

# Overview of COVID-19 Response Plan 2020–21

updated August 20, 2020 subject to revision as state and local guidance dictate and circumstances warrant

for more information please see <u>OES COVID-19 Response Plan</u>

# INTRODUCTION

On July 28, 2020, Oregon Governor Kate Brown shared specific public health <u>Community COVID-19 Metrics</u> that determine the conditions under which Oregon's public and private schools may return to in-person instruction. While we had hoped to reopen campus in September, given the Governor's orders and the state of COVID-19 in Oregon, we do not anticipate reopening campus for the foreseeable future, and not until we achieve the Governor's benchmarks to do so.

OES's COVID-19 Response Plan is the result of months of hard work by myriad individuals and committees. We operated from the outset in our Incident Command Structure (ICS), a process overseen by the Head of School. While the ICS remained in force, we then pivoted in late spring to create a series of nimble design groups that were tasked with everything from Residential Life to Policies and Procedures to Academic Program to Communications.

As members of the greater Portland community, we will follow mandates from the Governor's Office and guidance from the Oregon Health Authority (OHA), the Centers for Disease Control and Prevention (CDC), and local, state, and federal authorities. We will use that data—in combination with campus-wide data that we will collect and analyze—to make ongoing decisions about school operations.

We look forward to welcoming all students back to campus just as soon as we are able. In the meantime, we are ready to support a robust continuous learning experience. We invite you to attend our webinars and explore some of the <u>frequently</u> <u>asked questions</u> for more details about our opening of school plan. As conditions related to COVID-19 continue to evolve, so too will our planning; we will keep families updated throughout the summer and fall.

# **OUR GUIDING PRINCIPLES**

OES's COVID-19 response plan is rooted in our <u>Mission and Identity</u>, but our practices must be operationally different. During this global pandemic, we must all recognize the inherent challenges of ensuring the health and safety of our community, maintaining the quality of our educational experiences, and supporting our students and families. There will be both compromises and some considered risk along the way. We will need to remain flexible and shift as conditions dictate. To that end, our COVID-19 response is based on four core principles:

**Health and Safety:** At its core, our plan considers the social, emotional, and physical health and well-being of students, families, and employees. We have implemented a host of additional safety measures, all of which will be reviewed regularly and modified as conditions warrant and state and federal guidance dictates.

**Optimized Learning:** Our program is centered on rigorous and open inquiry, and we believe that learning occurs best in a social context. Therefore, we are committed, if circumstances permit, to safely reopening campus and to providing as many students as possible—at any given time—the opportunity to engage in classroom- and site-based instruction.

**Community and Responsibility:** We are a school that celebrates community and prioritizes relationships. Regardless of our campus' operational level, we will design intentional opportunities for students and adults to interact in a variety of ways. We are also committed to remaining environmentally sustainable and socially responsible.

**Inclusion and Access:** Finally, we understand that the individual circumstances of our students, families, and employees are unique. We will do all that we can to provide each member of our community access to a dynamic program.

# **CAMPUS OPERATIONAL LEVELS**

OES will determine its current campus operation level based on <u>mandates from the</u> <u>Governor's office</u> as of July 28, 2020, along with guidance from the Oregon Health Authority (OHA), the Oregon Department of Education (ODE), and local public health authorities that was announced on August 11, 2020. We will use the following metrics to make decisions regarding the school's operational level and program:

- <u>Case numbers in the Portland Metro area</u>: The required range for in-person learning in grades 4–10 is <u><</u>10 cases per 100,000 people in the Portland Metro area for 3 consecutive weeks; the required range for K–3 is <u><</u>30 cases / 100,000.
- <u>The Oregon and Portland Metro region's positive testing rate</u>: The required rate for in-person learning is to be ≤5% for three consecutive weeks for grades 4-12.
- <u>The Oregon and Portland Metro region's reproduction number (RO; aka, "infection rate"</u>): The ideal is an infection rate well under 1.
- <u>Number of known cases in OES community / level of contact tracing</u>: Are there cases in the OES community? Have the contacts been traced?
- <u>Community members adhering closely to expectations inside and outside of</u> <u>school</u>: Are people being disciplined about masking, social distancing, handwashing, and other measures?
- Availability of a vaccine: Is a vaccine widely available?

