



OAKWOOD SCHOOL

TRANSFORMING LIVES...REALIZING POSSIBILITIES

Dear Oakwood School Community,

Enclosed is the Oakwood School COVID-19 Action Plan for 2021-2022. As an Addendum to the Student/Parent Handbook, in it, you will find information regarding how Oakwood School plans to operate for the upcoming school year. As you know, Oakwood spent the past year operating in-person five days a week. A year later, our responsibility and motivation remain the same: safe, effective education.

With guidance again this year from the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), the American Academy of Pediatrics (AAP), and the Virginia Department of Education (VDOE) the policies and procedures outlined below are intended to mitigate the risk of COVID-19 transmission in our school community. Despite the level of detail in this plan, it must remain fluid and flex with guidance provided from health and government authorities. Procedures may change as circumstances and statistics fluctuate.

Community participation and agreement play a vital role in maintaining healthy operations. Therefore we thank every family for signing the health statement in the enrollment packet agreeing to “fully cooperate with the Oakwood School Administration and Clinic Staff in preventing the spread of Covid-19 at Oakwood School.” Together we can do this!

We are committed to keeping your children, and all the Oakwood community, safe and healthy even as we try to offer our students the most normal school year possible. We are excited to welcome back our students to campus and look forward to the months ahead!

Sincerely,

Lane McIntyre

Covid Action Plan 2021-2022
PUBLIC HEALTH GUIDANCE

Over the past 18 months, Oakwood School has made significant facility improvements and implemented mitigation strategies within our community to prevent the spread of COVID-19. Using a multi-layered approach with guidance from local, regional, and state / national governing bodies, Oakwood was able to continue offering in-person instruction throughout the entirety of 2020-2021.

While vaccinations have largely improved protection against the spread of COVID-19, it needs to be noted that children aged 11 and under are still ineligible to receive a vaccine. The largest percent of our population is under the age of 12 and our action plan must match recommendations specific to schools serving elementary school-aged children.

Schools are asked to be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. Oakwood will continue to employ a multi-layered system of strategies to encourage behaviors that reduce the spread of COVID-19, based on Recommendations and Guidance for Administrators of US K-12 Schools, and follow all [CDC Considerations for Schools](#) guidance for reopening schools. This includes, but is not limited to, the following:

- Implement strategies to prioritize the health of all Oakwood staff and students, mitigate disease transmission, and maintain healthy environments.
- Oakwood will require families, faculty, and staff to self-monitor their signs/symptoms and stay home when ill. Parents will be required to complete and return a daily COVID-19 screening questionnaire for their child/children. These screenings will be done safely and respectfully, in accordance with privacy laws.
- Oakwood will expect CDC defined symptomatic individuals to stay home and encourage them to seek care as appropriate.
- Oakwood will refer students or faculty/staff who may be symptomatic to the school healthcare point of contact.
- Public health has case investigation, contact tracing, and outbreak response guidance for school settings. This guidance is available on the VDH website.
- All Oakwood School staff members, visitors, and students older than 2 years of age will be required to wear cloth or disposable face coverings at all times inside the building unless there is a documented medical exception.

PHYSICAL DISTANCING RECOMMENDATIONS

Given the highly communicable nature of COVID-19, stringent social distancing measures will be followed to limit disease transmission on the Oakwood School campus. Generally, social distancing has two components: keeping individuals a safe distance from one another (approximately 3-6 feet) and reducing the number of people with whom any individual interacts with. These measures will be followed by all members of the Oakwood School community. Physical distancing and other measures will remain important prevention strategies.

Additional operational requirements will include measures such as gathering limits (consistent with any existing Executive Orders made by Virginia Governor Northam) and other mitigation strategies. Moreover, Oakwood will implement accommodations to workspaces and offices, faculty meetings, professional development, and staff engagement with parents, families, and the broader community. However, please note that operations guidance is subject to revision as public health conditions evolve.

As a whole, Oakwood will follow operational guidance from the CDC and aim to maintain three to six feet of physical distance to the greatest extent possible. In addition to physical distancing, other distancing precautions will include, but are not limited to:

- a. Creating cohorts of age-related classes that will work together
- b. Social distancing when using communal spaces.
- c. Limiting the size of groups participating in outdoor activities/recess, with a priority on physical distancing and limit mixing of classroom cohorts.

