



Reopening Plan

2020-2021

Oakwood Friends School COVID Working Group

Faculty, Administration, Board, Community

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Introduction

Oakwood Families,

The COVID pandemic has impacted every region throughout the world. New York State, hit extremely hard this spring, has taken a disciplined data-driven approach to flattening the curve and minimizing continued outbreaks. Phased openings statewide coupled with a disciplined, coordinated approach to health and hygiene, and cooperation from the public are working. While the number of cases increase in other regions of the United States, New York and Dutchess County continue to see consistent declines and a flattening of the curve.

Adhering to guidelines as set forth by NYS and incorporating additional measures unique to the Oakwood Friends School community and campus, we plan to resume teaching and learning on campus this fall, and we look forward to having new and returning boarding and day students come together as a community in September. We are investing a great deal of time, energy, and resources into preparations this summer. We have implemented several tiers of health and safety enhancements, campus upgrades, curricular measures, and family, student, and faculty supports for the 2020-2021 academic year. While the realities of COVID-19 certainly mean that life at school will look different in September than it did in February, we are confident that, if conditions continue on the same track in New York, we will safely reopen campus to the full community this fall.

We will continue to develop, adapt, and refine our plans and share additional details related to academics, schedules, health and safety protocols, residential life, dining hall and food, busing and travel, and health checks with our school community. The materials contained in this plan represent the coordinated efforts of the Oakwood Friends School COVID Working Group. This group, having regularly met this spring and summer, consists of members of faculty, staff, administration, and the Board of Managers. This group has also collaborated closely with Oakwood parents, students, alumni, our colleagues in the National Association of Independent Schools (NAIS), the New York Association of Independent Schools (NYSAIS), peer institutions, and local and state health organizations and hospitals. These conversations and meetings help ensure that we are developing the most robust, supportive, and adaptive plans possible to resume campus life at Oakwood. Be well and we look forward to engaging with you families this September

What Has Guided Our Thinking?

Three main principles have guided our thinking and planning since the COVID-19 pandemic caused us to suspend normal operations on campus in March:

- prioritizing the health and safety of our school community, both physical and social-emotional
- providing a comprehensive academic experience, including multiple elective offerings
- building community and providing support for student voice and leadership

Oakwood has and continues to closely monitor all relevant health guidance, which has focused on the conditions necessary for the reopening of the state's colleges, universities, and boarding schools. We will continue to monitor these education-based, New York-specific guidelines while also staying abreast of information from the World Health Organization, Centers for Disease Control, and both local and state officials.

Communicating our Plan to Family & Community

Oakwood Friends School maintains a healthy dialogue with its constituency and will leverage all our usual communication methods to convey our reopening plans and safety information pertaining to mitigating the risk of COVID-19 infection. In addition to our website, we send out routine updates to all current families and students. Frequent Zoom calls, phone calls, and emails occur both with grade-level groups and with individual parents and students. Throughout the summer months the internal COVID Working Group meets formally every week to discuss and refine our reopening plans.

Specifically, we will:

- Publish our reopening plans on our website and update them as they evolve.
- Submit reopening plans to the New York State Education Department (NYSED), New York State Department of Health (NYSDOH), and SORIS through the NYSED Portal.
- Provide resources, education, and training on COVID-19 prevention and safety, including information on CDC and DOH COVID-19 guidelines.
- Ensure that students and faculty are trained in how to follow COVID-19 prevention protocols safely and correctly, including but not limited to hand washing, proper face covering wearing, social distancing, and personal hygiene.
- Use verbal and written communication (e.g., signage) to encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, social distancing protocols, traffic flow throughout buildings, and other health and safety protocols as outlined.

What Will Campus Life Look Like?

Ensuring the safest possible campus environment will require some changes to the way we do things at Oakwood. In the truest sense of the word, **community** responsibility and engagement

will be essential:

- Everyone will be expected to wear face masks in classrooms and buildings. Masks will also be required outside in public areas where social distancing (6 feet) cannot be maintained.
- We will modify the way we use a variety of spaces on campus, including classrooms and large public areas, to ensure appropriate physical distancing. Additional classrooms are being constructed, outdoor classroom spaces will be utilized, including a four-season greenhouse, tents, and patio spaces.
- Dining services will look different, with meals served in multiple locations to minimize density and individual portions in place of buffet-style service. 'To-go' lunches will be served for students and faculty to eat in small, socially distanced, groups.
- Large gatherings like Morning Collection, Meeting for Worship, and Community Meeting will still occur, but with appropriate modifications such as usage of multiple locations, simulcasts between buildings, outdoor events, and grade-level breakout meetings.
- Strict guidelines will be in place and clearly communicated to the community regarding specific protocols and steps taken in the event of increases in COVID cases and/or illness within the community.