#### CAMPUS OPERATIONAL LEVELS



### CONTINUOUS LEARNING IN THE RED OPERATIONAL LEVEL

In terms of our program, OES's 151st year will be as normal as an historic health emergency permits and as innovative as possible to focus on the education and support of our students as well as the safety of all who make that education possible. All classes will be conducted online when operating under the Red Operational Level. We will use flexible, developmentally appropriate schedules for each division that optimize student growth and allow for increasing amounts of independence and self-direction for older students. Four key tenets inform all we do:

A Focus on Relationships and Community: The student-teacher relationship is always critical, but it is even more essential when working in an online environment. Connecting with others and developing the <u>Essential</u> <u>Competencies</u> is central to all that we do.

**Commitment to Inquiry and Deep Learning:** At OES, our approach to *all* learning, and particularly during continuous learning, is to reimagine learning in a way that encourages students to cultivate curiosity and creativity. As such, our focus is on learning, not "coverage."

**Different Assessments and Feedback:** Assessment and feedback to students necessarily looks different in continuous learning. Teachers will therefore employ new summative assessments through culminating projects, peer-to-peer feedback, and teacher feedback.

**A Dedication to Balance:** In a continuous learning environment, the distinction between "homework" and "class time" is not rigid. Regardless, we are aware of the need to balance screen-time with physical and emotional well-being.

Continuous learning will look considerably different than in spring 2020. Specifically, in the Middle and Upper School classes will be longer—60–65 minutes in the Middle School and 100 minutes in the Upper School (broken up over the course of the day)—to enable students to work in a variety of different manners. With longer blocks, students can have both teacher-directed instruction and more self-paced activities. Moreover, teachers will be even more versed in a suite of shared tools (developed by our new Innovation Team), ensuring that there is more commonality within and between courses.

In August, all OES teaching faculty completed a week-long, intensive course run by Global Online Academy (GOA), a world leader in digital pedagogy. We chose GOA because their philosophy of teaching and learning is consonant with OES—specifically, that learning stems from open and rigorous inquiry grounded in intentional connections.

Finally, the summer has enabled us to be even more intentional about building connections. From Chapel to Advisory to Activities to dedicated teacher check-in times, the entire structure should be much more integrated. Though there will undoubtedly be some bumps in the road, we expect a much smoother ride.

### ATHLETICS AND ACTIVITIES IN THE RED OPERATIONAL LEVEL \*UPDATED August 14, 2020\* GUIDANCE ON ATHLETICS AND PHYSICAL EDUCATION

On August 11, 2020, the Oregon Health Authority (OHA) and Oregon Department of Education (ODE) released updated <u>Statewide Reopening Guidance—K–12 School</u> <u>Sports, Limited Return to Play</u> for interscholastic athletics. The guidance now permits schools that are "participating in distance learning" (what OES terms Continuous Learning) to offer student-athletes the chance to train and condition for outdoor and indoor sports.

OES has therefore altered our guidance on interscholastic athletics to allow the following:

- Students in grades 8–12 may (but are not required) to begin training or conditioning in a sport <u>on or around September 24.</u> (We regret that facilities limitations prohibit us from offering this opportunity to younger students.)
- Students who participate in training do so on an entirely voluntary basis; coaches may not require students to come to training or conditioning sessions prior to the designated "pre-season" period for their respective sport.

In addition, OES Athletics' training and conditioning is subject to the following condition; note that this is not a comprehensive list of our requirements:

- 1. Students and coaches must wear masks during indoor and most outdoor training sessions, with limited exceptions.
- 2. Students must train in small, stable cohorts of no more than ten (10) students.
- 3. All OES health and safety guidelines must be followed by student-athletes and coaches.

OES will also provide training for coaches and athletics staff on procedures required to keep student-athletes safe. In addition, we have designated Athletics Monitors (our Athletics Director and Associate Athletics Director, or their designees) to oversee all aspects of training and conditioning. *Any student-athlete or coach who fails to adhere to OES and OHA guidelines will be subject to disciplinary action, up to and including being prohibited from participating in training or conditioning or loss of employment or membership on a team.* 

# CHILD CARE AND REMOTE EXTENSION

OES will not offer regular Extension in the Red Operational Level. We have received authorization to provide limited on-campus Emergency Child Care for Essential Workers (ECCEW) in grades K–5. That program will begin September 9.

