

Note: These guidelines are a summary of the measures put in place to comply with Oregon's requirements for schools reopening in the fall. We're asking all parents to please read this document and go over applicable sections with their children. These guidelines are subject to change and will be updated if guidance from the Oregon Health Authority, the Governor's Office or the Department of Education changes.

COVID-19 Protocols

Info Sheet for Students and Parents

Prior to students arriving on campus at the start of the school year:

Guidelines for Boarding Students:

- Book your child's flight to Portland. To minimize potential exposure to the virus, we're asking that students take a direct flight to Portland when available and that they travel on their own. If independent travel is not an option and a parent will be accompanying their child to the campus, the following testing and quarantine protocols would apply to both the student and the parent.
- Schedule a COVID test for your child. The test should be done a few days to a week before the flight, depending on how long your doctor says it will take to get results back. You need to have the results back before your child's flight. **Ensure your child receives the test for an active case of the virus, not the antibody test.** If you have difficulty scheduling a test, explain to your doctor that your child attends a boarding school and the test is being required by the school due to the communal living aspect. If you absolutely cannot get a test through a doctor or Urgent Care, you can order an [at-home test kit from LabCorp](#). This is not the preferred method due to the possibility of user error, so this is only a last-resort option.
- Starting a week prior to the scheduled COVID test, your child must complete a 7-day quarantine at home (minimal trips out for necessities only: grocery store, doctor, etc.).
- After 7 days of quarantine (and a few days to a week before your child's flight), your child receives a COVID test.
- While waiting for the test results and until your child's flight, they must continue to quarantine (minimal trips out for necessities only).
- Once a negative test result is received, please email this to our Medical Office (Kelly Olivares: kolivares@delphian.org). Kelly will also have you fill out a [brief health questionnaire](#) for your child. Once this is complete, Kelly will give you written clearance

for your child to arrive at the school. Your child may not arrive on campus without first having received written clearance from our Medical Office.

- If the COVID test is positive, your child would complete their recovery at home. Once you have written clearance from a doctor that your child has fully recovered, you would coordinate with Kelly on your child's arrival to campus.
- When your child flies to Oregon, we're asking that they wear appropriate PPE while traveling (mask or face shield and gloves).
- Upon arrival in Oregon, students will have their temperatures checked and will again be screened for primary COVID symptoms (cough, fever or chills, shortness of breath, difficulty breathing).

Guidelines for Day Students:

- In the two weeks prior to school starting, we're asking day families to minimize their exposure to large group gatherings, practice social distancing when you're out and wear face coverings in compliance with state guidance.
- Schedule a COVID test for your child. The test should be done a few days to a week before your child will be returning to campus, but with enough time to ensure you'll have the results back before then. **Ensure your child receives the test for an active case of the virus, not the antibody test.** [Zoom+Care](#) offers a COVID-19 viral test to anyone whether they have symptoms or not. It takes 5-10 days to get results from Zoom+Care.
- Once the test is done and a negative test result is received, please email this to our Medical Office (Kelly Olivares: kolivares@delphian.org). Kelly will also have you fill out a [brief health questionnaire](#) for your child. Once this is complete, Kelly will give you written clearance for your child to arrive at the school. Your child may not arrive on campus without first having received written clearance from our Medical Office.
- If the COVID test is positive, your child would complete their recovery at home. Once you have written clearance from a doctor that your child has fully recovered, you would coordinate with Kelly on your child's arrival to campus.
- Upon arrival at school, students will have their temperatures checked and will again be screened for primary COVID symptoms (cough, fever or chills, shortness of breath, difficulty breathing).

Visitors on Campus

Per Oregon regulations for schools, non-essential visitors are not permitted in the school buildings. Essential visitors will be screened for symptoms upon arrival, must wear masks in the school building and must wash or sanitize their hands upon entry.

Parents dropping off their children at the beginning of the school year:

We are asking parents of boarding students to have their children travel independently where possible. If that's not possible, parents will follow the same guidelines outlined above for essential visitors. While on campus on arrival day, parents will stay in the reception area of the school to minimize interaction with the student body.

Parents visiting throughout the school year:

In the interest of minimizing potential exposure to the virus, we are asking parents of boarding students to refrain from scheduling visits to campus until the virus is under control in the United States. Day parents are asked to stay outside of the school building during pick-up and drop off.

Parents conferences:

Teachers and supervisors will be doing parent conferences by phone or Zoom while levels of the virus are still elevated.

Preventative Measures

The following guidelines have been implemented in compliance with current Oregon regulations for schools:

Handwashing & hygiene:

- Students and staff are asked to wash hands frequently. Hand sanitizer will be available throughout the building and at entrances.
- Staff and students must wash or sanitize their hands before meals. It's recommended that they also wash their hands following meals.
- Lower and Elementary students will wash or sanitize their hands before and after using playground equipment.
- Hands must be washed for 20 seconds after using the restroom.
- When sneezing or coughing, use a tissue to cover your mouth or nose if possible and immediately dispose of the tissue. If no tissue is available, cough or sneeze into your upper sleeve.