We understand that adjusting to these changes on campus will take time and feel strange at first, but we have confidence in both the flexibility and resilience of the Oakwood community to embrace the changes we need to make in order to be back together on campus and benefit from the relationships and interactions that make Oakwood life so special. As part of orientation week we will schedule and meet with small groups of students and families, walk through campus, discuss protocol and procedures, answer questions, and help provide a better sense of what a 'typical day' will look like this fall.

Please know that we are making special plans for our newest students, families, and teachers. Every year, Oakwood welcomes dozens of families into the community and every year the school is strengthened by their energy, engagement, and unique perspectives. In many respects, this September will be new for all of us. Having not been on campus together since early March, we will learn and adjust together.

Section I: Health and Safety

Morning Attendance and Start of the Day

Oakwood Friends School is a boarding and day school serving students in 5th – 12th grade. Boarding students reside in two on-campus dormitories and day students arrive via district buses, school-contracted buses, and family vehicles. Four designated morning check-in zones have been established. One for our Middle School students, one for our Upper School Day students, and two locations for our boarding students. Students arriving late will have an additional area to check-in after normal drop-off times. Vendors, contractors, and other visitors who have received permission to be on campus will also have a designated point of entry on campus. All individuals will receive an initial health check upon arrival and will fill out a COVID screening form.

Health Checks

Mandatory Daily Online Screenings

For those entering the building, including students, faculty, staff, and when applicable, contractors, vendors, and visitors, OFS will implement mandatory health screenings to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Upon entering buildings, individuals must have their temperature checked. If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility, or sent directly to a dedicated isolation area to await transportation home.

Our screening program will have the following components:

- A daily, online screening questionnaire filled out at home or immediately upon entry into buildings. (Paper copies will be available for those without email/internet access). The questionnaire will provide a short list of symptoms or situations that might indicate a COVID-19 + status, and the individual will certify whether any apply to them that morning. The short list of symptoms/conditions in the questionnaire will include (but is not limited to):
 - Having knowingly been in close or proximate contact* in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
 - Having tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Having experienced any symptoms of COVID-19, including a temperature of

- greater than 100.0°F, in the past 14 days.
- Having traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

**The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.*

- These forms will be required for all faculty/staff/students, and when applicable, vendors, contractors, and visitors.
- All forms and online questionnaires will be updated periodically to make sure they reflect any updated understandings of COVID-19 as expressed by the CDC and/or DOH.
- The school will not retain individual medical or health information from this online questionnaire. Only the “clear/not clear” status of the individual as determined by the questionnaire will be available to the school or kept on file.
- Any individual “not clear” status will be flagged immediately, and the community member will be asked to isolate in a designated, supervised area as they are assessed.

Procedure and Protocols for Onsite Health Check Ins

- Designated and trained staff members will greet students each morning at the drop-off locations and/or dorm lobbies prior to the start of day.
- Temperatures will be checked via either wall-mounted, automated IR, or hand-held temperature sensors.
- Using 100.0°F as a temperature threshold, a Clear/Not Clear indication will be logged in Oakwood’s morning attendance app.
- Each morning, all the logged Clear/Not-Clear data from the forms and app will be immediately reviewed by the staff responsible for attendance. This review will include follow-up calls to families of children who are not in school that day if those families have not already submitted their daily form and explanation for absence.
- In the case of children who have stayed home, the follow-up call will include a reminder that any child presenting with a fever of 100.0°F or above must stay home for at least three days ‘fever-free’ without medication and have written clearance from their healthcare provider.
- Reporting of any “not clear” statuses (of children who have been turned away or have stayed home) will be assessed by designated school personnel for follow-up according

to DOH guidelines.