For more information on the Red Campus Operational Level, please see the FAQs at <u>COVID-19 Response Plan</u>.

# DETERMINING WHEN WE CAN RETURN TO CAMPUS

The Oregon Department of Health (OHA) and Oregon Department of Education (ODE) define "in-person instruction" as when either all students are on campus <u>or</u> a sub-set of students is on campus in a "hybrid" model. The <u>Community Covid-19</u> <u>metrics</u> that the Governor issued on July 28, 2020, for *all* Oregon schools to be permitted to provide in-person instruction are as follows:

**Pre-K:** Based on Oregon Early Learning Division (ELD) guidance, we will offer on-campus instruction for our Pre-K students beginning September 9. David Lowell and the Lower School team will provide specific details to Pre-K families soon. (Note: Unlike grades K–12, which are governed by the Oregon Department of Education and are subject to the Governor's metrics for reopening, Pre-K operates under the ELD's <u>Health and Safety Guidelines for Early Childcare and Health and Safety</u> <u>Guidelines for Child Care and Early Education Operating During COVID-19.</u>)

Grades K-3: A school must meet all of the following requirements:

- 1. The positive test rate in counties from which a school draws >10% of its students and staff must be < 5%. For OES, this is Washington, Multnomah, and Clackamas Counties.
- The number of new cases in the counties from which the school draws >10% of its students and staff must be < 30 per 100,000 people over a seven-day period, measured for three consecutive weeks. For OES, this is Washington, Multnomah, and Clackamas Counties.

Grades 4-12: A school must meet all of the following requirements:

- 1. The state positive test rate must be < 5%.
- 2. The positive test rate in counties from which a school draws >10% of its students and staff (Washington, Multnomah, and Clackamas) is < 5%.
- 3. The number of cases in the counties from which the school draws >10% of its students and staff (Washington, Multnomah, and Clackamas) must be < 10 per 100,000 people over a seven-day period, measured for three consecutive weeks.

<u>Here</u> are the most recent results for Oregon counties. Importantly, OES draws a "substantial number of students" from Washington, Multnomah, and Clackamas Counties, so we must attend to the data from all three; however, we are still awaiting guidance from the Oregon Department of Education regarding how to interpret multi-county metrics.



#### SAFETY AND WELLNESS IN THE YELLOW OPERATIONAL LEVEL

When it is determined that we can return to campus in the Yellow Operational Level, our primary commitment will be to providing a safe environment for our students, families, and employees—one that attends to both physical and mental well-being. To that end, we will instituted a multilayered approach to safety and wellness, including:

- All students and employees must complete a health screening survey each morning. Campus access will be denied to anyone who does not meet the metrics of the health survey.
- All students and adults will be required to bring and wear a clean, multi-layered <u>cloth face covering</u> or surgical mask except in limited circumstances such as:
  - While involved in athletic activities outdoors where distancing of at least 6 feet can be maintained;

- When an employee is alone in a room or office and will not come into contact with others;
- When an employee has a medical condition that prohibits the wearing of a mask; in this case, they will be required to wear a full face shield.
- All community members will be reminded to wash their hands frequently with either soap and water or hand sanitizer, and will be provided with supplies and opportunities to do so.
- All community members will be required to maintain a distance of at least 6 feet from each other whenever possible.
- There will be 35 square feet per student in classrooms and at least 6 feet of distance between desks.
- Students in each division will be divided into smaller groups, known as Reduced Density Groups.\*
- We have installed touchless fixtures (toilets, faucets, etc) throughout campus.
- We have upgraded our ventilation systems to MERV-14 filters.
- Classrooms and other public spaces (including restrooms) will receive regular environmental cleaning—especially of high-touch surfaces, which will be cleaned between classes. (Cleaning supplies will be kept in classrooms and surfaces will be wiped down after every class.)
- We have contracted with Legacy Health to ensure our policies and protocols achieve our goal of health and safety.

\*A Note Regarding Reduced Density Groups (RDGs): Research makes clear that the most important ways to limit the spread of COVID-19 are through regular hand washing, masking, and social distancing. While an important purpose of RDGs is to decrease the number of students and adults with whom a student has regular and extended contact, the use of RDGs—particularly in the Middle and Upper Schools—is also driven by the requirements to provide 35 square feet per student and 6 feet of distance between desks.

