or using hand sanitizer
 - Recommending all unvaccinated individuals to wear face coverings while indoors
- All visitors and/or parents will be required to sign in upon entering the building.
- Visitors and/or parents beyond the lobby will be limited and will not be permitted in classrooms or around student cohorts inside the building.
- Woodland will provide a hand sanitizing station within the main entrance of the school and advise any visitor to perform hand hygiene upon entry to the school.
- Woodland will provide hand sanitizing stations throughout the school in areas where hand washing is not available.
- Woodland will require faculty to stay home if they are sick.
- Woodland will require any employee who has had contact with a person who tests or has tested positive for COVID-19 to self-quarantine according to the Shelby County Health Department's guidance.
- Woodland will increase regular housekeeping practices for all areas, including routine cleaning and disinfecting of surfaces, equipment, high-touch surfaces, work areas, break rooms, bathrooms, common areas, and any other areas of the work environment.



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Masking

Woodland will take into consideration several factors when implementing masking guidelines. These include recommendations from CDC, TDOH, and SCDH, county-level data, school-level data, vaccine availability for the Woodland population, and the school's ability to implement layered mitigation strategies. Woodland's masking guidelines are subject to change as we monitor information and data weekly.

As of **August 9, 2021**, Woodland requires faculty, students, and visitors to wear a mask while indoors, regardless of vaccination status. In certain circumstances, when distance of at least 6 feet can be maintained, masking requirements may be relaxed.

Screening

Faculty

- All faculty are provided with the **School Office Guidelines** and the **Faculty Screening Tool**
- All faculty are required to stay home when ill or exhibiting symptoms listed in "When to Stay Home" document.

Students

- All families are provided with the **School Health Guidelines** and the **Student Screening Tool**.
- All families will be encouraged to keep students at home when ill or exhibiting symptoms listed in School Health Guidelines, section "When to stay home."

To access the latest information on COVID-19 including the School Health Guidelines and screening tools mentioned above, please visit our COVID-19 website: woodlandschool.org/covid19.

All Classes

- Students will be divided into grade cohorts.
- Cohorts will remain together for classroom instruction, eating, recess, PE and traveling throughout the school day to minimize exposure to other groups.
- Desks, individual workstations, and common areas will be spaced at a distance between 3 to 6 feet apart.
- Frequently touched classroom surfaces will be cleaned and disinfected throughout the day according to a posted schedule with an EPA approved disinfectant following the manufacturer's instructions for safe handling.
- Woodland will encourage open doors and/or windows to promote air circulation when conditions and circumstances allow.



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- There will be limited sharing of electronic devices, toys, books, and other games or learning aids.
- Outdoor class activities will be encouraged whenever conditions permit.

Movement throughout School

- Scheduling will be implemented to minimize crossing of cohorts in the hallways.
- During travel, efforts will be made to maintain a distance of 3 to 6 feet between students.
- Line formation will be marked at 6-foot intervals along the floor.

Recess/Break

- When feasible, recess/break will be conducted at staggered intervals to minimize crossing of cohorts.

Hand Hygiene & Respiratory Etiquette

Age-appropriate lessons will be conducted at the beginning of the school year and as needed to teach and reinforce hand washing, respiratory etiquette and minimizing the transmission of diseases for all students.

- Hand washing for at least 20 seconds with soap and water should be done frequently throughout the day with special attention to before and after using the restroom, eating, returning from recess, after sneezing, coughing, blowing the nose, removing gloves, and when hands feel or are visibly dirty.
- Students and faculty will wash hands or use hand sanitizer after changing classrooms.
- Teachers will wash hands when new groups of students enter the classroom.
- When feasible, each classroom will have posted schedules of handwashing with soap and water every 2 to 3 hours.
- Hand sanitizer containing at least 60% alcohol will be available at all entrances and throughout the school and classrooms for use when hand washing is not feasible.
- Respiratory etiquette will be reinforced daily with students, including covering coughs and sneezes, and using tissues to blow nose and properly dispose of tissues in garbage cans.



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Early Childhood

- Children will always be supervised when washing hands or using hand sanitizer to ensure adequate hygiene and to prevent accidental ingestion.
- Students will have individual cubbies his/her own supplies.
- Worktables will be spaced to allow for physical distancing of 3 to 6 feet between students when feasible.
- Toys and play stations will be cleaned and disinfected throughout the day according to a posted schedule with an EPA approved disinfectant following the manufacturer's instructions for safe handling.
- Unvaccinated faculty and students are encouraged to wear a mask unless eating or drinking, or when outside.

In-classroom dining

- All students and faculty will wash hands with soap and water before and after eating.
- All eating surfaces will be cleaned and disinfected before and after eating.
- Little Woodland through Senior Kindergarten classes will eat in the classroom.
- Accommodations will be made for any student with food allergies according to the student's Food Allergy Action Plan.
- Meals will be pre-packaged, including beverages and disposable utensils, and delivered to classrooms from the cafeteria to those eating in the classroom.

Napping

- Students should not wear a mask during nap time.
- Students will be spaced 3 to 6 feet apart during rest time.
- Students will be positioned head to toe to further the distance between students.
- Napmats will be sent home at the end of each week unless needed sooner.
- See cleaning schedule for proper cleaning of diapering station.

Lower School

- Senior Kindergarten through 4th grade will be divided into grade cohorts.
- Students will have individual cubbies and desks with his/her own supplies.
- Desks will be spaced to allow for physical distancing of 3 to 6 feet between students, when feasible.
- Unvaccinated faculty and students are encouraged to wear a mask unless eating or drinking, or when outside.



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Middle School

- 5th through 8th grade will be divided into grade cohorts.
- Desks will be spaced to allow for physical distancing of 3 to 6 feet between students when feasible.
- Locker times will be scheduled.
- Middle school lockers will be assigned so students can maintain physical distancing and to minimize crossing of cohorts.
- Unvaccinated faculty and students are encouraged to wear a mask unless eating or drinking, or when outside.

Cafeteria dining

- 1st grade through 8th grade classes will eat in the cafeteria.
- Mealtimes will be staggered to accommodate seating allowance of 3 to 6 feet between students.
- Accommodations will be made for any student with food allergies according to the student's Food Allergy Action Plan.
- Food line formation will be marked at 6-foot intervals along the floor.

Gatherings of students

- Chapel will be conducted in-person in the sanctuary with one grade cohort.
- Students will be spaced 3 to 6 feet between students.

After School Care Activities

- After school care activities will continue as grade level cohorts.



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High-risk Faculty or Students

Woodland recognizes faculty and students that are more likely to become severely ill if they become sick with the COVID-19 virus including older adults and those with underlying medical conditions. While there is no way to ensure zero risk of infection, Woodland encourages those at greater risk to practice those behaviors that will increase the likelihood of safety. These behaviors include:

- Maintaining physical distancing of 6 feet whenever possible.
- Wearing face coverings whenever outside of your home.
- Wash hands often and avoid touching your face.
- Clean and disinfect commonly touched surfaces.
- Stay healthy during the pandemic by staying active and talking with your provider about being vaccinated.

Woodland will require any student or faculty considered “high-risk” to provide an explanation of needed accommodations from his/her physician.

Health Office Policies

- See School Health Guidelines at woodlandschool.org/covid19

Responding to Positive Cases

- See School Health Guidelines at woodlandschool.org/covid19