



WELCOME BACK!

Policies & Protocols for the Start of the 2020-2021 School Year (COVID-19 Prevention)

The policies and protocols in this **Welcome Back!** document are guidelines. Oak Hall Episcopal School, at its discretion, may change, delete, suspend, or discontinue any part or parts of the policies and protocols in this guide at any time without prior notice. No one other than the Headmaster, or by resolution, the Board of Trustees, may alter or modify the policies and protocols in this document.

COVID-19 Task Force

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I. Introduction

The importance of “in-person” learning is well documented. As Oak Hall Episcopal School (OHES) considers the start of the 2020-2021 school year, **Welcome Back!** offers policies, protocols, and considerations to help maximize the health and safety of the students, teachers, administrators, and staff within our care, and to mitigate the spread of COVID-19 in our community, thereby allowing us to have school, “in-person”. **Welcome Back!** has been created by the OHES Task Force, using the best practices as suggested by the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, the National Association of Episcopal Schools (NAES), the National Association of Independent Schools (NAIS), the Southwestern Association of Episcopal Schools, federal/state/county health and government officials, and the Episcopal Diocese of Oklahoma. These policies and protocols, and considerations are meant to supplement—not replace—any state or local safety laws, rules, and regulations with which the school must comply.

Being a small school with limited resources, at this time the School will **not** offer an option for a comprehensive virtual online content management platform. The School understands that for health reasons this decision will adversely affect a small number of our families who do not yet feel able to send children back “in-person”. We ask those parents to contact the Headmaster directly to explore other viable choices for each family with specific situations or concerns. Our goal is to help find suitable placements for students until families feel conditions are safe enough for their children to physically return to OHES.

The School understands that no plan is perfect, and not everyone will be 100% pleased. We will continue to review information as it becomes available regarding the scientific understanding of COVID-19, its effect on various age groups, and those implications on how schools, specifically OHES, are able to function.

II. Guiding Principles for Planning

In light of the new challenges presented by the current health crisis, the timeline and framework for developing and implementing a comprehensive plan for **Welcome Back!** has been established by the Oak Hall administration, Board of Trustees, and COVID-19 Task Force. Each phase of the effort has been, and will continue to be, guided by three essential principles, or objectives:

1. To embrace fully our professional and ethical responsibility to protect the health and safety of our students, faculty, staff, and families;
2. To welcome our students back to campus as soon as possible, and to continue to support their intellectual and social development, and their mental, physical, and spiritual health through relationships with faculty and staff, and each other; and,
3. To prepare a comprehensive, school-specific, and science-forward plan for the 2020-2021 school year, using resources available through local and national networks and guided by the most current data and research on the COVID-19 virus.

III. Planning Based on What We Know about COVID-19

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

- Oak Hall Episcopal School offers intentionally small, in-person classes, activities, and events.
- Whenever possible, class sizes are limited to no more than 18 students in a room.
- As feasible, student groups stay together and with the same teacher throughout/across school days as often as possible.
- When possible, students remain at least six feet apart and do not share objects.
- Limit access of all adults, including parents, family members, and visitors/guests to the building.
- COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze.
- It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth.
- Personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are scheduled and practiced daily.

IV. Symptoms of COVID-19

People with COVID-19 may have a wide range of symptoms. These symptoms may appear two to 14 days after exposure to the virus. From the CDC:

- 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

This list does not include all possible symptoms. As more is learned, the CDC will update the list of symptoms.

V. Promoting Behaviors that Reduce the Spread of COVID-19

OHES is implementing several strategies to encourage behaviors that reduce the spread of COVID-19. These strategies help us minimize the potential of spread in our school and in our community.

a. Staying Home from Campus

Employees and students who are sick or who have recently had close contact with a person with COVID-19 need to stay home. Showing symptoms of, or having been tested positive for, COVID-19 requires the student or staff member to stay home.

Personal days/paid time off days will not be counted for staff members who stay home due to exposure to COVID-19 or due to displaying symptoms of COVID-19. Staff members who are required to stay home based on our guidelines will not have personal/PTO days counted against them.

OHES does not reward perfect attendance. Students who are absent will be afforded time to catch up work. If possible, opportunities to continue distance learning (in case of an extended absence) due to testing positive for COVID-19 or being required to quarantine or isolate will be investigated.

b. Returning to Campus

A student or staff member who exhibits any COVID-19 symptoms and leaves School must be symptom free (without medication) for 72 hours before returning.

If a student, staff member, or a close contact (relative or friend) of a student or staff member is diagnosed positive for COVID-19, the School will follow CDC guidelines and inform the local health department, and then follow the procedures provided by them.

