



# **Parent Handbook Addendum for COVID-19**

**September 2020**

**Version 1.1**

# Campus Reopening Guidelines

The Oak Hill Administration Team and Faculty have been planning and preparing for how to reopen our campus in a way that prioritizes the health and safety of our entire school community, and the purpose of this document is to outline the protocols and procedures that have been implemented in order to achieve that.

Our faculty and staff are very much looking forward to welcoming students back to campus. One very important point to keep in mind for families is that while we believe the risk is manageable and the socio-affective benefits for students will be significant, it would be impossible and impractical to state that there is no risk at all.

Our staff will use their professionalism to create classroom environments which - to the best of their ability and within the limitations that exist - promote maximum safety as outlined in this document. As such, we ask each family to read through what is outlined here very closely.

Please also note we will continue to add/modify this addendum as we receive more information. Families will be notified of any updates via News & Notes.

## Family Role and Responsibility

It is important that everyone in our school take steps to reduce COVID-19 transmission, particularly to those at high risk, while balancing the need to maintain a strong community that effectively supports staff, students, and families. We will need to work together to ensure that everyone stays healthy and that classrooms can remain open for in-person learning. Let's each continue to do our part to keep our friends, family, co-workers and community members safe and healthy.

- Monitor health and check temperatures before leaving home. A temperature of 100.4 degrees Fahrenheit or higher indicates a fever and the need to stay home.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. If you detect these symptoms, contact your health care provider immediately.
- Stay home when you or your child are sick.
- Stay mindful in social settings, avoiding large groups or unnecessary activities and wear a mask in indoor spaces.

Oak Hill will monitor the community and school-level impact of COVID-19 on a regular basis in consultation with public health to determine if adjustments to our learning model are needed. The decision to shift to an alternative learning model will center on the impact of COVID-19 at the school level, while maintaining awareness of changes in viral activity in the community through continued review of the biweekly county-level case data. We respect the impact a shift in learning model will have on the school community; making a change requires coordination and communication even when well thought-out plans are in place, and therefore will do so only when absolutely necessary.

As these protocols are new for everyone, we anticipate that the younger students in particular will need the most logistical/adult support as they adjust to the return to school. For this reason, in the week beginning August 31st we will focus resources on supporting the logistical return of new students, Children's House and Toddler students.

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## Key Information

According to CDC guidance, the key factors in minimizing the risk of infection and community spread of Covid-19 are:

- Cutting off the source of infection
- Cutting off the transmission route
- Improving one's resistance to infection (e.g. by sleeping and eating well, exercising, etc.)

Oak Hill's approach to minimizing risk is detailed below. We appreciate the understanding of all parents that protocols may evolve as we refine and analyze our practices on an ongoing basis.

## Measures for Members of the Oak Hill Community

### Student and Faculty Attendance

Students and faculty members who show any signs of illness **may not attend school**. Examples of symptoms include:

- a persistent cough
- a persistent runny nose
- a temperature > 100.4°F
- chills
- muscle pain
- shortness of breath or difficulty breathing
- sore throat
- sneezing and runny nose
- temporary loss of taste or smell
- nausea
- vomiting
- diarrhea
- rash
- fatigue

If any member of the household exhibits any of the above symptoms, please refrain from coming to campus until such time as you have been symptom-free for at least 24 hours, without the aid of any medication.

If a student or teacher is identified as a possible transmission route (i.e. an individual who has had contact with a confirmed Covid-19 case), their attendance must be suspended for 14 days.

If your child is not feeling well enough to come to school in the morning (COVID-related or not), we ask that they stay home the entire day. Please do not bring them to school mid-day. (Edited 9/15/2020)

## Returning to the Oak Hill Campus

### Arrival Procedure

We require that parents/caregivers take their child(ren)'s temperature prior to leaving home each morning. Should a child's temperature be 100°F or higher, please keep them at home.

- *Toddler Community*: Parents should park in the reserved parking area along Hodgson Road, near the building. We ask that you walk your child to the gate at the Children's House playground (Door #17), where they will be greeted by their teacher for entry into the building.
- *Children's House*: To reduce congestion, we encourage parents to drop their children off at the curb whenever possible. The children will enter Door #1, where a staff member will be present to greet them. If you must bring your child to the door, please park your car, and walk with them into the courtyard.
- *Elementary & Junior High Students*: Parents may drop their children off at the curb, and students will enter through Door #2 (Junior High), Door #3 (Lower Elem) & Door #4 (Upper Elem).

