



**OAK HILL
ACADEMY**

**RE-ENTRY PLAN
2020-2021
ACADEMIC YEAR**



OUR MISSION



Oak Hill Academy's mission and purpose remain stronger than ever during these challenging times. When we left our campus on March 12th and shifted to a remote learning plan, it was in the context of a global emergency. We are no longer in response mode for a sudden crisis. Over these past months, Oak Hill has consulted with experts, updated training for staff, and prepared our campus for our new reality.

We have developed, and continue to refine, our industry-leading Re-entry Plan to provide both safety and learning continuity for all of our students. In short, Oak Hill Academy's mission is to create the safest and most logistically convenient way of bringing our students back to school and keeping them growing and learning for the 2020-2021 academic year. We utilized the assistance of a 3rd party consultant company whose expertise is in assisting hospitals, emergency testing centers, and schools in mitigating the risk of infection by developing comprehensive and customizable strategies for infection prevention and control. These medical professionals completed a robust audit and assessment of Oak Hill's campus to identify **potential areas of risk**.

In addition, these professionals developed a customized recommendation of ways to mitigate infection risk by providing specific, actionable, and reasonable methods to enhance the safety and health of the overall school. The assessment was collaborative and took into account our students, school environment, and multisensory approach to learning. We worked with the faculty and staff to address concerns and to develop innovative solutions which make sense for the school. In addition, Oak Hill Academy has a unique advantage in the implementation of health and safety compliance measures to keep our students safe, including: small class sizes that lend themselves to social distancing, expansive outdoor learning environment, outdoor lunch seating that is not in a contained cafeteria, and staff members trained in utilizing social stories, visuals and policies in teaching.

We are excited for the return of our students and the opportunity to provide them with the best education possible, no matter what form it takes. Attached you will find our Re-Entry Plan outlining: the Five Pillars of Infection Control, Life on Campus, and Preparing for Interruptions. As we mentioned, we are flexible in the implementation of our plan as compliance rules change, and we are committed to communicating any necessary changes to you in a timely manner. Specifically, changes to Oak Hill Academy's operating procedures, academic policies, calendar, and special events as outlined in this ReEntry Plan may be changed throughout the academic year with little or no advanced notice as we move fluidly through phases of reopening. Parents should always check communications for the latest information and news.

THANK YOU for your partnership in making our school a happy and healthy environment! We are thankful that you have entrusted your children to us. We understand you might have further questions after reading the plan.

This complete assessment includes:

- The physical spaces on campus
- Processes and workflows for the day-to-day activities of students, faculty, & staff
- Compliance within the tenets of infection control as well as state, county, federal & educational agency guidelines

All questions regarding the Re-Entry Plan can be sent to:
covid@oakhillacademy.org.

These questions will be answered in a comprehensive follow-up COVID Updates and Frequently Asked Questions email in early August.

We look forward to seeing everyone's smiling faces on September 8, 2020.

THE FIVE PILLARS OF INFECTION CONTROL:



1. HYGIENE



Hand hygiene:

- Touchless hand sanitizer stations in every classroom and common space
- Training students on appropriate 20 second hand washing techniques multiple times throughout the day
- Utilizing gloves in certain necessary activities such as library and gym if shared equipment is used

Daily wipe downs/sanitizing

- Thorough nightly cleaning, sanitizing, and disinfection of campus
- Sanitizing playground equipment between group uses
- Staff will model and educate students in daily wipe downs of supplies and personal workspace
- Only child-safe cleaning agents will be used

Engineering environmental controls

- HVAC system enhancements to minimize the spread of COVID-19
- Open classroom windows whenever possible in accordance with TEA guidelines
- Removal of unnecessary items from high contact areas such as bookshelves and teacher desks
- Restroom modifications include: sensor no touch lights, sensor activated sink faucets and soap dispensers
- Water Fountains: touchless water fill stations added for each building; (bubbler heads throughout campus will be deactivated and only the touchless water bottle filling station will be utilized).
- Railings: Teachers and staff will wipe down railings after student contact
- Furniture: Replacement of fabric, wicker, or porous furniture and storage items with nonporous plastic materials which can be easily disinfected.
- Lunch: Lunch can currently still be delivered by our 3rd party provider since they are individually packaged and delivered using safety methods. Lunch will be held outside or in the classroom while reducing the overall crowd size. We will be installing plexiglass dividers at the outdoor picnic tables to allow protection while eating.
- Library: The library protocol will be altered to limit the potential spread of germs. Students will be able to check out a book from a selection of titles delivered to their classroom each week, keeping with our goal of minimizing cross campus travel. In addition, books will be disinfected and quarantined between use.

