



## **Oakwood School Reopening Plan 2020-2021**

\*This document has been prepared by the Oakwood School Covid-19 Task Force under the guidance of the Fairfax County Department of Health with recommendations from CDC, AAP, and the Virginia Department of Health. To best protect our staff, students, and families, this document is subject to review and adaptation to local, state, and federal recommendations as they are communicated.



Dear Oakwood School Community,

Enclosed is the Oakwood School Reopening Plan for 2020-2021. As an Addendum to the Student/Parent Handbook, in it, you will find information regarding how Oakwood School plans to reopen its doors safely on September 8 to staff, students, and families. As we know, the school closure on March 13, 2020, challenged us all. Everyone worked very hard to adapt to an online environment for the remainder of the school year. While difficult, we were very pleased with the quality of instruction we were ultimately able to offer our students, and the measurable progress they were able to make despite the less-than-ideal circumstances in which we all had to operate.

On June 9, 2020, Governor Ralph Northam announced a phased reopening framework for K-12 schools, which allows in-person instructional opportunities for students, while still accommodating students who need to remain at home due to health considerations in their household. Once the Governor's pathway for schools in Virginia to reopen their doors was announced, Oakwood began to explore if and how we could reopen to On-Campus learning safely and effectively. After serious consideration, due to its overall population size and building design, Oakwood decided to move forward with planning to reopen its doors to students this upcoming Fall as long as public health conditions permit. Once that decision was made, Oakwood has been very hard at work adapting our facilities, strategies, and procedures to serve your children as safely and effectively as possible for the upcoming 2020-2021 school year.

In making this decision, the school recognizes the necessity to follow the guidance and recommendations for schools made by nationally and regionally recognized authorities. Therefore the following plan was put together from recommendations made by the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), American Academy of Pediatrics (AAP), and notifications sent directly to schools from the Commonwealth of Virginia and the Virginia Department of Education (VDOE). As you will see, this guidance includes enhanced social distancing measures, use of face coverings, cleaning, disinfecting, air purification, and many, many other mitigation strategies. Synthesizing all this guidance, the specific plan enclosed here was then crafted by the Oakwood School Task Force.

Despite the level of detail in this plan, it must remain fluid, flexing with guidance from health and government authorities. Procedures will likely change as more is learned about COVID-19, and as local public health factors change. We will communicate any substantive changes to our whole community.

Our goal is safe, effective education. Our policies and procedures are intended to mitigate the risk of COVID-19 transmission in our school setting while supporting the resumption On-Campus learning. While we will be offering At-Home instruction for those students with health factors in the household, the focus of this document is our protocols for On-Campus instruction.

I cannot thank everyone enough for your participation with surveys and other information gathering sources to get us to this point. It was a complete Oakwood School community effort and will continue to be so as we move forward.

We are excited to welcome our students back on campus and look forward to the year ahead!

Sincerely,

Lane McIntyre

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## PLANNING TO REOPEN

The reopening of Virginia's schools has forced Oakwood to evaluate, plan, and prepare for operations very differently in order to protect the health of staff and students while public health risks of COVID-19 persist. Per the Centers for Disease Control and Prevention, the more people a student or staff member interacts with and the longer the interaction, the higher risk of potential COVID-19 spread. As such, different activities come with different levels of risk:

- lowest risk: Students and teachers engage in virtual-only classes, activities, and events.
- more risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least six feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- highest risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Therefore, Oakwood will employ mitigation strategies detailed in CDC guidance to promote behaviors that reduce spread, maintain healthy environments and operations, as well as prepare for when someone gets sick. COVID-19 spreads when people are in relatively close proximity, through respiratory droplets generated through coughing, sneezing, or talking to an infected person. The most important preventive measures include cloth face coverings, physical distancing, monitoring for symptoms, handwashing, and cleaning frequently touched surfaces are most effective when used consistently and in combination.