We ask that all parents/caregivers wear a **non-vented** face mask for drop-off and pick-up.

The following arrival procedure will apply to all staff and students:

1. Transition from outdoor to indoor shoes prior to entering the classrooms
2. Handwashing

Shoe transition must take place before a student can enter their classroom. Handwashing (or hand sanitizing) will be required immediately upon classroom entry.

[We will no longer be taking temperature checks at the door. Please refer to, and conduct, the daily at-home health assessment for your child/ren. \(Edited 9/15/2020\)](#)

## **Departure Procedure**

Parents should refrain from entering the building for pick-up, and follow the appropriate pick-up procedures:

- *Toddler Community*: Parents should park their cars, and meet their children just outside the Children's House playground (Door #17).
- *Children's House, Elementary & Junior High*: Using the pick-up line is the preferred option, and we encourage all parents to do so when possible. Simply place the provided Name Card in your window to keep the process moving efficiently.

For any parent who is picking up their child in the courtyard, we ask that you keep 6 feet (or two arms' length) of physical distance between yourself and any other person (student, parent, caregiver, or Oak Hill staff) not from their household. Students will be dismissed from the same point at which they have entered. Once joined by your child(ren), please move away from the campus as soon as possible. Parents must be masked and will not be allowed to enter the building for after-school pick-up.

## **Parents on Campus**

Parents and non-essential visitors are asked to not enter the school building on a regular basis. We do, however, recognize instances when entering will be necessary. This includes, but is not limited to: late arrival, early pick-up, appointments, or meeting with the teacher or Head of School.

## **Faculty**

All faculty must complete an internal daily temperature check before leaving home.

In addition, faculty must arrive on campus wearing a face mask. Two reusable face masks will be provided by Oak Hill for each staff member; spare disposable masks will be available on-site if required.

### **Use of the Oak Hill Bus**

Elementary staff and students can expect the following protocols and procedures for transportation in the school bus or van:

- Each passenger must wear a non-vented face mask and use the available alcohol-based sanitizer at the entrance upon boarding
- 50% passenger capacity so students can sit as far apart as possible
- All windows will be open when weather permits
- Talking should be minimized
- The high-touch areas on the bus will be sanitized after each trip

### **Safety Precautions on Campus**

Multiple safety measures have been put in place according to the required and recommended practices published for schools by the Minnesota Department Of Health (MDH) and the Minnesota Department of Education (MDE). These practices are foundational to minimizing the risks of exposure to COVID-19 for students, staff, and families.

#### **Masks**

Per Executive Order 20-81, non-vented face masks will be mandatory for all staff members, as well as Kindergartners, and students in Lower Elementary, Upper Elementary, and Junior High.

Toddler and preschool students may choose to wear a mask if they can do so without frequently touching or removing it.

#### **Social Distancing and Movement**

Classrooms and communal areas will be modified/marked to encourage and indicate age-appropriate social distancing.

Physical contact and close physical proximity between and amongst all members of the Oak Hill community will be limited. As such, the practice of shaking hands when students and teachers greet and say goodbye to each other will not be continued until such time that it is safe to return to do so.

Where possible, activity in outdoor areas will be maximized.

#### **Consistent Groupings and Cohorts**

The practice of maintaining smaller, consistent groups or cohorts of children and related workers who avoid intermixing to the extent possible, are seen as an effective risk mitigation strategy - especially for settings with younger children who are unable to wear universal face coverings.

To reduce the risk of exposure, each classroom will be a cohort, with the exception of the Toddler Community, where the two combined classrooms will be one cohort, due to smaller numbers of students.

## **Handwashing**

All staff and children will wash their hands:

- Upon arrival on campus, when moving from one area to another and before leaving the classroom.
- After diapering/toileting, coughing, sneezing, blowing/wiping noses, handling bodily fluids, garbage or animals, cleaning/sanitizing, plain outside, in the activity room and handling sick children.
- Before and after preparing or eating any food, giving medicine, water table and play dough use.
- Before and after touching a shared or communal object/material

Where possible, older students will be asked to use a paper towel when turning the tap on and off themselves. Handwashing procedures are posted at sinks.