Positive Screens

Day Students:

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, will immediately be sent home with instructions to contact their health care provider for assessment and testing. Students who are being sent home because of a positive screen (e.g., onset of any COVID-19 symptoms) will be immediately separated from other students and supervised in a safe, contained area under the nurse's direction until their parent/legal guardian or emergency contact can retrieve them from school. When possible, the school nurse will provide such individuals (or their families) with information on health care and testing resources. The school will immediately notify the state and local health department about the case if the individual's diagnostic test results are positive for COVID-19.

If an individual's responses to any of the screening questions changes, such as if they begin to experience symptoms during school hours they must report immediately to the nurse's office or designated individual for follow-up. After school hours, for our boarding students, any changes, or onset of, symptoms should be reported immediately to the designated residential dorm staff, who will immediately alert the school nurse. Teachers and residential staff will receive training prior to the arrival of students regarding COVID-19 symptoms, reporting protocol, and student health/safety supports.

Domestic and International Boarding Students:

Protocols for domestic boarding students are identical to day students with the exception that the students will remain in a single dorm room under the care of the school nurse and designated dorm supervisor until such time that they are picked up by family, designated emergency contact, or designated responsible party, and subsequently cleared by their health professional. If boarding students are suspected COVID(+), there will be designated wings of the dorms separated from the rest of residential students.

OFS will follow the local DOH requirements for determining when any community member who screened positive for COVID-19 symptoms can return to the in-person learning environment. At a minimum, a return to school will require documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution.

Protections for Individuals Conducting Screenings

OFS will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities will be trained by

individuals (identified and approved by OFS) who are familiar with CDC, DOH, and OSHA protocols.

Screeners will be provided and use PPE, which includes proper masks, and may also include gloves, a gown, and/or a face shield.

Staff and Student Testing

Following recommendations by the CDC and NYSED, at this time, OFS does not require routine mandatory COVID-19 testing or antibody testing of students, faculty, and staff as a screening mechanism. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health. OFS may, however, require testing to prove that an individual who has previously tested positive for COVID-19 while at school is “clear” to return to the building. Furthermore, OFS may require a COVID-19 test for students to return to the dorms if they must leave the dorm community during the academic year for a weekend or vacation period.

As testing capabilities increase regionally and the turn-around time decreases, we will revisit the possibility of increased and routine testing.

Management of Ill Persons

OFS has developed protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols include:

- A dedicated area supervised by the nurse and other designated and trained school officials to isolate students, faculty, or staff with symptoms of COVID-19 from others until they can go home, to a healthcare facility, or be cleared for return to classes, depending on severity of illness.
- Plans to ensure that suspected symptomatic students who are waiting to be picked up remain isolated from the rest of the community and under the supervision of a staff member who is socially distanced.
- PPE requirements for the school nurse or other designated staff caring for sick individuals, which include both standard and transmission-based precautions.
- When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection.
- Cleaning and disinfection as specified by CDC guidelines.
- Development of protocols to care for students with asthma that reduce the need for nebulizers or suction or make provision for the use of these items in a safe location, since they are aerosol-generating procedures.

Immediate-Response and Cleaning Protocols

If COVID-19 cases are discovered at school, the immediate response will include closing off areas or classes where individuals were infected and engaging in a process of “deep cleaning” either in the affected area, portions of the school, or more broadly the entire school, as determined in consultation with DOH guidelines or conversations with our local DOH contact.

We may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

Contact Tracing Support

Knowing that current members of the OFS community have the best working knowledge regarding students and staff, several members of the current staff and administration are trained as certified Contact Tracers. These individuals include the Dean of Students and the School Nurse.

In the case of an individual testing positive, OFS is required by NY State to support the DOH in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. OFS is also required by law to cooperate with state and local health department’s isolation and quarantine efforts.

Whereas State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, OFS will be responsible for notifying faculty or families of students that they have come into close or proximate contact with a person with COVID-19. Please note that medical privacy laws explicitly prohibit OFS from revealing the name of the individual who has tested positive for COVID-19. We may only reveal that the individual has come in close or proximate contact with an unnamed person, and how we came to know this information (school tracking systems, governmental contact tracing, or another mechanism).

Returns to School

If a person screens positive for COVID-19 symptoms (including a fever over 100°F) they may not return to school until:

- 14 days after they had a fever of 100°F.
- They have provided documentation from a health care provider evaluation.
- They have received a negative COVID-19 test result.
- Symptoms have resolved.