# CAMPUS-BASED LEARNING IN THE YELLOW OPERATIONAL LEVEL

Returning to campus in the Yellow Operational Level will require myriad trade-offs in terms of classroom space and staffing, and it will necessitate critical adjustments in

our operations. Our YELLOW campus operational plans are built on three critical principles:

- Prioritizing on-campus learning for our youngest students.
- Creating consistent weekly schedules for all students (i.e., each week looks pretty much the same).
- Minimizing scheduling hardships for families, especially those with children in multiple divisions.

<b>Division</b>	Key Practices	Critical Adjustments
Lower School	<ul> <li>ALL students in grades PK-5 on campus daily</li> <li>Small (10-14 students), stable class groups ("Reduced Density Groups"RDGs)</li> <li>Staggered arrival and departure</li> </ul>	<ul> <li>Requires additional staffing</li> <li>Requires additional classrooms</li> <li>Modification of "specials"</li> <li>Utilizes Extension personnel (impacts after school programs))</li> </ul>
Middle School	<ul> <li>Students on campus for two out of three weeks (2 of 3 grade levels at a given time); students have online courses when they are not present at school</li> <li>RDGs by grade level (6,7,8) and by class</li> <li>Uses large spaces to have "regular" class meetings</li> <li>5 Longer blocks of time (60+ minutes)</li> </ul>	<ul> <li>Requires identifying 7-8 large spaces on campus (facilities sharing)</li> <li>Music / Choir / Performing Arts / PE adjustments, including physical space</li> </ul>
Upper School	<ul> <li>Students on campus 2 days per week</li> <li>RDGs by group (Blue and Green) and by course; less than 50% of US students on campus at a given time</li> <li>Morning "Focus classes" shorter (40 minutes) and hybrid (some on campus, some at home)</li> <li>Afternoon "studio blocks" longer (60 mins)</li> <li>Wednesdays devoted to helping build community, including Activities and advisory / chapel</li> <li>Special Online option for International students in different time zones</li> </ul>	<ul> <li>Requires significant technology investment (OwlPro)</li> <li>"New" Schedule on hold for a year</li> <li>Music / Choir / Performing Arts / PE adjustments, including physical space</li> <li>Winterim current being reviewed</li> </ul>

# ARRIVAL / DISMISSAL TIMES BY DIVISION IN THE YELLOW OPERATIONAL LEVEL

To ensure appropriate social distancing and to keep students and employees safe under YELLOW campus operational level, we will institute staggered arrival and dismissal procedures across divisions. Because the Reduced Density Groups (RDGs) are particularly small in the Lower School, the Lower School will stagger arrival and dismissal procedures within the division itself. Families will be required to complete a daily health self-monitoring procedure prior to their child being allowed in a school building. Students in each division will also be assigned specific doors for ingress and egress to limit mixing of RDGs, and all divisions are implementing specific arrival check-in procedures.

**NOTE:** Students may not enter any school building before their designated time. At the conclusion of the day, students must promptly leave campus or check in with an adult for a school-sponsored activity, including RDG-based athletic training.

<u>Division</u>	<u>Monday, Tuesday,</u> <u>Thursday, Friday</u>	Wednesday ONLY
LOWER SCHOOL	Staggered Start: -8.00 am -8.15 am -8.30 am Staggered End: -2.30 pm -2.45 pm -3.00 pm	Staggered Start: -8.00 am -8.15 am -8.30 am Staggered End: -1.30 pm -1.45 pm -2.00 pm
MIDDLE SCHOOL	-Students may enter at 8.00 am -Classes begin at 8.15 am -Classes end at 3.00 pm	-Students may enter at 8.00 am -Classes begin at 8.15 am -Classes end at 2.00 pm
UPPER SCHOOL	-Students may enter at 8.15 am -Classes begin at 8.30 am -Classes end at 3.15 pm	OFF CAMPUS: Advisory, Activities, and any classes or meetings will be done through Continuous (distance) Learning