Individuals who test positive for COVID-19, but have not had any symptoms, may return to School when:

- At least 10 days have passed since the date of your first positive COVID-19 test; AND,
- You have had no subsequent illness.

Individuals who had COVID-19 and displayed symptoms may return to School when:

- You have been symptom free (without medication) for 72 hours;
- Symptoms have improved; AND,
- It has been at least 10 days since symptoms first appeared.

c. Proper Hand Hygiene and Respiratory Etiquette

OHES asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. We will teach proper hand washing to all students and as feasible, will monitor hand washing during the day to check the proper technique is being used. In addition, multiple hand sanitizer stations are set up around campus. Students and employees are encouraged to use these stations as much as needed.

OHES will also reinforce proper etiquette for covering coughs and sneezes. This includes the use of tissues, which will be available in the classrooms. If a tissue is not available, we will use our elbow.

Upon using a tissue or elbow, students and employees will immediately wash hands or use hand sanitizer. Hand washing will also take place throughout the day, especially:

- When entering classrooms;
- When finishing activities;
- Before, during, and after preparing food;
- Before eating food;
- Before and after treating a cut or wound;
- After using the toilet;
- After blowing your nose, coughing, or sneezing; and,
- After touching trash.

d. Personal Protective Equipment (PPE)/Facial Coverings

When unable to follow the protocol of social distancing, as feasible, cloth face coverings and/or face shields will be worn by all people (employees, students, parents, and guests, etc.). Cloth face coverings are meant to protect other people in case of asymptomatic wearers who are unknowingly infected. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Parents are responsible for providing each of their children a cloth face covering and/or face shield daily. The School does not mandate the form of cloth face covering or face shield, but it is important that parents ensure that the PPE is clean, that it fits the child (cloth face coverings should securely cover the entire nose and mouth, cupping the chin. Face shields should fit the head securely, and reach past the chin), and that the child is familiar with how to put it on and remove it. To help minimize disruption to the learning environment, it is important that the choice of cloth face covering and face shield is not a distraction to the child, fellow students, and teacher. There are some very cute face shields featuring animals or cartoon characters etc. These may only be used with EC3 and EC4. Should the teacher identify that the cloth face covering or face shield is causing a distraction, the student will be asked to remove the covering and pack it away. S/he will be issued a disposable covering for the remainder of the day. It is recommended that an extra cloth face covering should be sent to school in a closed and named Ziplock-type bag in case an extra is needed. Cloth face coverings should be cleaned regularly.

OHES will provide full- and part-time employees, a clear face shield. Employees will leave face shields at School, and wear their own cloth face covering in and out of the building.

Sharing cloth face coverings or face shields is prohibited. Face coverings and face shields found on campus that are not identifiable will be thrown away. Students and staff are to avoid touching another person's face covering unless an emergency prompts such action. If someone comes into contact with another person's covering, hand washing and/or sanitizing must be done immediately after touching the covering.

During the on-campus school day, face coverings are generally required under the following conditions:

- Indoors when social distancing is compromised; and,
- Outside with compromised social distancing.

Middle School students who are involved in either of the cooperative agreements are expected to adhere to social distancing and/or the wearing of a cloth face covering or face shield. Our partner schools may not have this as a mandatory requirement, so parents are asked to speak with their children about their ability to follow OHES policies and protocols in this matter when participating in a sport or fine arts activity at another school.

Face coverings will not be required for the following:

- Individuals who are unconscious;
- People who are incapacitated or unable to remove the face covering without assistance;
- People engaged in physical activities/exercise while maintaining social distancing;
- Being outdoors and practicing social distancing;
- During times when individuals are eating and/or drinking, or napping; and,
- Indoors or outside and not part of a group (regardless of size).

Physicians' waiver requests will be assessed on a case by case basis by the School's medical consultants.

e. Supplies for Hygiene, Cleaning, and Disinfecting

With your help, the School will make available adequate supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant spray, and whenever possible, disinfectant wipes. Families are also welcome to provide their children with personal/travel sized hand sanitizer to keep in their school bag, desk, or on their person. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

VI. Maintaining a Healthy Environment on Campus

OHES is implementing several strategies to maintain healthy environments.

a. Drop-Off and Pick-Up

Drop-off times are from 7:30am – 8:15am. Classes begin at 8:15am. Our general protocol is that individuals who are dropping off or picking up students should stay in their vehicles and not come into the building. To ensure the safety and health of our employees and students, temperatures will be checked **before** children exit cars and enter the building. Thank you in advance for your patience with this process.

- If you child's temperature reading is at or greater than 100.00 F¹ your child may not enter the building.

