



PLAN FOR REOPENING SCHOOL

This working document will be updated and revised upon new information as situations change.

A MESSAGE FROM THE HEAD OF SCHOOL DR. CATHY DAVIS

With the beginning of the 2020-2021 school year (August 10) approaching, it is my desire to provide some guidance and information for the upcoming year. I wish we were in a state of normalcy, but I realize this year will not be simple. I miss having our students—your children—on our school grounds, and I along with faculty and staff look forward to having our students back on campus. Many of you worry about returning your beloved children to school. I want you to know that we treasure your children at Oak Hill Academy. By working together, we will achieve a great and successful school year.

Oak Hill Academy's Plan for Reopening School focuses on making student health a top priority. What follows marks the beginning of an evolving plan that will change as new guidance is made available to us. The Task Force has relied on information and analysis from the Mississippi State Department of Health (MSDH), the Center for Disease Control (CDC), Midsouth Association of Independent Schools (MAIS), and state and local governments.

TASK FORCE COMMITTEE:

Dr. Cathy Davis – Head of School
Phil Ferguson – Athletic Director/Principal
Katie Ballard – Assistant Principal, parent
Kerrie Blissard, Planning Coordinator, Former West Point Clay County EMA Director, parent
Anne Comer – NMHS – West Point, Community and Volunteer Coordinator, parent
Michelle Easterling – Legal Representation, parent
Will Mitchell –NMHS - West Point, ER/ICU Nurse
Jane Parish – MSU, Board of Directors, parent
Bernard Rowe, Faculty Instructor
Torrey Williams, West Point Clay County EMA Director

I. GENERAL:

The Oak Hill Academy Task Force Advisory Committee, comments/concerns from parents, and the School Board recommendations will be used to guide planning, decision making, and execution of plans during the 2020-2021 school year. The school will operate with transparency and by listening to its stakeholders. It will obey federal, state, and local mandates, and will focus on what is best for students, their families, and employees.

II. PERSONS WITH COVID-19:

All OHA persons (employees, students, and persons who have had contact with OHA persons) who are diagnosed with COVID-19 should immediately notify the Head of School and/or Principal before coming to campus or reporting for work.

Students who become ill at school will be placed in a designated area of quarantine with a facial covering in place. Staff will wear N-95 masks and gloves when caring for these students. A parent will be called to transport the child home.

Students sent home from school should be kept home until they have completely recovered according to CDC and MSDH guidelines.

All employees and students who are diagnosed with COVID-19 must isolate for 10 days and should be asymptomatic (FEVER FREE) for 3 days before returning to school. (Note: distance learning will be available during this time for these students).

After the isolation period, asymptomatic persons may be allowed to return to school activities.

COVID-19 in the Household

If students or employees reside in a household in which someone has been determined positive for COVID-19, students or employees should be quarantined for 10 days or 7 days with a negative test. However, the test must be 6 days after exposure to a positive person. Quarantine cannot be discontinued earlier than 7 days. Students will transition to distance learning for the remainder of quarantine. Exceptions, received from medical personnel, may be considered in the number of quarantine days. Administration may make exceptions based on individual circumstances.

**Note - Quarantined individuals should remain isolated from positive individual.*

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 10 days **after their last exposure** to that person or 7 days with a negative test. However, the test must be 6 days after exposure to a positive person. Quarantine cannot be discontinued earlier than 7 days.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

Notification of Infection

Upon determining an employee or student has tested positive, all persons within the class or other exposure areas will be notified.

No personal information of the infected persons will be released (HIPAA/FERPA rules apply).

OHA will not be responsible for contact tracing. Contact tracing will be performed by the Mississippi State Department of Health (MSDH).

Home Screening

Home is the first point on the screening continuum. OHA will educate and support families on identifying the symptoms that indicate students and staff must stay at home. Families should self-report symptoms of illness, which could include fever, onset cough, etc. Self-reports are confidential to school administrators.

III. DAILY ON-SITE GENERAL PROCEDURES:

Arrival Procedures

Temperatures will be checked upon arrival.

All students are required to have a face covering. All students will wear a face covering when they enter buildings until they arrive at homeroom each day. Students will enter and exit buildings as normal. All building doors will be opened before and after school and in between classes.

Temperature Checks

All persons entering OHA properties will have their temperature checked.

Daily Questions

Each day persons (students, faculty, staff, and parents) entering OHA properties will answer the following questions:

- Do you feel ill today?
- Are you experiencing any cold or flu like symptoms?
- Have you been in contact with anyone who has COVID-19 in the last two weeks?