Members of the Oakwood School Task Force established plans for the following scenarios:

- A multi-layered plan for repopulation of the campus
- A plan for mitigating staff, student, and visitor risk of COVID-19
- A plan for monitoring health conditions to detect infection
- A plan for containment to prevent spread of the disease when detected
- A plan for shutdown in the event it becomes necessary, either because of an outbreak on campus or another statewide order from the Governor

The Oakwood School Reopening Plan was developed in compliance with CDC and VDH recommendations, including face covering policies and procedures. Additional guidance will be forthcoming as public health data, safety precautions, and guidance evolve.

Last, due its accreditation with both the Virginia Department of Education (VDOE) and the Virginia Association of Independent Specialized Education Facilities (VAISEF), Oakwood has submitted to the Virginia Council for Private Education (VCPE) a copy of this Reopening Plan and included strategies aimed at mitigating the risk of COVID-19. A copy of this plan can also be found on the [Oakwood School COVID-19 Resource Page](#).

## PUBLIC HEALTH GUIDANCE

Schools are asked to be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. Oakwood will implement a multi-layered system of strategies to encourage behaviors that reduce the spread of COVID-19, based on Interim Guidance for Administrators of US K-12 Schools, and follow all CDC Considerations for Schools guidance for reopening schools. This includes, but is not limited to, the following:

- Implement strategies to prioritize the health of all Oakwood staff and students, mitigate disease transmission, and maintain healthy environments.
- Provide at-home online learning exceptions and teleworking options for all Oakwood students and staff who are at a higher risk of severe illness.
- Oakwood will require families, faculty and staff to self-monitor their signs/symptoms and stay home when ill. Daily health screenings will be conducted for staff upon arrival to a specific entry point. Parents will be required to complete and return a daily COVID-19 screening questionnaire for their child/children. These screenings will be done safely and respectfully, in accordance with privacy laws.
- Oakwood will expect CDC defined symptomatic individuals to stay home and encourage them to seek care as appropriate.
- Oakwood will refer students or faculty/staff who may be symptomatic to the school healthcare point of contact.
- Public health has case investigation, contact tracing, and outbreak response guidance for school settings. This guidance is available on the VDH website (see page 8 of this document).
- All Oakwood School staff members, visitors, and students older than 2 years of age will be required to wear cloth or disposable face coverings at all times unless there is a documented medical exception. Periodic breaks will be scheduled throughout the day to allow for a face mask break.

## PHYSICAL DISTANCING RECOMMENDATIONS

Given the highly communicable nature of COVID-19, stringent social distancing measures will be followed to limit disease transmission on the Oakwood School campus. Generally, social distancing has two components to it: keeping individuals a safe distance from one another (approximately 6 feet); and reducing the number of people whom any individual interacts with. These measures will be followed by all members of the Oakwood School community. Physical distancing and other measures will remain important prevention strategies.

Additional operational requirements will include measures such as gathering limits (consistent with any existing Executive Orders made by Virginia Governor Northam) and other mitigation strategies. Moreover, Oakwood will implement accommodations to workspaces and offices, faculty meetings, professional development, and staff engagement with parents, families, and the broader community. **However, please note that operations guidance is subject to revision as public health conditions evolve.**

As a whole, Oakwood will follow operational guidance from the CDC, and aim to maintain six feet of physical distance to the greatest extent possible. However, if, for very short periods of time, six feet of distance is not possible, Oakwood will require a combination of face coverings and do its best to provide a minimum of three feet distance between everyone present. In addition to physical distancing, other distancing precautions will include, but are not limited to:

- a. Creating cohorts of two classes that will work together (i.e. Teams 1 and 2, Teams 3 and 4, etc.)
- b. Closing or staggering the use of communal spaces.
- c. Limiting the size of groups participating in outdoor activities/recess, with a priority on physical distancing and limit mixing of classroom cohorts.
- d. Eliminating large school gatherings.