If a person is diagnosed with COVID-19 by a healthcare provider, based on a test or professional diagnosis, they cannot be at school and must stay at home until:

- They provide documentation that they have been released from isolation/quarantine by their healthcare provider

If a boarding student is experiencing symptoms of COVID-19, they will be moved to an isolation dorm room with separate bathroom in an empty wing of a dorm while the following takes place:

- A parent or stateside guardian will be contacted to make plans to pick up the student.
- The adult picking up the student will contact the student's physician for a screening appointment, and potential COVID-19 testing.
- If an international student does not have a local physician associated with their guardian, the school nurse will make an appointment for the student to be assessed.
- In the event of a positive COVID-19 test, the student will follow the guidelines noted above.
- In the event of a negative COVID-19 test, or the diagnosis of a different illness, the student will follow the guidelines outlined above.
- Immediately upon the onset of COVID-19 symptoms, the remaining students on the floor of the affected student will begin to quarantine in their rooms - moving to remote learning and food delivery by the dining hall.
 - These students will self-quarantine in their rooms for 14 days unless the affected student receives a negative COVID-19 test.
 - A negative COVID-19 test allows the other floor residents to return to classes.
 - These students do not need to move to the isolation dorm rooms unless they begin to exhibit COVID-19 symptoms.
 - After 14 days with no symptoms, the floormates of the affected students may return to class and their normal daily routine.

Face Coverings & Personal Protection Equipment (PPE)

Who Must Wear Them and When?

All persons inside one of OFS's buildings must wear masks. This rule applies to everyone. During indoor classes all faculty and students must be wearing masks. This mandate includes passing time between classes and during study halls and student/faculty office hours.

Several cloth masks will be provided to all students, staff, and faculty. A large supply of one-use

masks are available to guests and community members who do not have a mask on hand and need to enter a campus building. In addition, we request families to provide a minimum of an additional five PPE facial coverings for their students.

Individuals are always expected to have their masks with them even while outside, as they must be prepared to put them on if someone else who is unmasked is unexpectedly unable to socially distance.

PPE training and Best Practices

- All community members will undergo training in proper usage and the reasons why PPE is essential.
- Residential faculty will work with dorm students in developing weekly routines revolving around proper cleaning of their reusable masks and hygiene in general.

General mask-wearing exceptions are outlined below.

- In outdoor classrooms, patios and open field spaces where social distancing of 6' or more can be maintained.
- Staff and administration, when alone in their offices.
- Teaching faculty when alone in their classroom spaces after 3:30 (prior to evening deep cleanings and after students and other individuals leave these spaces for the day).
- A student who is having difficulty breathing should immediately be given a mask break and if the difficulty continues, be evaluated by the nurse. During these breaks, faculty should accompany the students outside and evaluate if the situation necessitates the nurse or if the student can return to class.
- Students may remove their mask to eat if it is done in an area of the school determined to have the appropriate capacity for social distancing during mealtimes.
- A teacher has discretion to determine whether or not it is safe for a child to remove their mask, as all teachers receive training on COVID-19 specific hygiene.

What Types of Masks and Protection are Appropriate?

General Guidelines

Acceptable face coverings for COVID-19 include but are not limited to multi-layers cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used except in combination with an acceptable mask.

Faculty and students may use face coverings that are transparent at or around the mouth for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., circle time, speech work, or speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

Provision of Masks

OFS will provide all students, faculty, and staff with a provisional supply of reusable cloth masks. Each family is encouraged to purchase or make five cloth face masks (one for each day of the week) per child to reduce environmental waste. Face masks should be labeled with the child's name or initials, so it is clear to whom the mask belongs. Residential Staff will work with the boarding students on proper care, cleaning, and usage of masks.

For children, faculty or staff who forget their masks, the school will have a supply of disposable surgical masks on hand (adult and child-sized) that community members can use at no charge.

Face masks should be washed, disinfected, or replaced after each day's use and must not be shared. Students and families should take responsibility for maintaining their individual face coverings. The CDC provides guidance on its website for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

OFS will provide all students and faculty with training on how to adequately put on, take off, clean (as applicable), and discard PPE, including face masks.