# ATHLETICS, ACTIVITIES, AND PHYSICAL EDUCATION IN THE YELLOW OPERATIONAL LEVEL

#### **\*UPDATED\* GUIDANCE ON ATHLETICS AND PHYSICAL EDUCATION:**

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#### At this time, following rules remain in place:

- We will prohibit all travel or in-person competitions with other schools and organizations; we will reevaluate as appropriate, particularly in the case of moving to Green Operational Level.
- We will cancel all Middle School athletics; we will reevaluate as appropriate, particularly in the case of moving to Green Operational Level.
- Upper School students may train in their respective sport by RDG only and in groups of 10 or fewer. In other words, students may participate in small-group, on-campus training under the guidance of their coach(es), but they may not practice as an entire team. All school policies and procedures in terms of social distancing and other safety measures would remain in effect.
- Upper School Activities will be entirely remote. Middle School students may participate in non-athletic activities by *RDG only*. In other words, students may participate in small-group, on-campus activities *on the days they are*

scheduled to be on campus under the guidance of their activity head but may not participate as a mixed group. Students who are not members of the RDG or on campus that day may participate virtually.

- We will consider waiving all "Be Active" requirements for 2020–21 for Upper School students. Students training in their respective sport will receive credit for being a member of an athletic team.
- Specific requests for alternate PE credits / courses should be directed to Missy Smith (<u>smithm@oes.edu</u>), Associate Athletic Director and Chair of the PE Department.

# **GUIDANCE FOR CAMPUS AND COMMUNITY COVID-19 EXPOSURE**

This guidance has been developed in conjunction with Legacy Health to assist OES and its partners in the event that a case(s) of COVID-19 are identified on the OES campus or within the OES Community. It also draws from guidelines issued by the State of Oregon, the OHA, the CDC, Harvard University Medical School, and the Johns Hopkins Bloomberg School of Public Health, among others. The information below is for illustration only; it is not meant to be exhaustive and does not represent the full details of our response plans.

#### Key Definitions:

- **Direct Contact:** Someone who has had direct physical contact with someone who is infected with COVID-19. They will be required to quarantine for 14 days from the last date of exposure to the confirmed case, regardless of whether they are tested and test negative.
- **Close Contact:** Someone who did not have direct physical contact with the confirmed case but who was within 6 feet of the person for 15 minutes or longer. They will be required to quarantine for 14 days from the last date of exposure to the confirmed case, regardless of whether they are tested and test negative.
- **Proximate Contact:** Someone who did not have direct physical contact with the confirmed case; was not within 6 feet of the case for 15 minutes for long but who was in the same room for an extended period (generally defined as longer than 60 minutes). These people are considered to be at very low risk and are not required to self-quarantine.
- **Isolation:** When someone with a confirmed case of COVID-19 is kept separate from others. Generally, confirmed cases are kept in isolation for at least ten days after the onset of symptoms AND until their signs and symptoms have

abated AND until they are fever-free for 24-72 hours without use of fever-reducing medicines. (CDC guidance is currently 24 hours; however, based on the guidance of the Johns Hopkins University Bloomberg School of Public Health, OES will maintain the "72-hour rule" out of an abundance of caution.)

• Quarantine: Restricting the movement and contact of healthy people who have been in direct or close contact with a confirmed case. Contacts should be quarantined for at least 14 days since they last had contact with a confirmed case; those who live in the same household as a confirmed case are often required to quarantine for a longer period of time.

#### If a Student or Employee has direct or close contact with a confirmed case

- All members of a "stable cohort" (defined at OES as an RDG or subset of an RDG) in which a member tests positive for COVID-19 must quarantine until local public health authorities (LPHA) or a member of the OES Administration have completed contact tracing for that cohort. We anticipate that this will take 24-48 hours to complete.
- Any individual who has had direct or close contact with a confirmed case will be required to quarantine for 14 days. If they demonstrate symptoms or signs of COVID-19, they will be required to be tested. A positive test (or the absence of a test) will cause them to be considered a case.
- Contact tracing will occur to determine those who had direct or close contact with the case..