2. SOCIAL DISTANCING



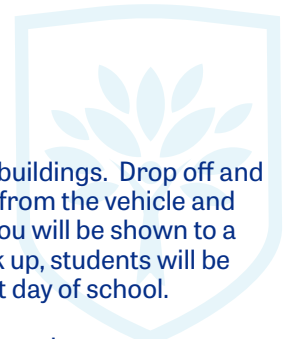
Classroom Schedules: To the extent possible, students will stay in one classroom throughout the day and teachers will travel to them. This will limit the movement of large groups in hallways and stairwells, and limit cross-exposure among classes.

Classroom Spacing: All classrooms (with the exception of the science labs) will be provided with individual desks and chairs for students. To the extent possible all individual desks will be placed 6 feet apart and facing the same direction. Outdoor learning on our beautiful expansive campus will be encouraged!

Science Labs: In order to preserve the importance of multisensory learning in the science curriculum, lab tables will be outfitted with a plexiglass screen to allow for collaboration while maintaining distance and barriers.

Gym: Those students not participating in an activity/event will have delineated waiting spaces taped off to provide for a minimum of 6 feet social distancing.

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Pick up and drop off: In adherence with local regulations, we will be limiting visitor access to the buildings. Drop off and pick up will be contactless. After showing screening results in the carpool, students will be taken from the vehicle and escorted to the appropriate location. In the event you have forgotten to do your daily screening, you will be shown to a designated parking spot to complete it prior to your child being escorted out of the vehicle. At pick up, students will be brought to the vehicle. Details regarding exact carpool guidelines will be provided prior to the first day of school.

Late Arrival/Early Pick-Up: Students arriving after 8:35 a.m. must be escorted to the main entrance by a parent or guardian, wearing a mask. The child will then be greeted by a member of the office staff at the entryway. A health screening must be provided for the student, and the child will then be escorted to class if the screening allows. If a child needs to leave early, please notify your teacher and the front office in advance via email and, once a parent/approved guardian arrives, please park, call the front office, and your child will be brought to you in your parking space for dismissal. As always, identification will be required and pickup limited to authorized individuals listed in ParentsWeb.

Playground/Recess: Only one class will be utilizing each playground area per play period and equipment will be sanitized between recess and outdoor break sessions. Markers will be utilized on the ground near equipment to ensure social distancing on equipment that requires a wait time (i.e. swings).

Restrooms: Younger students will be taken to the restroom one at a time. The remainder of the class will wait on social distancing markers in the hallway for their turn to enter. Students will not be limited from using the restrooms at different times of the day.

Lunch areas: Plexiglass dividers will be placed on lunch tables allowing for 4 students per table. Each table will be wiped down after each use. In addition, classrooms will be utilized for lunch when appropriate/necessary.

Unidirectional flow: The campus will be organized with unidirectional flow patterns to limit the amount of 2 directional traffic. During movement from area to area, the younger grades will utilize a social distancing rope to help ensure 3 feet minimum between children (when facing the same direction). Staff members will educate/train students in proper usage and distance etiquette.

Engineering environmental controls

- Parents and visitor access to campus buildings will be limited to emergency/necessary basis. Any parent or visitor entering a campus building will be required to wear a mask, fill out the screening questionnaire and submit to a temperature check.
- Extended Care: At this time, we are evaluating the Extended care program to determine if and how to structure this for our families while following all safety protocols. We will keep you informed once decisions are made.

3. SCREENING



Screenings are an important factor in helping avoid potential infection and spread. In order to keep our families, students, and staff safe, these are the screening measures that will be required.

Daily screenings: All students, staff, and visitors on campus will be required to fill out a web-based questionnaire to be allowed on campus. This screening can be completed on personal phones or home computers in the morning prior to arrival. If the screening is negative, they are allowed to enter the campus and if it is positive, they must seek medical clearance to return to school. The daily screening will require that parents verify the student's temperature was below 100 degrees - without fever-reducing medication. (*100 degrees or higher constitutes fever).