¹ 100.00 F is in line with the School's previous practice during past school years

- If your child is unable to enter the School, we ask that you voluntarily home isolate and contact a health official for further review and instructions. Please review our protocol for students who display symptoms during the school day.

When a student has had his/her temperature checked and enters the building, s/he should:

- Apply hand sanitizer; and,
- Move to either early care (7:30am – 7:45am) or to his/her classroom (7:45am – 8:15am).

Parents are requested not to walk children to the door during regular drop-off times.

If you arrive after 8:15am and the duty staff are no longer outside, please park your car, and escort your child to the front door and ring the buzzer. A member of staff will then meet you. Your child will have his/her temperature taken at this point. S/he will then be brought into the Office to pick up a late slip and then transitioned to his/her class.

Pick-up time is from 3:30pm – 3:45pm. At 3:45pm, all remaining students are taken to OHES Extended Day; billing for Extended Day begins at 4:00pm.

Kindergarten – Eighth Grade students will line up by class on the bricks and in the front foyer. Because social distancing of six feet will not be possible, students are expected to wear their cloth face coverings or face shields.

Early Childhood classes will be placed into cars on the east side of the gymnasium. Because social distancing of six feet will not be possible, students are expected to wear their cloth face coverings or face shields.

Any parent/family member/care-giver who waits under the portico to meet a child at dismissal is expected to wear a cloth face covering.

Early care runs from 7:30am – 7:45am. There is no charge for this service. Students arriving at this time will be supervised in the cafeteria. At 7:45am students will be dismissed to make their way to their classrooms.

Extended Day begins at 3:30pm and goes until 5:30pm. OHES Extended Day fees begin accruing at 4:00pm. There is no charge between 3:30pm and 4:00pm. Instructions for how to pick up from Extended Day will be made available at the start of school.

b. Cleaning and Disinfecting

All classrooms, common spaces, restrooms, and hallways are treated daily with sterilization devices. This process is done when the spaces are not being used in order to ensure safety. We will also clean and disinfect frequently touched surfaces (door handles, sink handles, light switches, etc.) within the School daily.

Main cleaning supplies will be stored in locations unavailable to students. Classroom teachers will be responsible for the safe storage of cleaning products in the classrooms.

c. Shared Objects

The use of shared objects (e.g., physical education equipment, art supplies, toys, and games) will be minimized, and when possible, used on a rotational basis, or cleaned between uses.

Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers, or other areas. Wherever possible, school supplies (i.e. pencils, pens, markers, crayons, and scissors, etc.) will not be shared among students. Each student will have his or her own container of supplies.

We will minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own supplies and equipment). We will also limit use of supplies and equipment by one group of children at a time and clean, store, and disinfect between use. This includes desktop computers, toys, books, games, and learning resources.

d. Ventilation

OHES will ensure that our ventilation systems operate properly. We will also find ways to increase circulation of outdoor air as much as possible (e.g., opening windows). We will NOT open doors when doing so poses a safety or health risk to children and staff.

e. Water Systems

Direct-mouth feeds on our campus drinking fountains will be shut down and reconfigured to allow students to use only the filtered water-bottle filling stations. Students and employees are expected to bring their own refillable bottles to use. Water bottles may not be shared. Please make sure bottles are clearly marked with the student's name. Bottles found that are not identifiable will be thrown away.

f. Modified Classroom Layouts and Guides

Seating and desks will be spaced as close to six (6) feet apart as feasible in all classrooms and during small school gatherings. In addition, all desks will face the same direction (rather than facing each other). When/if tables are used, all students will sit on only one side and spaced apart. Where feasible, physical guides (i.e., tape on floors, signs on walls, etc.) will be put in place to ensure that staff and children remain as close to six (6) feet apart as possible.

g. Playground Equipment

Social distancing will be used outside. When distancing is not practical or possible, we will stagger use of the space by grade or classroom. Hand washing and/or hand sanitizing is required both before and after use of the playground equipment. Teachers may require students to practice distancing on the playground by spreading out and rotating use of equipment.

h. Lunch and Snacks

OHES will continue to offer a prepared lunch through the cafeteria. Students and employees may opt to order daily lunches, or to bring their own lunch and snacks. Sharing of food, drink, or utensils is strictly prohibited. Families are encouraged to use disposable items. This includes lunch bags instead of lunch boxes, etc. Please note that it is still very important to exclude ingredients/foods on the allergy list.

Classes will be designated to eat lunch in the cafeteria or classrooms, or weather permitting, outside. Cafeteria lunches will be provided in disposable containers, along with disposable cutlery.