Handwashing will be with running water and liquid soap when available. Alternatively, a hand sanitizer containing at least 60% alcohol will be used. Hand sanitizer use will happen only under adult supervision and will be inaccessible to preschool children when not in use.

Hand sanitizers will be located in each classroom and in each shared space, i.e. bathroom, kitchen, reception area, school bus, etc. Please make sure to utilize hand sanitizers whenever hand washing is not feasible.

## **Lunch and Recess**

Lunch and recess will be staggered and will take place in the classroom cohorts to minimize the number of children in the spaces and maximize social distancing. Any indoor common areas used throughout the day will be disinfected between cohorts.

In addition to a daily lunch, elementary and junior high families should also send a water bottle, clearly labeled with your child's first and last name and filled with only water. Students will keep drink bottles in their lockers or cubbies, and will be asked not to touch other students' personal items.

Our water filling stations are available to refill water. When possible, teachers will help ensure there is no contact between the student's water bottle and the drinking water dispenser.

We ask that parents wash their child(ren)'s drink bottle thoroughly in warm, soapy water at the end of each day.

## **Bathroom Protocol at School**

Only one student is allowed to go to the bathroom from a class at a time to avoid congestion in bathrooms. A social-distancing queueing system will be regulated at the entrance to each shared bathroom.

## **Illness at School**

When a student presents with a temperature of 100.4°F or higher, a persistent cough or runny nose during the school day, a parent will be notified and the child will be kept in a safe, isolated area. Please make arrangements for students to be picked up within 30 minutes of notification.

Indoor isolation areas will be disinfected after each use, and remain closed off for at least 24 hours, whenever possible.



## **Oak Hill Facilities & Use of Physical Space**

### **Level-Specific Entrances/Exits**

Drop off and pick up procedures will be altered to minimize contact across cohort groups. Each age group will enter and exit the school through an assigned door. To minimize the risk of exposure we will only be allowing students and staff into the building until further notice.

Toddler Community: Door 17  
Children's House: Door 1  
Lower Elementary: Door 3  
Upper Elementary: Door 4  
Junior High: Door 2

### **Making Use of Open Classrooms**

Classroom enrollment has been capped at each level to maximize classroom space available to each student and allow for distancing. All available classroom spaces will be used and assigned to a cohort group.

### **Open Windows and Doors as Weather Permits**

Our beautiful Montessori classrooms are each equipped with doors and windows that allow for airflow from the outdoor environment. As weather permits, we will follow guidance from our HVAC vendor to open windows and doors to maximize fresh air.

### **Outdoor Environments**

Each classroom has a doorway that opens to an outdoor extension of the classroom. Supervised outdoor workspaces will be encouraged while weather permits in order to maximize distancing. Activities requiring the gathering of a whole cohort will also be encouraged to take place in an outdoor space.

### **Ventilation Systems**

HVAC systems in the school have been inspected for effectiveness and tuned for efficiency. We are currently installing bipolar ionization technology in all of our air handling units. While this technology has been a part of hospital settings for years, it is now an option for schools seeking safer ways to destroy Coronaviruses. During the system's cleaning process the NPBI technology attacks and kills viruses, mold spores and bacteria. The ions remove hydrogen from the pathogens, leaving them to die, and leaving behind clean and healthy indoor air. For more information, visit: <https://globalplasmalutions.com/npbi/>.

### **Water**

Each classroom is equipped with handwashing sinks and hand sanitizer, in addition to those located in common spaces. Sinks and surrounding areas will be disinfected throughout the day. Elementary bathrooms will utilize a touchless wash basin.

Drinking fountains will be capped and only water bottle stations will be in use at each end of the building for filling bottles and disposable cups.

### **Social Distancing and Minimizing Exposure**

Classrooms will be arranged to naturally maximize distancing for students, including spacing of tables and chairs. All classrooms will be utilized in order to minimize the total number of students in each room.

Art, PE and Music Specialists will visit classrooms and only small groups will be allowed to visit the Art and Music classrooms. Classrooms will be disinfected prior to another group using the space.

After school care, nap and lunch periods will be self contained within each cohort/classroom. The activity room and the all day Montessori room will be used for large motor activity for their respective levels and disinfected between uses.