## SCHOOL OPERATIONS/FACILITIES/CLEANING PROTOCOLS

Oakwood has implemented a multi-layered system to mitigate COVID-19 risks, and promote safe operations, community health, and well-being. Oakwood has developed the following measures:

- A COVID-19 Team within the school that stays up to date with relevant local, state, and national COVID-19 policies and procedures. This team will primarily be led by Mr. Lane McIntyre, Head of School, and Mr. Jim Blair, Executive Assistant.
- Maintain and continue communication with the Fairfax County Health Department about the school's ongoing mitigation plan regarding COVID-19, initiation of Public Health investigation, contact tracing, and consultation. Oakwood's primary point of contact at FCHD is Mrs. Joanna Hemmat.
- A communications plan (webpage, emails, etc.) with the Oakwood School community to inform all stakeholders of COVID-19 related policies.
- Provide educational materials, trainings, and communications to staff, students and families about how to stop the spread of COVID-19, symptoms of COVID-19, and what to do if you feel sick. Information can be found on the [Oakwood School COVID-19 Resource Page](#).
- Provide information and discuss importance of proper use, removal, and washing of face coverings. Also discuss use of face coverings in various school settings including classrooms, hallways, and outdoor areas where 6 feet of physical distance cannot be maintained or otherwise deemed appropriate. [CDC: Guidance Masks](#)
- Conduct daily temperature checks and health screenings for symptoms/history of exposure for Staff such as those described in [VDH: Interim Guidance for COVID-19 Daily Screening](#).
- Conduct daily temperature checks and health screenings for symptoms/history of exposure for students.
- Monitor and track daily health/absenteeism of school population (both staff and students) through established screenings and protocols.
- Require staff and students who feel sick to stay home, and establish clear policies about when they can return; what happens if a school member gets sick; etc. [CDC: What to do if Sick](#)
- Constant evaluation of ventilation systems operation, upgrade to MERV-11 and MERV-13 air filters, and increase circulation of outdoor air as much as possible throughout the school day.
- Purchase and supplementation of all classroom spaces with COVID-19 HVAC recommended IQ Air Health Pro Plus Air Purifiers and/or air scrubbers in main duct systems.
- Continually display signs and messaging from both the CDC and VDH in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Have established entry and exit protocols for employees and visitors.
- Alter Arrival and Dismissal procedures to maintain 6 feet of social distancing and direct one-way foot traffic into and out of the building.
- Modify classroom layouts to include student desks facing one direction spaced at 6 feet apart, 6 feet from teacher's desk, and 6 feet from the teaching wall.
- Install physical barriers such as sneeze guards and plexiglass partitions in areas where it is difficult to maintain 6 feet of distancing.
- Limit the use of communal spaces and not exceed CDC recommended group size.
- Reduce operation of water fountains throughout building to be bottle fill only.
- Limit the size of gatherings consistent with Governor Northam's Executive Orders and impose strict physical distancing during gatherings.
- Maintain a provision of medical-grade PPE for particular staff providing medical and health services for students and staff exhibiting COVID-19 symptoms.
- Maintain and ensure stock of both EPA and CDC approved cleaning supplies and correct use/storage.
- Establish cleaning and disinfection protocols with cleaning staff that includes frequently touched surfaces.
- Incorporate schedules for increased cleaning, routine cleaning, and disinfection.

- Increase nightly cleaning of school to ensure all areas have been properly disinfected.
- Purchase of additional hand sanitizer dispensers placed in all classroom spaces, common areas, and entry points.
- Create an isolation room for particular staff or students who present with symptoms.
- Maintain typical (non-COVID-19) health services.
- Provide information related to proper hygiene and respiratory etiquette, handwashing, and physical distancing measures.
- Scheduled handwashing breaks among students and staff.
- Provide remote learning options for students and teleworking for staff who are at higher risk for severe illness and who are therefore safer at home.
- Provide mental health support and leave policies for students and staff.
- Eliminate Field Trips due to inadequate bus spacing/occupancy.
- Recruit and train back-up staff to ensure continuity of operations and teaching/learning.

As listed, this plan is a multi-layered approach and implements multiple strategies to mitigate the risks associated with COVID-19 throughout the Oakwood School community. It is worth noting due to the fluidity of the COVID-19 situation additional actions may be taken to further mitigate risks

## COMMUNITY COMMITMENT

**All members of the Oakwood School community have a shared responsibility to prevent the spread of illness.** We must remain committed to the safety policies and procedures listed in this plan and future communications to help keep students and staff safe. It will also be the responsibility of staff, the student, or their family to inform the school if they:

- a. are sick with COVID-like-illness.
- b. tested positive for COVID-19.
- c. are being tested for COVID-19.
- d. have a COVID positive person in their household, or some other know exposure, and have been instructed to quarantine.

