

COVID-19 Addendum

Updated 8/8/2020

The COVID-19 addendum is intended to cover any specific information related to the operation of the School during this world-wide pandemic. Items in the addendum supersede any items in the School Handbook. If there are items that contradict each other the addendum information takes precedence over the School Handbook.

This addendum is a living document and subject to change as health authorities, CDC, and Oakhill Day School revise safety plans.

Global Pandemic

According to the WHO (World Health Organization), a global pandemic is the worldwide spread of a new disease.

COVID-19

COVID-19, or the novel Coronavirus 2019, is a global pandemic that began in China during the last months of 2019. The virus quickly spread to other countries, including the United States. According to the CDC (Center for Disease Control) guidelines, people with COVID-19 have had a wide range of symptoms reported

- These symptoms may appear 2-14 days after exposure to the virus:
- Symptoms of COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal.
- High risk symptoms consist of cough, shortness of breath or difficult breathing, new loss of taste or smell. Lower risk symptoms fever/chills, headache, sore throat, runny nose/congestion, nausea/vomiting/diarrhea, muscle aches and pains.
- Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

COVID-19 Return to School Policy

Oakhill Day School plans to open on August 20th for our first day in our 74th year of existence in a way that fully embraces the outstanding education we offer our students, the family-like school culture we create, and our entire school community's health and safety. Throughout the reopening process, we have consulted local, state, and federal guidelines including recommendations made by the CDC. Our current plan takes into account aspects of these recommendations, as well as strategies to meet the standard of care for our students. Oakhill cannot guarantee a virus-free environment. Until there is a vaccine, it is likely that people within our school community will become infected with the virus. We understand there will be faculty/staff and families who choose to NOT come back to Oakhill this school year due to the fluid and ever-changing situation.

Oakhill Community Expectations

We ALL have a role to play in keeping our campus healthy and OPEN. Therefore, our approach will be guided by science, what's best for our students, and common-sense expectations. Oakhill will be prepared to adapt as necessary in response to evolving circumstances within our local community. We all have a common goal to stay healthy and keep Oakhill healthy so we can remain open for business.

- Each morning before you send your child to our school, you must do a temperature screening and check for symptoms
- Stay home when you are not well
- If you travel to areas of high exposure to the virus, we ask that you follow CDC guidelines
- Transparency is so important, especially in our close family-like community. Please share the facts with us as needed. Please do not share gossip or rumors about hearsay or assumptions. Protect one another's health and dignity.

Distance & Remote Learning

Remote Learning

Our plan is to continue in-person, on-campus teaching and learning as long, and as much, as possible this school year. We are not offering a dual approach where parents can choose year- long, on-line learning. When a student is unable to attend on-campus, in-person learning due to a health concern or challenge, an illness, or family uncertainty for a short period of time, we will offer a remote learning option. Instead, we are prepared for the various scenarios that may arise. For questions or concerns, please contact [Suzanne McCandles](#) or [Dorothy Beckham](#).

Updated: 8/8/2020

To clarify, we will offer a remote learning option to students who are unable to attend due to a health concern, unable to attend due to quarantine or illness, or due to family uncertainty. The model may be personalized with agreed upon expectations to bridge in person and on line learning for a short term or long term solution. For more information please contact [Suzanne McCandles](#) or [Dorothy Beckham](#).

Distance Learning

The "Oakhill at Home" Distance Learning plan will go into effect, if and when, there is a short or long-term government-mandated shutdown of non-public schools or, if and when, an entire class or grade level is forced to quarantine. For more information on distance learning at Oakhill Day School, please visit our "Oakhill at Home" Plan.

Health and Safety

Everyone has a role to play in keeping our campus healthy. Oakhill will provide mandatory training including performance assessments to all faculty and staff during staff development week prior to the start of school. These training workshops will include proper handwashing, cleaning, disinfecting, sanitizing, respiratory etiquette, temperature checks, and self-reporting, and COVID-19 flow chart analysis for potential or positive cases

COVID-19 Coordinator

Nurse Cathy Bernholtz will act as our COVID-19 Coordinator/contact for the 20/21 school year. All COVID-19 related questions will be directed to [Nurse Cathy](#).

Face Coverings

With the rapid increase of positive COVID cases in our community, masks are recommended for all employees and students grades 4th- 8th with limited exceptions; masks should be worn at all times except while: eating, drinking, outdoor recess and PE indoors and outdoors.

Face masks are cloth coverings that fully cover the mouth and nose, fit snugly against the side of the face so there are no gaps, are comfortable to wear, and can be homemade or store-bought. Bandanas and scarves are not acceptable forms of face coverings.