#### If a Student or Employee tests positive for COVID-19 (a "confirmed case")

- Anybody with a confirmed case of COVID-19 must isolate for at least ten days and may not return to school until they are fever-free for 72 hours (without taking medicine to reduce the fever) and their symptoms have decreased.
- If the student(s) or employee(s) lives in OES housing, the individual will be isolated in consultation with the Director of Residential Life, the School Nurse, and other OES administrators.
- Once spaces are identified that the individual has visited, OES will target that area(s) for additional cleaning beyond our already-enhanced measures. This cleaning will follow the recommended CDC guidelines. If the affected area(s) is one that is not cleaned daily or more frequently, OES will close off the area, ideally for at least 24 hours before cleaning.

• OES will continue to monitor individuals who have tested positive and will follow the above guidelines for safe return to school.

#### **Contact Tracing**

The local public health authority (LPHA) will manage all contact tracing in conjunction with OES. Once a positive case has been identified, public health officials will coordinate the contact of all potential direct or close contacts. The name(s) of a person(s) who test(s) positive for COVID-19 will not be shared with direct or close contacts; rather, they will be notified that they are required to self-quarantine for 14 days, unless they develop signs or symptoms of COVID-19.

###

# APPENDIX A: RESOURCES THAT INFORMED THIS PLAN

Among the literally hundreds of articles and resources that we consulted over the past several months, the following sources were particularly helpful in creating our COVID-19 response plan:

#### State and Organizational Guidelines

- Bon Appetit Food Services, "Reopening Safely: A Client Guide" (June 2020)
- Centers for Disease Control and Prevention, "CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again" (May 2020)
- Fisher Phillips, "FP Beyond the Curve: Post-Pandemic Back-to-Business FAQs for Employers" (April-May 2020)
- Fred C. Church Insurance, "Managing Risk in a Post-Covid-19 World" (June 2020)
- State of Connecticut, "Report of the Higher Education Subcommittee" (May 2020)
- Harvard Global Health Institute, "The Path to Zero and Schools: Achieving Pandemic Resilient Teaching and Learning Spaces" (July 2020)
- Harvard University, "Schools for Health: Risk Reduction Strategies for Reopening Schools" (June 2020)
- Independent School Management (ISM), "Reopening Your Campus: The Next 60 Days" (May 2020)
- Massachusetts General and Harvard Medical School, "COVID-19 School and Community Resource Library" (June 2020)
- State of New York Commission on Independent Colleges and Universities, "Suggestions for Reopening and Reimagining Colleges and Universities in New York" (May 2020)
- State of New York, "New York State Reopening Plan" (June 2020)
- State of Oregon, Oregon State Activities Association "Ongoing Guidance" (Ongoing)
- State of Oregon, "Ready Schools, Safe Learners" (June 2020, with regular updates)
- State of Oregon, "Reopening Oregon: A Public Health Framework for Restarting Public Life and Business" (April 2020)

#### State and Organizational Guidelines, cont'd:

- OSHA, "Guidelines for Reopening Business in the Era of COVID-19" (May 2020)
- State of Washington, "Reopening Washington Schools: District Planning Guide" (July 2020)

#### Individual School and University Reopening Plans

- Brown University (Providence, RI)
- **Catlin Gabel School (Portland, OR)**
- Copenhagen International School (Copenhagen, Denmark)
- □ Hathaway Brown School (Cleveland, OH)
- □ Lakeside School (Seattle, WA)
- □ University of Oregon (Eugene, OR)
- Peddie School (Hightstown, NJ)
- D Phillips Andover Academy (Andover, MA)
- Dertland State University (Portland, OR)
- Seattle School of Arts and Sciences (Seattle, WA)
- □ The American Community School of Athens (Athens, Greece)
- □ The American School in Japan (Tokyo, Japan)
- □ The International School of Basel (Zurich, Switzerland)
- □ The Lawrenceville School (Lawrenceville, NJ)
- Northwest Association of Independent Schools (NWAIS), INDEX, and The Association of Boarding Schools (TABS) partner schools

#### Health Advisors / Information on Contact Tracing

- Center for Disease Control and Prevention, "Contact Tracing: CDCs Role and Approach" (June 2020)
- Johns Hopkins University Bloomberg School of Public Health, Online Course for "Contact Tracing" (Completed July 2020)
- Legacy Health Care System (Plan oversight and review and testing procedures)
- State of New Jersey Department of Health, "Guidance on the Contact of a Close or Casual Contact of a Confirmed or Suspected Case of COVID-19" (March 2020)