For the foreseeable future, students in all grades are required to provide their own snacks. Parents will not be asked to provide a snack for an entire class. As you prepare snacks of choice for your child, it is essential that you take into account allergies of other students.

i. Students without Food/Snacks

The parents of students who come to school without food for lunch will be contacted and asked to bring food to School for the child. If this is not possible, OHES will provide a cafeteria lunch. If a student has five unpaid lunches, a meal of cheese crackers and fruit will be provided. Parents may be billed accordingly.

We have also enjoyed, in years past, the open invitation for family members to visit and have lunch with their students. Often these visits include bringing food for the child's entire class, especially when celebrating a birthday or special occasion. However, given the need to minimize potential exposure from outside guests/visitors, family participation in these opportunities is being suspended. You can still make plans with your child's teacher and drop off snacks/treats for an occasion.

VII. Maintaining Healthy Campus Operations

OHES is implementing several strategies to maintain healthy campus operations.

a. Regulatory Awareness

OHES will maintain active awareness of, and contact with, local and/or state regulatory agency policies and recommendations related to group gatherings, to determine if events can be held safely. These include Alumni Day, Grandparents & Special Friends Day, Fall Festival & Chili Cook Off, Christmas and End-of-Year Programs, and our annual Dinner Theatre.

b. Assemblies, Visitors/Guests, and Field Trips

Many all-school, large-group assemblies (such as school-wide events and chapel services) will initially be deferred or reconfigured for the coming school year. We may also limit the size of other gatherings as well, as needed. Non-essential people entering the building will be kept to an absolute minimum. Should someone need to enter the building to go to the Office, s/he must

wear a cloth face covering, and s/he will be subject to a temperature check. Field trips that are not practical, in terms of limiting the spread or exposure to COVID-19, will not be scheduled.

Parents/family members are discouraged from coming into the school building unless it is for a scheduled meeting, an unavoidable event, or in case of an emergency. This includes drop-off and pick-up times, as well as lunch periods.

c. Classes and Groups

As feasible, our class structure and schedule will keep student and staff groupings as static as possible. OHES has always promoted vertical interaction and mixing classes, but for the time being some of these practices will be suspended. Where possible, the amount of transition between spaces will be limited. For example, special area teachers may go to each class instead of having students travel in groups to a separate classroom for those sessions.

d. Designated COVID-19 Points of Contact

The Headmaster, Dr. Ken Willy is the School's COVID-19 Point of Contact. All concerns, questions, or feedback related to our response to COVID-19 should be directed to him.

e. Communication

Consistent with applicable law and privacy policies, employees and families should self-report to the School if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. In accordance with state and local laws and regulations, OHES will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Employees and parents are required to complete a Release of Information form prior to the first day of School. People who have had close contact with a person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

f. Staff Training

All employees will be trained in all safety protocols. These include hand washing, use and storage of cleaning products, and class setup for social distancing.

g. Recognizing Signs and Symptoms

When feasible, and at any time, OHES may conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students. Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

h. Local Business and Community Partners and Use of our Facilities

OHES is honored to have established partnerships with local organizations (e.g., Boys Scouts, Noble Research Institute, YMCA, etc.), however, until further notice all use of indoor spaces will be suspended. The hosting of outdoor sports practices will continue to take place with team members/parents completing the requisite waiver, including a section specific to COVID-19.

VIII. When/If Someone Gets Sick on Campus

OHES is implementing several strategies to prepare for when someone gets sick. Guidelines for these occasions are included in the “Promoting Behaviors that Reduce the Spread of COVID-19” section of this guide.

Employees and students should not come to School if they are exhibiting any of the symptoms outlined in Section IV, and the Headmaster should be notified if an employee or child exhibits COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

If a student or member of staff exhibits symptoms associated with COVID-19 during the school day, the following protocol will be followed:

- The person will be immediately separated from his/her group or class;
- The person is brought/sent to the Office where s/he is isolated;
- Symptoms are recorded;
- In the case of a staff member, they are to leave the School immediately; and,
- In the case of a student, the parent is called to come and pick-up the student immediately.

If the severity of the case is deemed to warrant it, and an ambulance needs to be called to transport a sick person, then the attending healthcare professionals will be informed that they may be dealing with a COVID-19 case.

CDC/Health Department guidelines will be followed in regard to students and teachers who have had close contact with a person exhibiting symptoms associated with COVID-19.

a. Clean and Disinfect

Areas used by the sick person will be closed off and will not be used until it has been cleaned and disinfected.

b. Notification of Health Officials and Close Contacts

In accordance with state and local laws and regulations, OHES will notify local health officials, employees, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Employees and parents are required to complete a Release of Information form prior to the first day of School. People who have had close contact with a person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and to follow CDC guidelines if symptoms emerge.