Fever and temperature checks: Parents (for students) and staff will be responsible for their own temperature checks. Visitors to the campus will have their temperature taken using an infrared thermometer.

Testing: COVID testing helps determine the appropriate time away from school. If the test is negative, the student may return to school (assuming he or she has been fever free for 24 hours in accordance with our school fever policy in the Student Handbook). If the COVID test is positive, the student and their family will need to isolate for 14 days and receive medical clearance to return to school.

4. MASKS/SHIELDS



In general, simple surgical/cloth masks or full-face shields prevent the spread of the virus and serve as a method to protect each other.

- Staff and all students (2nd grade through high school) will be required to wear a face mask on campus (including carpool).
- Younger students (Preschool through 1st grade) will be encouraged to wear them. Flexibility will be allowed for younger children, as well as those with developmental disabilities.
- One washable mask will be provided per student and staff member at the beginning of the year. Students and staff may purchase additional masks if needed (solid color or pattern with no words or characters allowed). Masks should be washed daily. Masks are also available through Land's End, our uniform provider.
- One face shield will be provided to staff members and students at the beginning of the year. Student face shields will remain at school and will be an option for in classroom learning times.
- Students and staff must bring a clean face covering to school every day. Anyone who forgets a mask, or if the mask they are wearing is broken, OHA will provide a disposable mask for that day as a replacement. Parent will be responsible for replacing a broken mask.
- Times will be built into the day to allow students to not wear masks (ie. in the classroom when 6 feet of social distancing is possible). Masks will always be required in community areas.

5. CULTURE



As a society, we help ourselves by being considerate of others. Being adaptable, resourceful, and empathetic to the needs of others are crucial skills to providing a healthy and safe environment for our students and families. We will continue to create an environment where perspective-taking, empathy, and flexibility are the norm because of the shared common goal of safety and respect for others.

- **The Oak Hill Academy Protection Pledge:** All families, students, and staff will be asked to take our Oak Hill Academy Protection Pledge. This serves as a social contract where we will all pledge to do our personal best to adhere to the guidelines set by the school and prioritize the health and safety of the Oak Hill community. The Pledge will be distributed at the start of the school year and students will participate in their own Protection Pledge together with their classes on the first day of school.
- Education and safety for staff: Staff will be educated and trained on proper methods of handwashing and cleaning in their classrooms.
- Visuals on campus and student education: Our goal is to educate our students, and health & safety is no different. Oak Hill Academy will continue the use of visuals and implement additional visuals on campus for things such as proper handwashing techniques, social distancing, and proper sneezing/coughing hygiene. In addition, younger grades will be provided with social stories to help them understand the need for health and safety measures at school.
- A copy of our Re-Entry Plan will be posted on the school campus and on the school website.

LIFE ON CAMPUS: A DAY IN THE LIFE ...

Despite global uncertainty-- one fact remains -- students learn best in a community of caring adults who know them and understand their needs. The core of Oak Hill's community will not change.

- Small student:teacher ratio
- Social emotional learning
- Outdoor learning environment
- Differentiated curriculum

Below are highlights of different aspects of the school day that might change to accommodate the health & safety suggestions.

1. ARRIVAL

- Arrive via carpool at designated times wearing face coverings
- There will be carpool changes to spread out drop-off. Details will be provided in early August.
- Late arrivals (8:35am or later) will park and escort their child to the front office for the daily screening
- All students will wash hands prior to entering their assigned classroom

2. CLASSROOM

- Students will be required to use hand sanitizer upon entry and departure of classroom
- Individual classroom supplies will be provided
- Individual desks and seating for all students with ample social distancing
- Minimum of 6 feet social distancing will be maintained whenever possible
- Outdoor learning and breaks will be encouraged (weather permitting)
- Handwashing scheduled throughout the day

3. MOVING AROUND CAMPUS

- Classrooms will be as self contained as possible
- Students and teachers will wear masks when moving about campus
- Movement around the school will require masks and 3-6 feet distancing
- Younger grades may utilize a distancing rope for visual and tactile support
- Multiple opportunities will be provided for outdoor learning and exercise