SCHOOL OPERATIONS/FACILITIES/CLEANING PROTOCOLS

Oakwood has implemented a multi-layered system to mitigate COVID-19 risks and promote safe operations, community health, and well-being. Oakwood has developed the following measures:

- A COVID-19 Team within the school that stays up to date with relevant local, state, and national COVID-19 policies and procedures.
- Maintain and continue communication with the Fairfax County Health Department about the school's ongoing mitigation plan regarding COVID-19, initiation of Public Health investigation, contact tracing, and consultation. Oakwood's primary point of contact at FCHD is Mrs. Robin Wallin.
- A communications plan (webpage, emails, etc.) with the Oakwood School community to inform all stakeholders of COVID-19 related policies.
- Provide educational materials, training, and communications to staff, students, and families about how to stop the spread of COVID-19, symptoms of COVID-19, and what to do if you feel sick. Information can be found on the [Oakwood School COVID-19 Resource Page](#).
- Provide information and discuss the importance of proper use, removal, and washing of face coverings. Also discuss the use of face coverings in various school settings including classrooms, hallways, where 6 feet of physical distance cannot be maintained or otherwise deemed appropriate. [CDC: Guidance Masks](#)
- Conduct health screenings for symptoms/history of exposure for students and temperature checks as needed.
- Monitor and track daily health/absenteeism of the school population (both staff and students) through established screenings and protocols.
- Require staff and students who feel sick to stay home, and establish clear policies about when they can return; what happens if a school member gets sick; etc. [CDC: What to do if Sick](#)
- Constant evaluation of ventilation systems operation, upgrade to MERV-11 and MERV-13 air filters and increase circulation of outdoor air as much as possible throughout the school day.
- All classroom and breakout spaces are outfitted with COVID-19 HVAC recommended IQ Air Health Pro Plus Air Purifiers and/or air scrubbers in main duct systems.
- Continually display signs from both the CDC and VDH in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Have established entry and exit protocols for employees and visitors.
- Alter Arrival and Dismissal procedures to maintain social distancing and direct one-way foot traffic into and out of the building.
- Modify classroom layouts to maximize spacing between teacher and student desks.
- Adhere to CDC recommend gathering sizes and any state executive orders regarding group size.
- Reduce operation of water fountains throughout the building to be bottle fill only.
- Maintain a provision of medical-grade PPE for particular staff providing medical and health services for students and staff exhibiting COVID-19 symptoms.
- Maintain and ensure stock of both EPA and CDC approved cleaning supplies and correct use/storage.
- Establish cleaning and disinfection protocols with cleaning staff that includes frequently touched surfaces.
- Incorporate schedules for increased cleaning, routine cleaning, and disinfection.
- Increase nightly cleaning of school to ensure all areas have been properly disinfected.
- Provide hand sanitizer in all teaching spaces, common areas, and entry points.
- Create an isolation area for particular staff or students who present with symptoms.

- Maintain typical (non-COVID-19) health services.
- Provide information related to proper hygiene and respiratory etiquette, handwashing, and physical distancing measures.
- Scheduled handwashing breaks among students and staff.
- Provide mental health support and leave policies for students and staff.
- Recruit and train backup staff to ensure continuity of operations and teaching/learning.

As listed, this plan is a multi-layered approach and implements multiple strategies to mitigate the risks associated with COVID-19 throughout the Oakwood School community. It is worth noting due to the fluidity of the COVID-19 situation additional actions may be taken to further mitigate risks

COMMUNITY COMMITMENT

All members of the Oakwood School community have a shared responsibility to prevent the spread of illness. We must remain committed to the safety policies and procedures listed in this plan and future communications to help keep students and staff safe. It will also be the responsibility of staff, the student, or their family to inform the school if they:

- a. are exhibiting a COVID-19 symptom.
- b. tested positive for COVID-19.
- c. are being tested for COVID-19.
- d. have a COVID positive person in their household, or some other known exposure, and have been instructed to quarantine.