### **Cleaning Schedule and Routine**

Classrooms, including all high touch surfaces and used learning materials will be cleaned and disinfected daily by staff and by custodial crews in the evening. Frequently touched surfaces and objects include but are not limited to:

- Face shields
- Doorknobs and handles
- Stair / hand rails
- Classroom furniture
- Lunch tables and chairs
- Countertops
- Light switches
- Elevator push-buttons
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Toilet door locks
- Toilet flush handles
- Hand sanitizer pumps
- Water faucets
- Cabinets - ?
- Handles on equipment (e.g. athletic equipment)

All classrooms will be equipped with a kit of cleaning products. Students will be permitted to clean their own work area with a soap/detergent solution that is dispensed by the teacher. Surfaces will be *cleaned* before they are *disinfected*. Children will not come into contact with disinfectant spray.

Protective eyewear and gloves will be worn by staff who need to use disinfectant spray or liquid throughout the course of the day.

### **Increased Signage on Campus**

- 6' separation stickers in high traffic areas
- Directional marking of hallways and common spaces
- Level Specific Entrances (see Use of Physical Space Section for details)
- Hand washing
- Physical distancing
- Mask protocol

## **Health Precautions Related to COVID Exposure**

### **Monitoring and Excluding for Illness**

Families are expected to monitor their health and body temperature prior to leaving for school each day. If your child is registering a fever of 100.4 or higher, please keep them home and notify the school of their absence. If a temperature check at school shows a fever of 100.4 or higher, this will result in immediate isolation of a student from their peers and parents/guardians will be

contacted to pick up the child. Please make arrangements for students to be picked up within 30 minutes of notification.

### **Handling Suspected or Confirmed Positive Cases of COVID-19**

When a student or staff member develops any symptoms consistent with COVID-19:

- The student or staff member will be isolated while they wait to be picked up or until they are able to leave the facility on their own. We will ensure that they have hygiene supplies available, including a cloth face covering / face shield, facial tissues, and alcohol-based hand rub.
- Staff who are monitoring the student or staff member with symptoms will wear a cloth face mask and practice social distancing. The space used for isolation will be closed off after the ill person leaves. We will wait 24 hours or as long as is feasible before disinfecting. Outside doors and windows and ventilating fans will be used to increase air circulation in the area.
- All areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment) will be cleaned and disinfected.
- We have developed a contingency plan with our custodial vendor outlining practices and protocols for daily procedures as well as various scenarios when COVID-19 is suspected or identified in our building.

Any suspected or diagnosed case of COVID-19 must be immediately reported to the Minnesota Department of Health (MDH) for monitoring. MDH will advise Oak Hill immediately on all next steps and direct our communications.

### **Exposure**

If a staff member or child has been identified as in close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines or until a negative test result. Close contact means being closer than six feet for more than 15 minutes with a person who was infectious.

### **Positive Case of COVID-19 in a Classroom**

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that cohort will be required to self-quarantine for 14 days per the CDC guidelines.

1. The appropriate public health authorities will be notified.
2. The classroom/office space will be thoroughly disinfected.
3. Distance learning will be initiated

Oak Hill will follow the *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs* (provided by the MN Department of Health) when deciding exclusion criteria to determine when sick children, staff or volunteers may return.

Oak Hill will ensure all parent or guardian, staff and volunteers contact information is up-to-date in our student information system. We will follow all guidance from MDH for when and how we should notify our community. Communication will be delivered via email through our student information system.

### **In the Event a Classroom Needs to Be Closed Due to a Suspected or Confirmed Positive COVID-19 Case**

Oak Hill Montessori, as a private school, budgets for staff and other expenses to run the school based on enrollment and tuition. We're dedicated to investing the right resources to help your child achieve their true potential. All of the protocols being taken as outlined above - PPE, additional cleaning, etc. - only increase the expense to operate the school and ensure the teachers and community will be here to welcome you and your children back after any temporary closure is over.

For Toddler and pre-Kindergarten students, on-site care will remain a priority. Should the daycare provision of the lower school be forced to close for longer than 2 weeks (either by State mandate or a diagnosed case of COVID-19), a credit will be applied to your account for 20% of any additional time not permitted in school.

For K-8 students, in the event a portion or all of the school is required to close, teachers will immediately transition to an online learning environment and will continue to provide educational instruction with your child until we can return to the classroom. Tuition levels will not be adjusted.