Social distancing:

- Seating in classrooms has been adjusted to allow for 6 feet of distance between students.
- When passing others in the hallway or stairwells, please stay to the right to allow proper distancing between those passing in the other direction.

Cleaning & disinfecting:

- High-touch surfaces will be disinfected 1-3 times daily.
- Classroom spaces and equipment will be disinfected between use by different student cohorts.

Face coverings & face shields:

- Staff who are working within 6 feet of other staff or students are required to wear face coverings or face shields
- Kitchen staff are required to wear face shields or face coverings.
- Face coverings or face shields are recommended for students but not required. **Per current Oregon regulations, face coverings cannot be required for use by children.**

Dining room:

- Staff and students must wash or sanitize hands prior to meals
- Meal schedules have been modified to reduce the number of people in the dining room at any one time.
- Tables have been rearranged to allow for social distancing.

Personal property / sharing items:

Any items students plan to use outside of their dorm room should be labeled with the student's name. Sharing of personal belongings should be minimized.

Bathrooms:

- Boarding students are encouraged to use their dorm bathroom throughout the day.
- Day students, Dragon Hall residents and staff are asked to use the reception bathroom.
- Lower School students will use the Lower School bathroom.

Daily temperature checks & visual screenings:

- All students will be visually screened for noticeable symptoms by their teacher/supervisor at the start of the day.
- All staff and students will have their temperature checked daily.

Medical Guidelines

Medically vulnerable students or household members:

If you or someone in your household are medically vulnerable and you need accommodations, we are happy to work with you. Parents of students should speak with Kelly Olivares in the medical office about their concerns.

If you, your child or anyone in your household have primary COVID symptoms or test positive for COVID:

- The following are considered primary COVID symptoms: cough, fever or chills, shortness of breath, difficulty breathing.
- Day students and staff must stay home if they *or anyone in their household* develop COVID symptoms or test positive for COVID. Please notify the medical office of the situation and Kelly will provide further guidance.
- Boarding students who develop COVID symptoms should immediately check in at the medical office as soon as they notice symptoms.
- Any student or staff member exhibiting primary COVID symptoms must remain isolated until at least 10 days have passed since the symptoms first appeared *and* 72 hours have passed without symptoms or fever (without the use of fever-reducing medication). This applies even if they receive a negative COVID test result, due to the high incidence of false negatives. If the student or staff member receives two negative COVID tests at least 24 hours apart, it may be possible for them to return to school sooner if they receive clearance from a doctor.

If a student or staff member is notified they may have been exposed to the virus:

- Please immediately notify the medical office.
- Isolate from the school community.
- Follow all instructions from the authority who notified you of possible exposure.

If we have a case of COVID on campus:

- Our intention is to strictly adhere to the preventative measures we have in place to avoid having exposure to the virus on campus.
- If we do have a positive case on campus, all members of the school community will be notified by email. The parents of any students who may have been directly exposed to individuals who tested positive will be personally notified.
- We will follow all isolation procedures, disinfecting protocols and other guidance from our local health authority.

Day Student Protocols

Minimizing risk to the campus:

- In the interest of minimizing risk, day families are asked to avoid large gatherings, wear face coverings or face shields when out (in accordance with current Oregon guidance), and practice social distancing until the virus is no longer a risk.
- Day parents are asked to be alert to any possible symptoms in their children, and when in doubt, please err in the direction of keeping your child home.

Morning bus pick up:

Our morning bus driver will visually screen students for symptoms, and if a student is showing symptoms before boarding the bus, the parent will be asked to take their child home. If they exhibit symptoms while on the bus, the driver will seat the child separately from other students, provide the student with a mask, and take them directly to the medical office.

Lower School drop off and pick up:

Lower School students who don't take the bus will be dropped off at the west entrance at 8:20 and will be screened by teachers for symptoms each day before being admitted to school. Parents may not drive away until their child has been checked and admitted to school. Students arriving at school must wash their hands upon arrival or use an alcohol-based hand sanitizer. Pick up will be at 5:00 at the west entrance. Teachers will bring your child outside for pick up.

Elementary, Middle and Upper School drop off and pick up:

Elementary, Middle and Upper School day students who don't take the bus will be dropped off at the front entrance between 8:10-8:20 each morning. The on-call medical liaison will be present and will screen and check temperatures upon arrival. Parents should wait for their child to be checked before leaving. Day students arriving at school must wash their hands upon arrival or use an alcohol-based hand sanitizer. At pick-up time, parents should have their child meet them at their car, rather than coming into the building.

Further Information

Additional information can be found in our [Communicable Disease Plan](#) and our [Operational Blueprint](#).
