



**WINDERMERE
PREPARATORY SCHOOL**

A NORD ANGLIA EDUCATION SCHOOL



T GETHER AGAIN

**OVERVIEW OF THE WINDERMERE PREP PLAN
TO REOPEN FOR THE 2020-2021 SCHOOL YEAR**

WPS REOPENING PLAN FOR FALL 2020

Dear WPS Parents:

Many positive steps toward reuniting our community for school in August have been made since I last wrote to you at the end of May regarding the reopening of our campus for summer programs and athletic training sessions. On June 5th, Governor DeSantis declared the move to Phase 2 of the Reopen Florida Plan. On June 11th, the Governor issued a joint announcement with the Florida Department of Education outlining an overall plan for schools to resume on campus learning, full time, for the 2020-2021 school year.

The plan we are presenting with this letter is based on two interconnected priorities that we have for the coming school year:

1. To ensure the health and safety of our students, our faculty, our staff, and our community.
2. To ensure continuity of learning for our students as they pursue growth and learning goals in the next school year.

Our commitment to continuing learning for all students is at the heart of every decision we make. As our administrators and our teachers plan for this coming school year, we are working to put systems and policies in place that will enable students to thrive with safe, on-campus learning as our goal. Based on CDC guidelines, our health and safety initiatives will be focused on five principles: Screen, Clean, Hygiene, Dispose, Distance. Each of these are described in more detail in the following pages.

We have been working this summer to update our policies and procedures with these principles as the foundation of providing a safe on-campus environment for our students, faculty, staff, and when appropriate any visitors that may come to our campus. The WPS Together Again Committee has worked collaboratively to develop a reopening plan that allows us to return to school as close to our traditional program as possible. The safety procedure and policies outlined in this document are based on CDC guidelines for schools as well as the lessons we have learned from our sister schools across Nord Anglia Education who have opened campuses around the world.

As we prepare to re-open for on-campus learning in August, we will provide three opportunities for members of our community to attend, or watch recorded information sessions related to this plan. These sessions will offer you additional insight and updates to our planning as we get closer to the start of the next school year. Our goal is to give you the timely and transparent information that will help you understand how we are going to start the school year.

Late June: Plan presentation and overview

Mid-July: Plan updates and revisions based of the most recent recommendations from the CDC and FLDOE

Early August: Final updates and back to school information

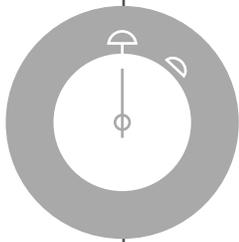
We miss all of our students and families and we cannot wait until we can be TOGETHER AGAIN in August!

Respectfully,

STEVEN J. LYNG, PH.D.

Head of School

TAKING THE STEPS TO BE TOGETHER AGAIN



READY

Implementing new health and safety protocols, in line with CDC and FLDOE guidelines



SET

Developing education plans to meet the needs of our school community

- Traditional on-campus experience
- Implementation of enhanced safety protocols
- Commitment to students who are unable to return to campus



GO

Preparing the teachers, classrooms, and campus for the first day of school - August 12, 2020

HEALTH AND SAFETY

- **1 SCREEN** | All individuals coming on campus are subject to health checks
- **2 CLEAN** | Regular disinfecting and deep cleaning of areas in, during, and after use
- **3 HYGIENE** | Regular handwashing and availability of hygiene supplies
- **4 DISPOSE** | Proper disposal of PPE and used cleaning supplies
- **5 DISTANCE** | Maintenance of grouping size and separation guidelines

SEE NEXT PAGE FOR MORE DETAILS

RE-OPENING PLAN - HEALTH AND SAFETY PROCEDURES

SCREEN

- Community education on self monitoring of possible COVID-19 symptoms
- Staff, students, and parents be on alert for any symptoms of COVID-19 and will be required to stay home if not feeling well
- Staggering arrival/dismissal times to limit contact and exposure
- Designated staff members for student check in
- Health/temperature screenings will be conducted daily for all staff, students, and visitors
- Any person exhibiting symptoms of COVID-19 on campus will immediately be brought to an isolation area and the WPS COVID-19 Response Plan will be implemented by the school nurse or designated person
- Support for students who are on self-quarantine following travel to high-risk areas or who have been excluded from campus due to screening

CLEAN

- Community education on scheduled cleaning during school day
- Minimize use of shared supplies
- Individual grab and go items from cafe
- Adherence to CDC recommendations for proper cleaning and enhanced sanitation procedures of our facility
- Disinfection protocols for high use areas scheduled through the school day and each evening

HYGIENE

- Community education on correct personal hygiene, (handwashing, coughing and sneezing properly)
- CDC approved signage throughout campus on handwashing
- Increased availability of supplies to support healthy hygiene guidance
- Additional 150 sanitizer stations added throughout campus and at all doorways around campus
- Adults are required to wear face coverings when working directly with students
- Students are strongly encouraged and supported to wear face coverings with exceptions to naptime, lunch, PE, recess, dance, or athletics
- Visitors are required to wear face coverings while on campus
- Community education on proper usage and cleaning of face coverings