We cannot state strongly enough that we need everyone to abide by public health guidance consistently. **As a part of this commitment, we are asking all families to complete a Student Health Screening Form by 8 am each day before school begins.** Any family that has not completed a health screening form by 8 am will be asked to stop during morning drop-off to answer these questions in person before a student is allowed to enter the building. If an individual answers YES to any of the screening symptoms before arriving at school or when they arrive at school, they should stay home and not enter the building.

Additional information provided by VDH about when to keep a child home or for evaluating a child with COVID-19 Symptoms can all be found at the following links: [When Should a Child Stay Home from School and/or Childcare](#) , [When Should a Child Stay Home from School and/or Child Infographic](#), and [VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposures](#).

In-person meetings should be pre-scheduled with the appropriate member of the administration. In adhering to our commitment to staff and students, we will require all visitors to complete a health screening, wear a mask, and follow all health and safety procedures implemented by Oakwood.

PREPARING FOR WHEN SOMEONE GETS SICK

Despite Oakwood’s best efforts to minimize the risk of COVID-19 exposure, there may become a time when a student or staff member exhibits symptoms associated with COVID-19. If this happens, Oakwood will place the student in a secure location to limit exposure, review the student's medical file, and be in touch with the student's family. Based on the severity of the symptom(s), a parent/guardian may be required to arrange pick up from Oakwood within one hour.

The following situations and scenarios have been taken directly from Fairfax County Health Department’s guidance for K-12 private schools.

Scenario	Oakwood Response	FCHD Response/Guidance
<p><u>Scenario 1</u></p> <p><u>Not In-Person</u> Student or Staff Member had Covid positive test and/or diagnosis of Covid infection by a health care provider.</p> <p><i>*For situations when there is no exposure at school.</i></p>	<p>Student or Staff member is required to obtain a clearance letter from a health care provider or documentation from the Health Department indicating they have completed their monitoring period.</p> <p>Symptomatic students are considered ill and should rest in accordance with Addendum F of the Oakwood Student Handbook. Asymptomatic students will be provided some schoolwork to be picked up by the parent and completed with a virtual tutor, as available, for selected classes.</p>	<p>Will determine positive test/diagnosis timeline and assess potential infectious spread at school.</p> <ul style="list-style-type: none"> • Symptomatic Individuals: must be fever free for 24 hours, symptoms improve, 10 days pass since symptoms have started • Asymptomatic Individuals: 10 days pass since date of first positive test, continue to have no symptoms since date of positive test
<p><u>Scenario 2</u></p> <p><u>In-Person during Infectious Period</u> Student or Staff Member called in absent with Covid positive test or reported diagnosis of Covid infection by a health care provider.</p> <p><i>*For situations where there is potential for exposure at school.</i></p>	<p>Pause in-person learning for affected team(s) while contact investigation takes place. Transition to distance learning if FCHD determines a lengthy isolation period. Administration coordinates with FCHD to provide information on potential spread. Sanitize and deep clean all spaces.</p> <p>If in the event, FCHD recommends isolation, Oakwood School will provide instruction appropriate to the situation.</p>	<p>Containment team initiates and completes close contact investigation.</p> <ul style="list-style-type: none"> • Determine close contacts in all areas of life (work, school, home) and advise 14 day quarantine. • Symptomatic Individuals: must be fever free for 24 hours, symptoms improve, 10 days pass since symptoms have started • Asymptomatic Individuals: 10 days pass since date of first positive test, continue to have no symptoms since date of positive test
<p>Student or Staff calls in absent with symptoms of Covid like illness. (follow steps regardless of in-person or not in-person during potential infectious period)</p>	<p>Oakwood School will ask families to complete a Return to School Form.</p> <p>No schoolwork will be provided as student is considered ill and should rest in accordance with Addendum F of the Oakwood Student Handbook</p>	<p>*Recommend Testing</p> <p>If test result is positive for Covid, follow Scenario 1 or 2.</p>
<p>Student or staff member comes to Clinic with symptoms of Covid like illness.</p>	<p>Parent/Guardian will be notified that the student needs to be picked up from school immediately.</p> <p>Oakwood School will ask families to complete a Return to School Form.</p> <p>In-person instruction for the class will continue. School work will not be provided as student is considered ill and should rest in accordance with Addendum F of the Oakwood Student Handbook</p>	<p>Individuals should be immediately isolated and immediate symptoms should be treated.</p> <p>Testing is recommended.</p> <p>If student/staff receive diagnosis of Covid, follow scenario 2.</p>