4. LUNCH

- Lunch will take place on outdoor picnic tables with plexiglass dividers or in the classroom
- Lunch delivery via Wholesome Foods
- Lunch delivery by parents midday is highly discouraged and should be limited to absolute emergencies

5. RECESS

- Groups will be staggered for recess to limit cross-contamination potential
- Equipment will be disinfected between usage
- Face covering will be required

6. SPECIALS

- PE will take place outside whenever possible or in the gym utilizing social distancing strategies
- Art class will utilize individualized supplies and teacher will travel to classroom
- Social skills will be conducted in the classroom to limit campus travel
- Library will take place in the classroom with choices of various subject matters and developmentally appropriate books (books will be disinfected and quarantined 3 days upon return)

7. RESTROOMS

- Visuals for proper handwashing
- Multiple handwashing breaks throughout the day
- Student training on proper handwashing techniques
- Sensor activated faucets, no touch light sensors and touch free soap dispensers installed in all student restrooms

8. DEPARTURES

- Kindergarten through 5th grade will leave school-issued technology at school
- Middle and High School will be allowed to take school-issued technology home
- Students will wash hands or use hand sanitizer before leaving their classroom/campus for the day
- Specific details regarding pick-up will be provided in early August

PREPARING FOR INTERRUPTIONS

Following the recommendations of our Health and Safety Task Force, Oak Hill Academy is preparing for waves of interruption to on-campus learning. Based on feedback received from Oak Hill parents and staff, and input from industry professionals, our eLearning Committee has been working all summer to integrate our curriculum into a digital format that will be taught and modeled beginning on the first day of school.

WHAT DOES THIS LOOK LIKE DURING ON-CAMPUS LEARNING FROM DAY 1?

- Students will be equipped with 1:1 technology devices starting the first week of school to get students comfortable with this new form of learning.
- Students will be prepared with the executive functioning skills necessary to participate in eLearning should we be required to close the physical campus. Depending on grade level, this includes things such as keeping track of homework assignments, checking grades, social skills meet-ups, and how to utilize online educational resources.
- Parent training and support will be offered to allow families to help facilitate technology use as needed.
- A schoolwide eLearning website will centralize distance learning information for parents.

WHAT IS THE CLOSURE PROTOCOL?

We are finalizing the protocols for closure and communication protocols for positive test cases of students and employees. These will be communicated with families as soon as they become available. If a student or class of students are required to be at home due to quarantine protocols, eLearning will begin immediately. If the entire school is closed due to local, state or federal orders, the faculty and administration are prepared to move into a school wide comprehensive eLearning program.

WHAT HAPPENS IF THE SCHOOL NEEDS TO MOVE TO AN eLEARNING MODEL?

Students will check out and take home the technology device they have been using in the classroom. These personal devices and technology-based apps will be used in the classroom from the start of school so that everyone is prepared for a seamless transition to distance learning should that shift occur. Students will be equipped with a remote-learning kit to continue multisensory learning. Books and supplies will be readily accessible in the event an interruption occurs. If the physical campus closes and Oak Hill Academy transitions to distance learning, families will be extended financial credit/refund for Oak Hill fees coinciding with being on campus (extended care, athletic fees)(fees with 3rd party Dragon Discoveries programs must be discussed with those providers independently).

PREFER A FULL-TIME VIRTUAL OPTION?

We will now be offering a fully virtual option this year for school. We would like to accommodate families who are in need of a full virtual option. Please be mindful, we still consider being in the classroom the best option for our population because of the needed structure, curriculum differentiation, social-emotional benefits, better learning in a multisensory/collaborative model and so much more; however, if this is the best option for your family, we are compassionate to that need as well. This option must be decided on a quarterly basis and a student cannot opt-in or out mid-semester. The decision must be made no later than Monday, August 3, 2020 via a Google Form being sent out to families. As a side note, any students required to quarantine or be off-campus for health reasons will automatically be transitioned to eLearning.

DIGITAL PLATFORMS

Oak Hill Academy will utilize different digital platforms depending on developmental age and subject. Each teacher will communicate those used for your particular child. The main schoolwide digital platforms that will be utilized include:



• RenWeb

• GSuite For Education

• Google Classroom



• Google Meets

• Flipgrid

Have Questions?

Please send all questions to covid@oakhillacademy.org no later than July 31 so they can all be addressed at one time and shared with everyone.