Anyone who answers “yes” to one of these questions will be asked to stay home until receiving a negative result for a COVID-19 test OR be quarantined for 14 days and should be asymptomatic (FEVER FREE) for 3 days before returning to school.

Face Coverings/Masks

Early evidence has shown that masks and face coverings significantly reduce the spread of

SARS-CoV-2, the virus that causes COVID-19. Mississippians demonstrated their willingness to support comprehensive efforts to slow the spread of COVID-19 by practicing social distancing, frequently washing their hands, and staying home whenever possible.

Students will be required to wear a face covering (cloth or medical grade) upon entering school. Face coverings should be worn in hallways, common areas, when going into classrooms, and in other areas where social distancing cannot be maintained. Face coverings are not required for in-class instruction unless deemed necessary. *(Note: state and local mandates will supersede our written policy.)*

The needs of students and staff with medical issues that make the wearing of a face covering inadvisable will be taken into account.

Elementary students will continue in self-contained classrooms as in years past and will not be required to wear face coverings once they are inside the classroom. Parents will be responsible for providing face coverings for their student(s). Elementary students will still go to recess, music, art, library, and P.E., but with added health and safety measures in place.

Hydration

Each child should have a personal water bottle. The water bottle should be filled daily from home and maintained in the child's proximity during the school day. There will be no sharing of water bottles. The student's name should be on the bottle.

Transition Procedures (Movement)

All students will transition efficiently between classes. In halls where social distancing cannot be maintained, students will be instructed to walk without touching the walls and high encouraged to wear face coverings.

Health of Employees

Employees who have been identified as high risk may be provided additional personal protective equipment.

Assemblies

Assemblies will be limited at this time subject to administrative discretion. Initially virtual assemblies and meetings will be held during home room.

IV. BUILDING/FACILITY PROCEDURES:

Hand Sanitizer

Hand sanitizers should contain at least 60% alcohol and only used by staff and other children who can safely use hand sanitizer (CDC Hand Hygiene).

Hand sanitizing stations will be available in each building.

Parents should notify the school if their child is allergic to common ingredients of hand sanitizer.

While sanitizers will be readily available, we will also provide instruction on proper handwashing.

Clean and Disinfect

OHA will ensure safe and correct application of disinfectants.

Sanitizing machines have been purchased for every building.

Sanitizing spray bottles will be provided for each classroom.

Athletic Contest

MAIS plans on starting fall sports as normal. Additional safety guidelines may be issued at a later time.

Tables and Desks

Student desks will be spaced to allow for social distancing (to the greatest extent possible). Teachers will assign students their seats.

Facilities

In cases in which the classroom space is insufficient for social distancing, the classroom may be moved to one of the following locations:

- Cafeteria
- Gymnasium
- Library
- Vacant classroom on campus
- Reading deck or other outside areas

Student Orientation

Open House for K3, K4, and K5 will be held on Sunday, August 9th beginning at 2:00 pm with our K3 class. K4 and K5 orientation will be at 3:00 p.m.

OHA will develop a virtual orientation for students first through twelfth grade.

First Day of School

Students will return to school for in-person instruction on Monday, August 10th.

Parents of K3, K4, K5, and new students may enter the classroom with their child on the first day. We ask that parents wear a face covering.

Digital Devices

Students will be using technology devices that will be cleaned after each use. Students may bring a personal device (if needed). Students will not be permitted to use another student's device.

V. ATTENDANCE:

Check-Ins

Faculty members will be outside at four drop off points to check student temperatures.

Tardy Check-Ins

Elementary parents must accompany student(s) to the main office for check-in after 7:50 am. Students' temperatures will be taken. High school and middle school students arriving after 7:50 am must check in at the main office.

Check-Outs

All checkout and excuses should be emailed to ohaoffice@oakhillstaff.com. Parents may also call 494-5043 extension 1.

All checkout will be handled through the main office. (see student handbook for details)

Dismissal Procedures

Elementary students (car riders) will dismiss at 2:50 pm for car pickup.

Elementary students (bus riders) will be picked up from the elementary building and Pre-K PODS at 2:58 by the bus driver.

Elementary students (walkers) will be dismissed at 2:58 p.m. and go straight to their assigned area.

Aftercare students will be dismissed at 2:58 p.m. to the aftercare area.