DISPOSE

- Community education on proper PPE usage and disposal
- CDC approved signage throughout campus on PPE usage and disposal

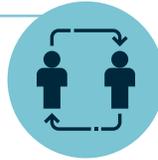
DISTANCE

- Community education on CDC guidelines social distancing
- CDC approved signage throughout campus on social distancing
- Protective acrylic shields installed at each neighborhood front office
- Distance visual cues placed around campus to direct the flow of traffic
- One-way foot traffic around the campus to minimize congregating
- Classroom furniture arranged to maximize social distancing
- Visitors on campus will be limited and monitored

WPS COVID-19 RESPONSE PLAN

This document is for use when a member of the WPS Community presents with signs/symptoms of COVID-19. Please contact your Division Director and Nurse for further instructions.

What will WPS do if a member of a staff or student's household tests positive for COVID 19:



- Staff, students and families are responsible for making the school aware of any COVID 19 positive household members asap.
- Staff, students and family are responsible for making the school aware of any COVID 19 exposure they may have had.
- Staff /Student will be required to self isolate and monitor their symptoms for 14 days.
- Staff /Student will be allowed to return to campus with clearance from the FLDOH, CDC and their physician.
- WPS will follow all local and state recommendations on contact tracing and communication to direct contact individuals.

What will WPS do if there is a positive case of COVID 19 on campus:



- If WPS has a staff or student with a suspected case of COVID 19, that person will be placed in a separate contained isolation room, given the proper PPE for protection and a family member will be called to collect the individual and require further evaluation.
- The individual will not be allowed to return to campus without clearance from the FLDOH and the CDC.
- Once a COVID 19 positive case is confirmed from the FLDOH and the CDC, WPS will adhere to their guidelines on contact tracing and isolation.
- The suspected contact areas will be isolated and sanitized per CDC standards.
- Any suspected individuals with exposure will be notified for further instructions based on FLDOH and CDC guidelines.

STAY AT HOME



When should a student or staff member stay at home:

Staff and students should be self monitoring themselves for COVID-19 symptoms.

COVID 19 SYMPTOMS:

- Cough
- Shortness of breath

Or at least 2 of the following symptoms:

- Fever greater than 99.5F/37.5C
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

FLDOH testing criteria for testing.

Stay home until they have had no fever for at least 3 days AND improvement of other symptoms.

CONTINUITY OF LEARNING



RE-OPENING PLAN - FULL TIME ON-CAMPUS

Windermere Prep is preparing to start school under this plan.

Highlights: Adjusted arrival and departure to allow for efficient screening. Everyone is on campus with virtual options for students who are unable to attend.

INSTRUCTIONAL MODEL	Traditional
CAMPUS OPERATIONS	<p>ARRIVAL TIMES</p> <p>HS: 7:45 AM MS: 8:00 AM LS: 8:10 - 8:30 AM</p> <p>DISMISSAL TIMES</p> <p>HS: 3:00 PM MS: 3:10 PM LS: PK3-PK4 - 2:45-3:00 p.m. KINDERGARTEN & 1st Grade - 3:00-3:15 p.m. 2nd- 5th Grade - 3:30-3:45 p.m.</p> <ul style="list-style-type: none"> Implement preventative practices and additional proactive health and safety processes and protocols
ATHLETICS	<ul style="list-style-type: none"> Follow FHSAA guidelines Regular PE classes following increased health and safety protocol
FINE ARTS	<ul style="list-style-type: none"> Regular classes, programs, and private lessons with increased health and safety protocols
EVENTS	<ul style="list-style-type: none"> All events including Athletics and Fine Arts will be determined by CDC guidelines Livestreaming of events will occur when capable
LEAP AND FLEX	<ul style="list-style-type: none"> Regular program with increased health and safety protocols
LUNCH	<ul style="list-style-type: none"> Students may bring their lunch to school or buy 'grab and go' lunch at school Students who are buying lunch are encouraged to pre-order PK3 - 5th Grade: Lunch in Classrooms MS and HS: Use of lunchrooms and outdoor areas with increased cleaning and social distancing with reduced seating.
GUESTS	<ul style="list-style-type: none"> Limited access to campus. Parents can drop-off and pick-up in cars, but are only allowed inside buildings via appointment Parents are also not permitted to congregate in parking lot areas. Staggered curb-side drop-off and pick-up will be provided, with different locations for each grade level Parents and teachers can arrange conferences through the phone or video conferencing. Group sizes will be limited to enforce social distancing
FIELD TRIPS	<ul style="list-style-type: none"> Local field trips, considered on a case by case basis upon location, with increased health and safety protocols International and out of town trips cancelled until January 1, 2021, at which time any future travel will be evaluated based on the current health and safety recommendations of the CDC
EXTERNAL ASSESSMENTS (NWEA MAP Growth, PSAT, SAT, ACT, AP, IB)	<ul style="list-style-type: none"> NWEA MAP Growth tests will be administered at our regular intervals (fall, winter, spring). ACT, International Baccalaureate Organization (IBO), and the College Board will provide guidance for administering the ACT, IB, AP, PSAT, and SAT