Updated 8/17/2020

All school staff and all visitors will be required to wear a face covering. If a teacher or staff member is alone in an office or classroom, face coverings are not required.

- Wearing a face shield in addition to a face covering can be considered, but a face shield is not a substitute for a face covering.
- Students in Pretoddler (under 2 years of age) are not required to have a face covering unless the parent desires.
- Students in Toddler (age 2) through Prekindergarten will not be required to wear face coverings unless in the hallways during transitions or as traveling through common spaces where physical distancing with other classes cannot be easily maintained. As stated in the Clay County Health Department guidelines, children in this age group appear to be less likely to spread the novel coronavirus.
- Students in grades K-3 should wear a face covering unless physical distancing of 6 feet or more can be easily maintained, or unless eating, drinking, outdoor recess, outdoor PE, or indoor PE while distancing. Exceptions may be considered in this age group where wearing a face covering may be difficult due to inappropriate face covering hygiene (frequently touching face covering and/or pulling the face covering down so it does not cover the mouth and nose), or in children with difficulty with speech and language. Clear shields may be a substitute in some cases.
- Students in grades 4-8 should wear a face covering unless eating, drinking, outdoor recess, outdoor physical education, and indoor PE while distancing
- Face coverings with exhalation valves are not recommended as they can promote the spread of infection.
- Bandanas and scarves are not acceptable face coverings for Oakhill students and staff at this time.
- Neck gaiters having two layers of protection are allowed, but must cover the nose.
- All students and staff should have at least two clean face coverings at school at all times and should keep one face covering available at the school at all times.
- All face coverings should be washed daily if soiled

We ask all faculty, staff, and students to practice wearing face coverings prior to the start of school. We ask you to understand face covering hygiene (how to sanitize hands prior to face covering removal and placement).

Oakhill Day School continues to monitor the CDC, Clay County Health Department, and Association of Pediatrics for the latest guidelines and information. Face covering policies will change as needed and will be updated in this addendum.

Please follow Oakhill dress code guidelines concerning content printed on face coverings.

“Attire with inappropriate messages, slogans, imagery, or symbols are unacceptable; i.e. political slogans, offensive phrases, etc.”

Protect yourself and others

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before and after eating
 - Before touching your face
 - After using the restroom
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - Before and after recess
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

In and outside your home: Put 6 feet of distance between yourself and others

- Remember that some people without symptoms may be able to spread viruses.
- Stay at least 6 feet (about 2 arms' length) from other people.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover especially when other social distancing measures are difficult to maintain

- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common household disinfectants will work

Monitor for symptoms daily

- Be alert for symptoms. Watch for high risk symptoms such as cough, SOB, new loss of taste or smell and other
- Take your temperature if symptoms develop.
- Follow CDC guidance if symptoms develop and call your healthcare provider.

COVID-19 Response Plan

Procedure for assessment of students with symptoms of COVID-19

- If your child is feeling ill, please have them stay at home
- Students will be sent home if they have a temperature above 100.3 or if they have one high risk symptom or two or more low risk symptoms they will be sent home for evaluation.
- Students may return if they are symptom-free for 24-hours unaided by any medications or have a doctor's note stating they have been tested with negative results or no test was necessary due to not meeting the criteria for COVID testing.

If a teacher or student tests positive for COVID-19 and/or are exhibiting common symptoms of COVID-19 (cough, fever, shortness of breath):

- Please self-isolate at home (do not leave) for 10 days and follow instructions per your health care provider

If a teacher or student tests positive for COVID-19 and do not have [symptoms](#) of COVID-19 :

- Please self-isolate at home (do not leave) for 10 days after your positive test.

If a teacher's spouse/partner, student's parent, or a person that shares a household with someone that has tested positive for COVID-19:

- Please self-quarantine at home (do not leave) for 14 days and call your health care provider for further instructions

If a teacher or student has been notified by state or local public health officials that they have been in close contact with a laboratory-confirmed case of COVID-19:

- They should self-quarantine at home for 14 days since your last contact with the case. (A close contact is defined as someone who has been closer than 6 feet for more than 15 minutes)

Return of Student or Teacher who was COVID-19 positive or in close contact with a positive case

If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared

If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- You received two negative tests in a row, at least 24 hours apart. Your doctor will follow the CDC guidelines.

Plexiglas Shields

In appropriate places in our lobbies, Oakhill will have Plexiglas shields in place to help mitigate the spread of germs.