Targeted Closure

In the event of a positive test among staff or a student, the classroom or areas exposed will be closed until cleaning and disinfection can be performed.

VI. INSTRUCTION:

While OHA plans for students to return to school, there are some terms you need to know:

Traditional Instruction — The use of face-to-face instruction between a certified teacher and a student. We will instruct with social distancing. Plans are being developed now to safely distance children based on the level of risk issued by the Mississippi State Department of Health (MSDH). Some classes may look different, but students will be taught the content standards.

Distance Learning — In the event the campus closes, instruction will continue by OHA instructors via virtual, online instruction. Google Classroom will be the source of distance learning. Students will participate in distance learning. Google Classroom is a virtual, on-line platform where students remain on the school roll, but receive instruction on-line. On-line learning programs require self-discipline by students and adherence to the OHA code of Ethics.

If traditional school transitions to a remote learning (Google Classroom) environment, attendance will be taken through participation in the assigned remote learning activities.

Library

We are checking into digital book subscriptions and the availability of AR testing at home.

Art

The room arrangement will be designed to allow for social distancing.

Recess

Elementary students will have the same amount of recess time as in previous years, but will be limited to one grade at recess at any given time. All equipment will be sanitized after each use and will be used by that grade only.

Report Cards

Report cards in first through twelfth grade will be distributed electronically through FACTS (Renweb).

VII. MEALS:

All meals will be served in areas designated by the administrators.

Staggered meal times will be scheduled for all grades, reducing the number of students in the cafeteria to maintain social distancing. Other safety and health measures will be taken to reduce the spread of COVID-19.

Meals will be served in a grab and go fashion as well as a traditional plate lunch. Meal seating could vary, utilizing classrooms, 50% cafeteria occupancy, or other less confined areas.

Parents may bring food to the main office for student pickup.

Snacks and food items are limited to your child.

As we try to mitigate the spread of COVID-19 we ask that you do not bring food from home for a class or group of students without prior administrative approval.

VIII. TRANSPORTATION:

Bus and/or van transportation to activities and sporting events will proceed as normal with the following stipulations:

- Given the current conditions, parents should consider transporting students by private vehicle.
- It is highly recommended that students who ride the bus/van wear a face covering. Face coverings may be required depending on the number of students riding the bus where social distancing is not available.
- Students will be required to face forward and not lean across the seats.
- All students will sit in seats determined by the school coach/sponsor.

Signage will be posted that describes COVID-19 symptoms and students who should not be riding the bus.

Bus drivers will spray common touch points inside the bus/van with a disinfectant prior to the start of a route, between runs, and immediately following the completion of a run. Areas of attention are seats, aisle, floor between seats, handrails, front leading edge of entrance doors, and driver controls.

IX. OUTSIDE THE CLASSROOM:

Field Trips

OHA recognizes the educational and cultural values of field trips, but at this time they will be discontinued until further notice.

Athletic/Extracurricular Activities

OHA will adhere to guidance as disseminated by governing and organizational entities (i.e. Mid-South Association Independent Schools (MAIS), Center for Disease Control (CDC), and Mississippi Department of Health (MSDH), and local government).

When traveling to other locales, OHA will adhere to municipal and state directives (i.e., if OHA is participating in an event in “X” city and “X” city requires all persons to wear a face covering, OHA persons will wear face coverings.)

All concession stands will adhere to the Mississippi State Department of Health guidance (i.e. local city/restaurant rules apply).

To eliminate the handling of money at sporting events we are asking that you consider purchasing an All Sports Pass for gate entry at all regular season home games. This pass is \$150.00 per person and is valid for the 2020-2021 regular sporting events. Passes may be purchased from the main office Monday - Friday 7:30 am - 3:00 pm.

After School Programs

The after school program will follow school guidelines and will begin at 2:58 pm until 5:30 pm. It will follow suit if any school closure is warranted.

X. SOCIAL EMOTIONAL NEEDS:

Oak Hill will establish a task force team that includes the Head of School, Athletic Director/Principal, Assistant Principal, Planning Coordinator, faculty members, medical professional, board of director, and parents, to focus on the continuity of education and protect our students and faculty in a safe environment.

DISCLAIMER

The information provided in this document is not intended to constitute legal or medical advice. Rather, it is for general, informational purposes only and does not constitute the most current legal regulations. It is not an exhaustive list of every action that Oak Hill will need to return to school or to remain at school. We will follow the guidance of the Center for Disease Control (CDC) and hope to be able to meet the needs of our community and be responsive to those needs.