We cannot state strongly enough that we need everyone to abide by public health guidance consistently. As a part of this commitment, we are asking all families with students attending in-person instruction to sign a Parent/Guardian Health Screening Form. Additionally, a Student Health Screening Form will be required to be completed by 8am each day before school begins. Any family that has not completed a health screening form by 8am will be asked to stop during morning drop off to answer these questions in person before a student is allowed to enter the building. Staff members will be required to use a specific entrance into the school and complete a Staff Health Screening Form. **If an individual answers YES to any of the screening symptoms before arriving to school or at school, they should stay home and not enter the building.**

Visitors and outside guests are being discouraged at this time. If an in-person meeting is necessary, all requests must be submitted in advance to appropriate parties, and a confirmed approval must be received prior to arriving on school grounds.

There will inevitably become a time when someone from outside of Oakwood will require entry into the school building. In adhering to our commitment to staff and students, we are requiring all visitors to complete a pre-screening form prior to entry, receive a temperature check, and follow all health and safety procedures and social distancing guidelines implemented by Oakwood.

## PREPARING FOR WHEN SOMEONE GETS SICK

Despite Oakwood's best efforts to minimize the risk of COVID-19 exposure, there may become a time when a student or staff member exhibits symptoms associated with COVID-19. If this happens, Oakwood will immediately place the student into an isolation room supervised by a COVID team member in appropriate PPE, and immediately contact their parent/guardian/or emergency contact for **pick up from Oakwood within an hour**. For Staff members exhibiting symptoms, they will either leave campus immediately on their own power (if able) or placed into a supervised isolation room and have an emergency contact notified for **pick up from Oakwood within an hour**. In both cases, individuals displaying symptoms should go home or to a healthcare facility depending on the severity of their symptoms, follow CDC recommendations [CDC: What to do if Sick](#), and **self-isolate for 10 days before returning to school or work**. Students and staff sent home should not return until they have met the CDC's criteria to discontinue isolation [CDC: Discontinue Isolation](#), OR the symptoms have dissipated and a healthcare provider has evaluated the child/staff member and documented an alternate reason for the symptoms.

If there is a confirmed case of COVID-19 in the school, Oakwood will call the Fairfax County Health Department Communicable Disease line and notify Oakwood's direct contact Mrs. Joanna Hemmat, to determine the appropriate next steps and course of action. It is important to note that Oakwood will work collaboratively with FCHD to use the most appropriate notification methods to communicate to the school community when there are public health actions for them to take. In addition, Oakwood will follow the [CDC: Interim Guidance for K-12 and School Decision Tree](#) to determine school closing and seek input from the Fairfax County Health Department. The response to an individual case will depend largely on the circumstances surrounding the case and contact(s) the individual had within the school.

For those within the Oakwood School community exposed to someone who tests positive for the virus, the Virginia Department of Health (VDH) has offered guidance [VDH: Contact Tracing](#) for schools and local public health departments to ensure protocols are followed and individuals are properly notified by Oakwood School.

Last, for those students or staff that exhibit symptoms or are confirmed cases, the CDC and VDH do not recommend that schools require a negative COVID-19 test for students or staff to return to school. A student or staff member may return to school once they have met the [CDC: Criteria return to School](#). The VDH also offers guidance regarding this criteria [VDH: Ending Isolation in Non-HealthCare Settings](#).

## COMMUNICATIONS

Oakwood understands the great importance of effective communication, especially during this challenging and fluid time. There are existing established ways the school can communicate with staff, families, and stakeholders. In response to COVID-19 and in general, these options are as follows:

- Website: <https://www.oakwoodschool.com/academics/oakwood-parent-covid-19-resource-page>
- Microsoft Outlook Email
- Newsletter
- Student Information System
- OakNotes
- FACTS
- FACTS Emergency Response System



All staff members and families will be notified through electronic communications should any COVID-19 situation arise. When communication is required, the Oakwood School Administrative Team will determine which of the methods above will best serve a particular situation.