Security Officers

Security officers will be on campus from 7:15 a.m. to 5:00 p.m. and during special events when students are present. These new times reflect the new Kids' Club hours.

Visitors and Volunteers

At this time, we will limit the number of Oakhill visitors in both buildings. If a parent needs to meet with a teacher or administrator, we are happy to set up meetings either in person or virtual. If a parent needs to talk to their child, we will bring the student to the office. Through the first quarter, we ask for no visitors at lunchtime and volunteerism will be lessened to essential volunteers only.

Visitor Management System

Our visitor management system will be utilized by any visitors at Oakhill. This system has been updated to be touch-free.

Cleaning, Sanitizing, and Disinfecting

From the moment the pandemic began, Oakhill increased cleaning, cleaning personnel, procedures, expectations, and has upgraded equipment to ensure sanitization efforts are of the highest quality. Here is a list of what we have done, or are doing, as of today:

- Additional cleaning staff to assist with cleaning high touch areas in commons spaces and restrooms
- Cleaning checklist and training for classrooms teachers and instructional assistants
- Cleaning schedules for playgrounds
- Electrostatic sprayers (backpack and handheld) to disinfect rooms 2-3 times per week (in the evenings)
- Door pulls for public restrooms to assist with contactless door opening
- Clear face shields available for staff
- Plexiglas dividers for the front offices at each campus
- Disinfectants - food-safe quality for lunchrooms with 4-minute kill time
- Hospital-grade disinfectants
- Additional hand sanitizer stations
- Touchless soap dispensers for public restrooms
- Touchless faucets for public restrooms
- Filters for HVAC units to help filter out smaller particulate matter from the air
- Signs posted throughout the school reminding everyone to wash hands; how to wash hands; and to maintain physical distancing

General Information

For students and staff who plan to attend Oakhill Day School's campus this year, we have collected valuable information concerning our classes, after school activities, and events.

Athletics

We plan to begin both Volleyball and Cross Country seasons for the fall. As we finalize plans, you can expect physical distancing where possible, enhanced cleaning and sanitizing of equipment, limited group sizes, and potential modified use of spaces depending on guidelines. At this time, league logistics are still being discussed regarding spectators and competition. *Students involved in remote learning who wish to participate in after school activities or athletics must get approval Head of School/Department Head.*

Events

Oakhill has subcommittees working behind the scenes to evaluate each and every event to ensure health and safety practices are followed. Oakhill has decided to leave events and traditions on the [calendar](#). As time goes on we will adapt/modify/suspend events as the school deems appropriate. Please check the calendar for the most up to date information.

Arrival and Dismissal Times

To reduce the volume of students arriving or dismissing at any given time, we have slightly adjusted the start times. Lower School (K-3) and Intermediate School (4-5 grades) will start school at 8:20 am and end school at 3:20 pm while Early Childhood and Middle School (6-8 grade) students will officially start class at 8:40 am and finish the school day at 3:40 pm. We understand some families have students in both start and end times - we will be in touch with you before school starts to make a convenient plan.

Car lines will run according to the schedule in the handbook. Anyone arriving late to pick up their child will be charged \$1 per minute for the first five minutes and \$5 per minute for each minute thereafter. Teachers will remain in the hallways with the students until parent/guardian arrival.

Updated: 8/27/2020

Car Line – Intermediate and Middle School Divisions (South Campus)

South Building Morning Car Line

Students dropped between 7:30 and 8:00 will be greeted by a member of the staff outside of the Acorn door. They will have a temperature check and sanitize hands upon entry.

Students arriving between 8:00 and 8:35 should come through the main entry. They, too, will be greeted by a staff member, have a temperature check, and sanitize hands prior to entering the building.

South Building Afternoon Car Line

The Intermediate Division (4th and 5th grades) will dismiss at 3:20 and social distance in the commons area. They will be called by name and exit through the Acorn doors.

Middle School students (6th-8th) will dismiss at 3:40 and social distance in the commons area. They will be called by name and exit through the Acorn doors.

If families have students in both divisions they are asked to arrive between 3:40 and 4:00. Athletes will be walked to practice by a coach.

Special Note: Parents should enter off of NE 69th St. Please do not enter off of NE 70th St.

Food Service

Our lunch program will continue with Chef Justin and Chef Lauren working hard to adjust the way in which they serve the food including sandwiches, soups, and salads. Students and staff will not be serving themselves in either building for the coming year. Students in the main building will be allowed to bring in lunches as always with additional cleaning steps necessary.

Please Note: When food prices drastically increase, Oakhill Day School reserves the right to adjust food service prices to help offset additional costs incurred with providing a healthy food program.