IX. Moving to Distance and/or Blended Classes

There may be times during the school year due to acute or widespread COVID-19 outbreaks when School operations need to shift to completely distanced or a blend of distance and in-person classes. Examples of such situations include:

- Directions by local, state, or federal officials to close school campuses;
- An outbreak in a class that requires the grade level, or grade levels, to stay at home based on the guidance in this document; and,
- A decision by the School leadership and the Board of Trustees to move to distance or blended classes out of an abundance of caution.

OHES is implementing the following steps to provide an engaging experience during a potential distance or blended learning environment.

a. Distance vs. Blended Learning

For the purposes of this guide, distance learning refers to moving all students and teachers to a completely online platform for teaching and learning. Distance learning is the mode used when/if the physical campus is closed. Blended learning refers to a combination of distance and onsite learning. This is most likely to occur when/if a segment of our student population is unable to attend classes on campus for a period of time. Thus, the need for the School to serve both the physical campus and the digital campus.

b. Access to Technology

If the school needs to implement either a distance or blended experience, all affected students, regardless of age, will have access to a school issued iPads for use. At present the majority of the School iPads are older, and students may benefit from using a person/family device. Class teachers, supported by the technology department are responsible for issuing and collecting all School-owned technology provided to students. If a family does not need the school owned equipment to support distance or blended learning, that family should speak with the class teacher.

c. Zoom

All teachers are set up with a Zoom account for their students. Each student, and their parents/guardians, will be provided with individual teacher's PMI and password. To minimize disruption to Zoom sessions, it is very important that you and your child do not to give PMI or password information to anyone not in the same class.

d. Emergency COVID-19 Student Kits

Each teacher will create an emergency COVID-19 student kit for each student that will be used in case of blended and distance learning conditions. The contents of the kit will vary by grade level and student need. The purpose of the kit is to provide as many items as possible to aid in student

learning during such a period of time. Examples of items that may be in kits include extra copies of books, workbooks, readers, and basic school supplies.

e. Distance Learning Schedules/Operations

In the event that the campus is closed and we need to move to a completely distance learning platform, the following guiding principles will be used in the creation of learning schedules and adjusted operations:

- Whole class instruction, discussion, feedback, and check-ins are important and support our relationship-based approach to learning. Teachers will check in with the whole class using the video conferencing technology (Zoom). One-on-one personalized guidance is also a critical piece to our program. Teachers will also set-up live help sessions using the same video conferencing interface as with the whole class;
- All video sessions are available to both students and parents/guardians. This helps families partner better with us while providing support at home;
- All video conferencing sessions will be done in a safe and appropriate manner. We will utilize safe practices at all times. This includes being professionally dressed, professionally presentable, and holding sessions in a public setting in one's home. Video sessions should not be done in a person's bedroom, bathroom, or another space that presents a challenge with potential professional boundary issues;
- Traditional testing and grading techniques may be adjusted as necessary to best address the needs of the class; and,
- Video sessions may be recorded in order to preserve a record or support the needs of students who benefit from the ability to re-watch a session. Behavioral expectations using online classes is the same as "in-person" classes. Students and teachers are expected to communicate in a way that demonstrates the Great Expectations' Eight Expectations for Living, and also shows we are a community of faith and learning that strives to live into our Baptismal Covenant.

f. Blended Learning Schedules/Operations

In the event that a grade or segment of our School community needs to begin using a blended learning platform, the following guiding principles will be used in the creation of learning schedules and adjusted operations. The principles outlined in our distance learning plan remain. Depending on the situation, blended learning can look very different.

- If a whole class needs to move to a blended learning platform, the experience will closely resemble the online experience described above.
- If part of a class (individual student, etc.) needs to move to a blended experience, the teacher will arrange a schedule to connect with the blended learners based on his/her availability during the school day and/or after regular school hours.
- We do not plan to record in person classes to post online. Rather, and in keeping with our commitment to a more personalized approach, the blended learner will be supported separately and in a manner that takes that individual's needs into consideration first.

- There may be times when a blended learner interfaces in real time using live video conferencing in order to facilitate a unique need. Such instances will be arranged in advance between the teacher, student, and family.

X. Required Forms

The following forms must be completed by a parent before his/her child is able to enter the building and begin the new school year on Wednesday, August 19, 2020. Parents are encouraged to fill out the forms during one of the Meet, Greet, & Complete days, or to complete them at home and have them ready to be collected when the temperature check is made on the first day.

- a. Waiver**
- b. Authorization to Temperature Check**
- c. Verification for School Entry**
- d. Release of Information**