Understanding the Definition of “Close-Contact”		
Scenario	Oakwood Response	FCHD Response / Guidance
Student/Staff member calls in absent due to being identified as a close contact.	<p>Student/Staff will need to remain home for 14 days from last date of exposure to the case.</p> <p>Monitor attendance to ensure student/staff does not return during the quarantine period.</p> <p>Oakwood will provide some schoolwork to be picked up by the parent and completed with a virtual tutor, as available, for selected classes.</p>	<ul style="list-style-type: none"> Quarantine period for close contacts is 14 days after last date of exposure. Time frame is extended if continuous exposure (for example: if a small child is cared for by a parent who is Covid positive, the child’s quarantine begins when isolation for parent ends). A negative test does not end the quarantine period, a full 14 days needs to be observed, even in the presence of negative testing.
Student or Staff has household member who was diagnosed with Covid while student / staff is present at school.	<p>Student/Staff will be sent home immediately due to being identified as a potential close contact.</p> <p>If student is advised to quarantine, Oakwood will provide some schoolwork to be picked up by the parent and completed with a virtual tutor, as available, for selected classes.</p>	<ul style="list-style-type: none"> Quarantine period for close contacts is 14 days after last date of exposure. Time frame is extended if continuous exposure (for example: if a small child is cared for by a parent who is Covid positive, the child’s quarantine begins when isolation for parent ends). A negative test does not end the quarantine period, a full 14 days needs to be observed, even in the presence of negative testing.
Student or Staff has household member in quarantine. The household member is a close contact and asymptomatic; NOT a Covid positive case.	Student or staff member may continue to be in-person at school unless their household member develops symptoms.	No public health actions are needed as a contact of an asymptomatic contact does not present a risk.

COMMUNICATIONS

Oakwood understands the great importance of effective communication, especially during this challenging and fluid time. There are existing established ways the school can communicate with staff, families, and stakeholders. In response to COVID-19 and in general, these options are as follows:

Website: www.oakwoodschool.com/academics/oakwood-parent-covid-19-resource-page

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| • Microsoft Outlook Email | • OakNotes |
| • Newsletter | • FACTS |
| • Student Information System | • FACTS Emergency Response System |

All staff members and families will be notified through electronic communications should any COVID-19 situation arise. When communication is required, the Oakwood School Administrative Team will determine which of the methods above will best serve a particular situation.

INSTRUCTION

Balancing health and safety as key priorities, Governor Northam and Dr. James Lane, Superintendent of Public Instruction, are committed to providing local school divisions with the support they need to ensure the maintenance of instructional rigor and compliance with state-level requirements. Because of this Oakwood will meet the following instructional guidelines for the 2021-2022 school year:

- Meet both the length of the school term and instructional time requirements.
- Ensure compulsory attendance requirements are met.
- Resume new instruction with all students.
- Provide remediation opportunities for students who need them.
- Instruction/curriculum and pacing include thoughtful response to recovery/learning loss.
- Identify school-wide technology needs and distribute devices to those who need them.
- Develop plans to train families to use technology tools that support remote learning, with special attention to vulnerable populations.

It is Oakwood's intention to provide, with the necessary health precautions and social distancing measures, full-time instruction five days a week. If an Oakwood student is required to isolate or quarantine (VDH: Isolation vs. Quarantine) and is well enough to complete assignments, Oakwood will provide some school work to be picked up by the parent and completed with a virtual tutor, as available, for selected classes.

Please note, if at any time there is a resurgence of the COVID-19 virus that requires Oakwood to close school, all students will participate in distance learning. If this change happens, you will be notified through one of our communications plan methods outlining the change and new instructional schedules. In general, Oakwood will need two full school days to transition from in-person learning to Distance learning.