Kids' Club

We will offer extended day "Kids' Club" opportunities this school year with certain modifications. This plan will include reduced hours of operations. The main campus will open from 7:30 a.m. to 5:00 p.m., with morning car line from 7:30 a.m. to 7:45 a.m. and afternoon car line from 4:45 p.m. to 5:00 p.m. The south campus will be open from 7:30 a.m. to 4:30 p.m. There will be an afternoon car line at the south campus from 4:15 p.m. to 4:30 p.m.

Pricing

Anyone who wishes to participate in Kids' Club this year will need to preregister for the yearly plan. This plan will be billed monthly to avoid any prepayments.

Late fees: Families who do not pick up their child by closing time will be assessed a late fee of \$1 per minute for the first five minutes, and \$5 per minute for each minute thereafter.

After School Classes and Athletics

This year, students attending after school classes or athletic practices, including Panthers on the Prowl, will need to be picked up after the end of the session. Students will not be able to attend Kids' Club after these after school activities /athletics unless they are already a preregistered Kids' Club member. The same late fees for Kids' Club will apply.

Kids' Club Car Line information

Main Campus Kids' Club

At the main campus, Kids' Club will run a morning car line from 7:30 a.m. to 7:45 a.m. for student drop off. Any students arriving after the morning car line can park in one of the designated parking spots, call the number on the sign, and a Kids' Club staff member will come and escort your child to Kids' Club. Please note: a \$5 convenience fee will be charged each time this service is used.

In the afternoon, Kids' Club will run an afternoon car line/pick up from 4:45 p.m. to 5:00 p.m. Any students picked up prior to 4:45 p.m. can park in the designated parking spots, call the number on the sign, and a Kids' Club staff member will escort your child to your car. Please note: a \$5 convenience fee will be charged each time this service is used.

South Campus Kids' Club Car Line/Drop-Off information

At the south campus, any student arriving prior to their scheduled breakfast times will be signed into Kids' Club and a fee will be charged. After school, a car line will run from 4:15 p.m. to 4:30 p.m. All students must be picked up by 4:30 p.m.

Drop-In Service

Please Note: Drop-in Service **WILL NOT** be available this year. Any student not picked up in car line will be charged a late fee of \$1 per minute for the first 5 minutes, and then \$5 per minute for each minute thereafter. Since drop-in service is suspended this year, there will be no grace period 'free' time in Kids' Club.

Full-Day Care

If school is closed this year for breaks, teacher workdays, snow days, or other days, Kids' Club will not offer services. Kids' Club reserves the right to cancel any service on any day for after school events or health concerns with no refunds or reimbursements.

Inclement Weather

Kids' Club and after school classes and clubs for pre-registered students will continue as planned unless notified otherwise. Drop-in service is not available when the weather deteriorates.

Lockers/Hives

Hives/Lockers will not be used during the 2020-2021 school year to make physical distancing possible and eliminate the possibility of large gatherings in the hallways.

Recess

Outside play opportunities are important for students for many reasons; therefore, our playgrounds and fields will remain open. We are creating a recess schedule that limits the number of students in a play area and will allow our cleaning crew to sanitize between classes.

Special Classes

Many of Oakhill's founding principles focused on strong special (extracurricular) classes and opportunities. We have scheduled classes in a way to ensure ample time is given for cleaning and disinfecting between classes. We will continue to identify procedures to allow these classes to be conducted in a safe manner.

Water Fountains

Although Oakhill's water fountains will not be available until further notice, there is (or will be) a refilling station at each fountain where water bottles can be filled. All students are encouraged to bring a clean water bottle each day.

Non-Discriminating Policy

Oakhill Day School will seek diversity in its student body and welcome enrollment by students of any race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law. It prohibits unlawful discrimination, harassment, and retaliation on the basis of any protected category under applicable federal, state or local laws or ordinances, including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI), Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 (ADEA), Title IX of the Education Amendments of 1972 (Title IX), the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504), specifically, but not limited to, discrimination, harassment, or retaliation on the basis of sexual orientation, gender or sex, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in Oakhill Day School's educational programs or activities.

Concerns or inquiries regarding sex discriminations, harassment, or retaliation can be made to Oakhill Day School's Title IX Coordinator:

[Kathryn Dodson](#)

Director of Auxiliary Services

Concerns or inquiries regarding discrimination, harassment, or retaliation involving student victims on the basis of race, disability, or any other protected category:

[Suzanne McCanles](#)

Head of School

For concerns or inquiries regarding employees or adult community members:

[Suzanne McCanles](#)

Head of School