## INSTRUCTION

Governor Northam announced a plan for phased reopening in Virginia's school buildings which gradually allows in-person instructional opportunities for students as public health conditions permit. Balancing health and safety as key priorities, the Superintendent of Public Instruction is also committed to providing local school divisions with the support they need to ensure the maintenance of instructional rigor and compliance with state-level requirements. Because of this Oakwood will meet the following instructional guidelines for the 2020-2021 school year:

- Meet both the length of school term and instructional time requirements.
- Ensure compulsory attendance requirements are met.
- Resume new instruction with all students.
- Students with greater risk of health complications who are safer at home are offered at-home online learning opportunities.
- Provide remediation opportunities for students who need them.
- Instruction/curriculum and pacing include thoughtful response to recovery/learning loss.
- Identify school wide technology needs and distribute devices to those who need them.
- Develop plans to train families to use technology tools that support remote learning, with special attention to vulnerable populations.

It is Oakwood's intention to provide with the necessary health precautions and social distancing measures full-time instruction five days a week. If a student is required to isolate or quarantine ([VDH: Isolation vs. Quarantine](#)), Oakwood is requiring a minimum of one full school day to make the transition from in-person learning to at-home online learning.

Please note, if at any time there is a resurgence of the COVID-19 virus that requires Oakwood to close school, all students will participate in at-home online learning. If this change happens, you will be notified through one of our communications plan methods outlining the change and new instructional schedules. In general, Oakwood will need two full school days to transition from in-person learning to Distance learning.

## SCHOOL NUTRITION

To accomplish physical and social distancing measures, and to avoid congregate gatherings of students, Oakwood will eat meals in classrooms and in other alternate sites (i.e. outside if weather permits). Before and after students eat handwashing or use of hand sanitizer will take place. As a part of this plan, **Oakwood respectfully asks that ALL snacks and lunches be disposable, cold, and not require the use of a microwave or refrigeration.** Students who did not bring a lunch will be provided a lunch option by staff who have taken necessary precautions in handling the food. If during the year CDC and VDH recommendations change Oakwood will evaluate additional lunch hosting options at that time.

## **SOCIAL EMOTIONAL WELL BEING OF STAFF, STUDENTS/FAMILIES**

### **STAFF**

Oakwood teachers are critical to the school environment and will need significant support to ensure their wellness and safety. To be effective instructional leaders, Oakwood teachers will need a comprehensive range of information, professional development, and training to prepare them for the many evolving challenges associated with the year ahead. In addition to in-house support, the following links provide mental health resources for all Oakwood Staff:

<https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19-for-everyone.pdf>

<https://resilienteducator.com/covid19/>

<https://www.mhanational.org/mental-health-month>

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/covid-19-resource-center/crisis-and-mental-health-resources>

### **STUDENTS/FAMILIES**

Due to the extended closure, routines and expectations will need to be reestablished. Care must be taken to accommodate mental health needs of students which may have been exacerbated in these uncertain times. Social emotional learning is critical to re-engage students, support adults, rebuild relationships and school communities, and create equitable learning environments for all students. In addition to the support being provided by Oakwood Staff, the following links provide mental health and social emotional resources for all Oakwood Staff, students, and families:

<https://cdn2.hubspot.net/hubfs/3409306/Supporting-Families-Social-Emotional-Needs-During-Pandemics.pdf>

[https://www.aacap.org/AACAP/Families\\_and\\_Youth/Resource\\_Libraries/covid-19/resources\\_helping\\_kids\\_parents\\_cope.aspx](https://www.aacap.org/AACAP/Families_and_Youth/Resource_Libraries/covid-19/resources_helping_kids_parents_cope.aspx)

<https://childmind.org/coping-during-covid-19-resources-for-parents/>

<https://www.childlife.org/resources/covid-19-resources>

<https://childrensnational.org/visit/resources-for-families/wellness-resources/coronavirus>

<https://developingchild.harvard.edu/resources/covid-19-resources/>

<https://www.nhsa.org/covid-19-resources-parents>

More links and resources can be found through the [Virginia Department of Education: Recover, Redesign, Restart](#) page and in the Recover, Redesign, and Restart document created in response to COVID-19.