SCHOOL NUTRITION

To accomplish physical and social distancing measures, and to avoid congregate gatherings of students, Oakwood will eat meals in classrooms and other alternate sites (i.e. outside if weather permits). Before and after students eat, handwashing or use of hand sanitizer will take place. As a part of this plan, Oakwood respectfully asks that ALL snacks and lunches be disposable, cold, and not require the use of a microwave or refrigeration.

FACE COVERINGS

Requirement: Oakwood requires all staff members, students, and visitors older than 2 years of age to wear cloth or disposable face coverings at all times, except as referenced below in the "Periodic Breaks" and "Exceptions" sections. Students and staff must wear face coverings at all times even if three to six feet of separation is maintained. The use of cloth or disposable face coverings does not replace the need to practice other public health mitigation strategies such as maintaining three to six feet of separation from others, cleaning and disinfecting frequently touched surfaces routinely in all public settings, frequently washing your hands, or staying home when sick.

Proper Wear: Disposable or cloth face coverings are to be worn properly to comply with this requirement. **The face covering must cover the nose and mouth and be secured under the chin.** It should fit snugly against the sides of the face with little to no gaps. **Therefore, it is Oakwood's policy to prohibit a gaiter style face covering.** The CDC does not recommend the use of masks or cloth masks for source control if they have an exhalation valve or vent. **Face coverings with an exhalation valve or vent should not be worn.** Wearing a cloth face covering of any sort that has multiple layers of fabric is currently recommended to prevent the spread

of the disease. More information related to wearing and caring for masks can be found through: [CDC: Masks](#), [VDH: Masks](#), [WHO: Masks](#).

Periodic Breaks: School teams will coordinate times when a “face covering break” can be safely implemented while maintaining three to six feet of physical separation between individuals. An appropriate example would be a scheduled work or school break such as lunch or during recess that is held outside with adherence to physical distancing requirements.

Exceptions: Exceptions to this requirement will be made in accordance with the CDC and the Virginia Department of Health (VDH) recommendations regarding face coverings. Additionally, students and staff will not be required to wear a cloth or disposable face covering in the following circumstances:

- while eating or drinking.
- while outside.
- while communicating with people who are hearing impaired for which the mouth needs to be visible.

Students: Students are expected to **supply two** of their own disposable or cloth face coverings **each day** to comply with this expectation. The clinic will have a supply of disposable face masks if in the event a child’s mask is damaged or becomes wet during the day. Parents are asked to ensure their student wears a face covering to, from, and during school as recommended by the CDC and VDH and as required by Oakwood. **Emblems, words, or pictures on the face covering must comply with the Appropriate Dress and Appearance for Students requirements outlined in the Student/Parent Handbook.**

Enforcement: Students, staff, and visitors are expected to follow the face covering requirement while at school/work. Students who are not wearing a face covering will be directed to comply with the requirement. If they do not have a face covering, one will be provided to them. If a student refuses to comply, staff will meet with the student and contact the parent/guardian to discuss and identify the reason the student refuses to comply. If the student continues to not wear a face covering after the school-based team has met to support the student’s compliance, disciplinary consequences may be given.

All employees are expected to comply with the face covering requirement for the health and safety of themselves, their colleagues, and others. Employees who are not wearing a face covering will be asked to comply with the requirement. If they do not have a face covering, one will be provided to them.

Traveling During Covid-19

Our current student handbook states the following regarding student travel. “If there is an anticipated, excused absence, teachers will provide assignments with reasonable advanced notification of at least one day. **Oakwood highly discourages taking your child out of school for unscheduled vacations and such absences are not considered to be excused.** If a child is absent from school for family vacation other than those days that are scheduled into the school calendar, **schoolwork will not be sent home in advance.** Work will be made up when the child returns to school with reasonable deadlines set for the completion of missed work.”

Families that choose to take their children on vacation outside of scheduled school holidays may be asked to complete a travel form for administrative review to determine any potential need for quarantine upon their return. This travel form will take into consideration vaccinations, destination, transportation, and the potential impact on the school community.