COMMITMENT TO STUDENTS WHO ARE UNABLE TO RETURN TO CAMPUS

CONNECTION TO THE CLASSROOM AND TEACHERS

- Live streamed lessons (LS core subjects + specials and MS/HS classrooms)
- Synchronous and asynchronous learning and assignments via familiar digital platforms

VIRTUAL SUPPORT

- Access to school counselors (social-emotional and college)
- Parent Teacher Conferences (Oct/Jan/Apr)

*Parents need to contact the school for student access to online learning
Adhere to privacy requirements*



RESLIFE RE-OPENING PLAN 2020-2021

ARRIVALS



- Rolling arrivals
 - Only students and parents allowed into the ResLife Village (RVL)
 - Other visitors/guests in the RVL by appointment only
 - All students tested for COVID-19 after arrival
 - Students will move to their permanent room assignments in the RVL once a negative test result is received
 - All Students quarantined in the RVL for 14 days
-

NEW STUDENT PARENT ORIENTATION



- Done virtually via Zoom throughout the summer
 - GET Team will help with translations
 - In-person parent meetings may be scheduled individually as requested upon arrival
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RESLIFE VILLAGE CLEANING



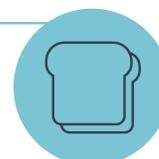
- Disinfecting and cleaning of all common areas by professional care cleaners
 - On non-school days, times set for students to leave and cleaners come
 - Marcy Hall cleaned after every meal
 - Signage increased to remind students of proper hand washing hygiene
 - Hand sanitizer located at entrance to Marcy Hall and entrance to dining area
-

MEDICAL



- Daily temperature check
 - Regular monitoring of students' health
 - Extra isolation for any confirmed cases or students with symptoms
-

MEALS



- Social distancing of tables and chairs in the dining hall
 - FLIK staffing to wear PPE during food delivery
 - Limit number of people in the dining area based on current CDC guidelines
 - Staggered meal times by Unit/Dorm
 - No food preparation in the dorms
 - No food sharing
-

OFF-CAMPUS



- Students may only go off campus under direct ResLife Staff supervision or with a parent
 - Smaller group sizes based on current CDC guidelines
-

PPE



- All staff must wear face coverings at all times while inside with students
 - Student face coverings are encouraged inside when social distancing cannot be maintained
-

FAQ

What happens if there is a confirmed COVID19 case? (class, grade, division, teacher)

See the WPS Suspected COVID-19 Policy in response to a confirmed case in our community. Windermere prep will follow the CDC's and Local Health Partners guidelines, [click here for more detailed information](#).

Has the calendar for the 2020 - 2021 school year changed?

The calendar for the school year remains the same. The first day of school will be Wednesday, August 12, 2020.

Will school-issued supplies and equipment be shared among students?

We will use enhanced procedures to ensure safety when using school-issued supplies and equipment, such as books, science equipment, art supplies, PE supplies, etc.

Will the dress code change for school this year?

The dress code will remain the same. Consideration for PE and Dance classes will be made as needed.

How will the school ensure that the CDC guidelines are followed by students, faculty, staff, and guests?

Over the summer and throughout the school year, we will educate all members of our community about our new and increased health and safety protocols. Community education will include new and increased signage for protocols, social media outreach, and lessons embedded in the classroom. As a school, we will work closely with our Local Health Partners to review and evaluate rules and procedures regarding health and safety.

How can I help prepare my child for the new school year?

Our virtual school experience was created to continue the learning objectives that were already planned and complete the assessments necessary to determine if students were able to move on to the next school year. As a school we do not believe that you have to do anything different this summer than you would have done in previous summers.

How do middle and high students order lunch in advance?

WPS is working with FLIK and a third party to set up pre-order accounts. More details to come in July.

What if there is a second wave?

Please refer to the Emergency Planning section of this document.

How is Windermere Prep handling families that travel internationally?

We ask that all families self-report their travel and self-quarantine for 14 days before returning to campus.

We are supporting our families who are under quarantine through our Virtual School Experience 2.0.



Windermere Preparatory School

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Windermere, Florida. 34786

www.windermereprep.com

EMERGENCY PLANNING

CONTINUITY OF LEARNING

BLENDED PLAN



Windermere Prep will ONLY move to this option if...
GOVERNMENT MANDATES

Highlights: Adjusted arrival and departure to allow for efficient screening. LS: On-campus full time 5 days a week
MS, HS: Alternating schedules

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FINE ARTS	<ul style="list-style-type: none"> Modified afternoon rehearsal schedule with increased health and safety protocols Private lessons following increased health and safety protocols Public viewing of events and performances will be limited to follow CDC guidelines 												
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EMERGENCY RESPONSE VIRTUAL SCHOOL EXPERIENCE 2.0



Windermere Prep will ONLY move to this option if...
GOVERNMENT MANDATES

Closure for a targeted class, grade, or neighborhood for a limited period of time to allow for cleaning, if there is a confirmed case. OR a State of Emergency is declared from the FL Governor's Office.

See the Distance Learning Plan for more detail.