



BEST PRACTICE

COVID-19 PLAN AND PROCEDURES

Description: Given the recent concerns with COVID-19 for the 2020-2021 school year, the following plan takes into account our “Health Risk Policies and Procedures,” as well as the details concerning this virus. The following plan will be enacted by Oak Hill Classical School.

Given there are real health concerns at play,
Given there are reliable authorities who provide good counsel,
Given there is limited and conflicting research on the data,
Given there is a variety of precautions one could take,
Given the specific attributes of our institution,

Oak Hill has created a measured plan that allows balanced precautions with opportunities to increase or decrease those precautions under certain scenarios. Because the American Academy of Pediatrics “strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school,” we begin with the goal of having our students learn in-person starting the first day of school. Oak Hill is considering in developing our plans and processes the guidelines given by the CDC, Georgia Department of Health, Georgia Department of Education, the American Academy of Pediatrics, and other schools of similar size and model.

Level I (Opening Health Precautions)

We will open with Level 1 precautions, which put the primary responsibility on the parents to think for and care for their children and families.

- Parents are to check their child’s temperature each morning, ensuring the child does not have a fever over 100.4 degrees. Teachers are to do the same for themselves. If a child or teacher’s temperature is over 100.4, the student or teacher is not allowed to attend school that day. They must be fever-free for 24-hours, or have a medical professional’s note clearing them of the COVID-19 virus before they return to in-person classes. Per our handbook, “Students with fever, diarrhea, contagious viruses, severe colds, strep throat, and the like should remain at home to avoid infecting others. **They should not return to school until they are symptom-free and without a fever for at least 24 hours prior to re-entering the classroom (fever-free without the aid of medication).**”
- The school will have thermometers easily accessible for quick temperature checks as needed.
- Masks or face shields are optional for children and adults. If a parent chooses for their child to wear a face mask or face shield, the parent is responsible for providing the equipment and ensuring the child can wear it properly throughout the school day.
- Hand sanitizing stations will be set up throughout the school. Students will wash or sanitize hands at the end of each class, and when their name is called for carpool.
- Students will receive instructions on how to properly wash hands.
- Assigned and dispersed seating will be applied where possible.



- Teachers will hold class outdoors from time to time (not constantly but on good weather days), and windows to classrooms will be opened when weather is suitable.
- Attendance policy will be modified to allow students to stay home when sick with COVID-19.
- Administrators will regularly wipe door handles throughout the day.
- Water fountains for filling water bottles only.
- Student isolation area will be created for sick students who are waiting for mid-day pickup.
- Students are to properly wash hands at the end of each bathroom visit.
- Students will be encouraged to keep a wise distance from one another and limit physical contact, even outdoors.
- At the end of each day, faculty will wipe down and disinfect large and common surfaces which are frequently touched during the day.
- Students will not be allowed to share snacks, water bottles, or clothing.
- Teachers will be encouraged to keep a wise distance when speaking to one another and students.
- Basic hygiene and good manners will be required:
 - Students are not to touch things that do not belong to them.
 - Students are to wash their hands regularly.
 - Students are to respect one another's personal space, keeping a kind and neighborly distance.
 - Students are to avoid excessive talking during the day, and there is to be no shouting or yelling inside.
 - Students are to cough or sneeze into their sleeve or hand, shortly thereafter being excused to wash their hands.
- Oak Hill will train and equip staff members of COVID-19 protocol and safety procedures for themselves, the student body, and the facilities.
- In order to visibly communicate to guests, prospective families, and vendors our concern and love for them amid the current crisis, and in order to lower our liability with visitors who have not signed the agreement and waiver, we will institute reception and common-area safeguards (e.g. a sign-in method that doesn't require visitors to use the same pen/clipboard), and we will post discreet signage throughout the facility to encourage everyday protective measures, safe distancing from students and faculty, etc.
- Visitors, upon entering the school for more than 15 minutes, will be required to have their temperature checked.
- This will continue unless it is necessary to add or take away precautions. This will be re-evaluated regularly and as-needed.

Level II

Level II could be applied in whole or part per class or across the institution, depending upon the severity of the situation within our immediate community. In Level II, the following steps will be taken.

- All Level one precautions will continue.
- Temperature checks will be conducted at the start of the school day on every staff member and student.
- Water fountains will be out of use.



- Masks or face shields will be required for staff and students.
- Student seating will be set at least six feet apart in classrooms.
- All students will eat lunch in their classrooms or outside, and students will be socially distanced at lunch.
- We will not have gatherings more than 30 people. Promptus will be done in individual classes.
- Additional cleaning measures will be established throughout the school day and at the end of each school day.
- Students will be socially distanced during joint classes like Music and The Body.
- Level two precautions may be required for two weeks, either in a specific class or for the whole school. This will be re-evaluated by our board and administration every two weeks to consider what is best in a given situation.

Level III

Level III could be applied in whole or part per class or across the institution, depending upon the severity of the situation within our immediate community. In Level III, the following steps will be taken.

- All Level one and two precautions will continue.
- There will be an adjusted in-person meeting schedule for a set number of weeks, half online learning and half in-person, to be determined by the administration and board, based on the severity of cases,
- Level two precautions may be required for two weeks, either in a specific class or for the whole school. This will be re-evaluated by our board and administration every two weeks to consider what is best in a given situation.

Level IV

Level IV could be applied if the severity of the situation within our immediate community warrants further restrictions, or if local, state, or federal officials require shelter-in-place. Under Level IV, the following will be enacted:

- The buildings will be closed and thoroughly cleaned.
- We will move completely online until further notice. A new class schedule and “Oak Hill at Home” plan will be enacted.
- This will be re-evaluated by our board and administration every two weeks to consider what is best for our academy.



APPENDIX

The following are common questions around COVID-19 plans and procedures.

TEST POSITIVE POLICY

If a student tests positive for COVID-19, the following will take place:

- The parents notify school administration informing them of the test result.
- School administration will work with individual teachers ensuring the student's work is completed in a timely manner.
- The student will be required to self-quarantine for fourteen days or until cleared by a medical professional.
- The administration will communicate to each class and the school community when there is a positive test result. The name of the positive student will not be revealed by school administration. As a covenant school, parents are encouraged to share with other families positive results to ensure families can make the best decisions for their children.

If a teacher tests positive for COVID-19, the following will take place:

- The teacher will notify school administration informing them of the test result.
- The teacher will be required to self-quarantine for fourteen days or until cleared by a medical professional.
- The teacher will work with a substitute teacher for the duration of their absence to ensure the subjects are adequately covered in their absence.
- The administration will communicate to each class and the school community when there is a positive test result. The name of the positive teacher will not be revealed by school administration. As a covenant school, teachers are encouraged to inform their class parents of a positive test result to ensure families can make the best decisions for their children.

FREQUENTLY ASKED QUESTIONS

What if a sibling tests positive? If a sibling tests positive, and that sibling does not attend Oak Hill, the family is to inform the school immediately and is to consider the amount of contact the Oak Hill student had with that sibling. The family is then to watch for symptoms in the student and make a determination as to the severity of risk the child is to themselves and their peers. The sibling is not to come to Oak Hill until they have obtained a negative COVID-19 test result or have clearance from a medical professional.

What if a parent tests positive? If a parent tests positive, the family is to inform the school immediately and is to consider the amount of contact the Oak Hill student had with that parent. The family is then to watch for symptoms in the student and make a determination as to the severity of risk the child is to themselves and their peers. The parent is not to come to Oak Hill until they have obtained a negative COVID-19 test result or have clearance from a medical professional.



What if we have a presumed exposure? If a family believes a student or teacher has had presumed exposure to COVID-19, the student or teacher should practice discretion on whether they should return to school within 48 hours of the exposure. The individual should go the extra mile with personal protective equipment and personal hygiene and should monitor themselves closely for symptoms, getting tested at the earliest availability.

What if my child is showing symptoms? If a student is showing symptoms, the family should immediately inform school administration and keep the child home until they can get tested. The child can return to school upon obtaining a negative test *and* being symptom-free for 24-hours (without the aid of medication). Information on symptomatic students will not be shared with the broader Oak Hill community.

What if a teacher is showing symptoms? If a teacher is showing symptoms, the teacher should immediately inform school administration and stay home until they can get tested. The teacher can return to school upon obtaining a negative test *and* being symptom-free for 24-hours (without the aid of medication). Information on symptomatic teachers will not be shared with the broader Oak Hill community.

What if we would like to take more precautions than this with our children? We realize that some families would like to take greater precaution than we are doing institutionally. If that is the case, the family needs to schedule a Zoom or in-person meeting with our Head of School to discuss their specific situation and specific requests they have for added precaution for their student throughout the day.

How will COVID-19 absences be handled? COVID-19 absences will not count toward a child's overall absences. The student is to work with their classroom instructor to complete as much of the work as they can from home, knowing that there will need to be some adjustments made, and even extensions given, to provide both flexibility and accountability with completing their work. Each positive COVID-19 case will be taken on a case-by-case basis. Administration will work with classroom instructors to ensure parents and students have good structure and support for completing work at home.

What are we requiring families and faculty to disclose concerning family and student health? We are not requiring COVID-19 vaccinations, neither are we requiring families to disclose their degree of risk or concern with COVID-19. Families are required to disclose what has previously been requested, and whatever else families need the institution to know so that we may more fully and charitably serve their family and their children. Because we are a covenant community, families are encouraged to share health concerns with other parents in their class, to ensure families can make the best and most knowledgeable decision for their family.



What is our institution's position on COVID-19 vaccination? Our academy does not require COVID-19 vaccinations for our faculty, students, or any affiliate of our academy. We trust parents and individuals to make the best decision for their families. Oak Hill will not be keeping record of or requesting notice for COVID-19 vaccinations.

Does it matter that we are Christians?

It matters very much that we are Christians, in that we believe gathering and learning in Christian community is important to our overall and individual sanctification, and we want to take wise precautions to ensure our gatherings are responsible and mutually beneficial to our neighbor. Likewise, we are to treat those sick and suffering with compassion, sacrifice, and patience, bearing their burdens with and for them, and serving one another with charity and joy, nursing the infirmed back to health so they can, with greater efficacy, love God and their neighbor. We will not hold within ourselves or our community a spirit of fear, bitterness, jealousy, or retreat. We will carry before our children a posture of wisdom, courage, and eternal focus. We will provide for one another's needs as we can, and we will pray and sing with and for one another.

Upon reviewing this document, all parents, board members, and faculty are to read and sign the "Agreement and Waiver" document, ensuring families and faculty understand and agree to the risk involved with in-person learning, as well as the steps Oak Hill will be taking to limit those risks.