Hygiene

Handwashing

OFS follows all hygiene requirements as advised by the CDC and DOH. These include:

- Training all students, faculty, and staff on proper hand and respiratory hygiene, including providing information to families and guardians on ways to reinforce this at home.
- Creating extra time in the schedule for handwashing, especially after restroom breaks, recess, using shared equipment, passing times between classes, P.E. classes, advisory periods, or other special activities and outdoor community events.
- Installing multiple touchless hand sanitizer dispensers throughout the school filled with at least 70% isopropanol (or 60% ethanol) alcohol-based sanitizer for areas where handwashing is impractical.
- Providing hand hygiene stations that have soap, running warm water, and disposable

paper towels.

- Providing hand sanitizer, wipes, automated dispensers in common areas or near shared workplace items (copy machines, computers).

Cleaning & Disinfection

The school's custodial staff is primarily responsible for cleaning and disinfection. A comprehensive COVID-19-specific cleaning plan per guidelines has been developed. Per DOH guidelines, custodial staff will keep logs that include the date, time, and scope of custodial cleaning and disinfection.

In addition to the work of the custodial staff, classrooms and common areas will be stocked with child-safe, CDC-approved disinfectant spray so that students and teachers can also contribute to cleaning efforts at periodic intervals during the day. Extra time has been built into the schedule for hygiene maintenance - both handwashing and the disinfection/cleaning of surfaces.

The following extra steps will be taken in classrooms, bathrooms, offices, and common areas:

- Touch-free amenities, such as towel, soap or hand sanitizer dispensers have been installed in campus buildings as well as several water-bottle refilling stations.
- Students, faculty, and staff are encouraged to bring their own labeled water bottles for refilling.
- In general, shared materials have been minimized. However, shared items (hallways, door handles, railings, bathroom and entry/exit doors, lunch tables, gym equipment, etc.) will be cleaned and disinfected by the custodial staff daily. Between these cleanings, supplies are publicly available, and training will take place, to encourage student/faculty cleaning of these necessary shared spaces multiple times during the day.
- Students will each have their own personal classroom supplies (of pencils, crayons, paper, etc.) that they will draw from rather than using common materials. Each child's supply will be labeled and stored in a method that ensures separation of materials. The school will supply some of these materials. Families will be instructed as to what academic supplies they are expected to provide.
- Middle School students will have a designated school-day Chromebook. These devices will be used to access classroom material, Google Classroom, and other coursework. At the end of each day, the individual Chromebooks will be returned for charging and cleaning.
- Materials and tools used by staff or employees are regularly cleaned and disinfected

using registered disinfectants. If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, OFS will supply disposable gloves and/or place limitations on the number of employees using such machinery.

- Custodial staff will keep logs that include the date, time, and scope of custodial cleaning and disinfection.

Food Service

OFS contracts with a third-party food services company, Brock Food Services. Brock was founded in 1927 and services dozens of schools throughout the northeast and mid-Atlantic region. Brock Food services adheres to the highest standards of health and hygiene protocols. Employees working in the OFS dining hall and kitchen will adhere to all OFS policies as well as all Brock health and safety procedures. All Brock employees will undergo daily health checks, wear PPE at all times, and coordinate with Brock headquarters and OFS administration to ensure protocols are being followed.

- For the fall trimester breakfast, lunch, and dinner service will shift from a buffet style, self-serve environment to an 'order to go' in which Brock employees will package and provide individual meals to students, staff, faculty.
- Students will use an online forms to select meal and dietary preferences in advance.
- Middle School students will have lunches delivered to designated areas during their scheduled lunch times and Upper School students will pick up 'to-go' lunches in a scheduled and staggered fashion during designated lunch times.
- Students will have several designated areas in which they can eat their meals throughout campus.
- Dinners: with a smaller boarding population, OFS will have multiple dining hall shifts to allow for socially distant meals for students and on-campus faculty in the dining hall. Some dorm cohorts may also choose to eat in the dorms.

Meal Health and Hygiene Protocols

Teachers will:

- Always wash their hands before helping students with any snack or meal.
- Be alert to hygiene protocols during all mealtimes.
- Model appropriate social distancing and hygiene while eating with children.
- Remind students of safety rules at mealtimes.
- Always wash hands before resuming work after a meal.

Students will:

- Always wash hands before and after meals.
- When possible, eat outside in one of several designated outdoor classrooms and open spaces.
- Eat meals socially distanced in designated outside and inside spaces each day.

The entire school will:

- Wash hands before and after eating.
- Sit a minimum of six feet apart while eating indoors.
- Eat outside whenever possible.
- Refrain from sharing food of any kind with each other.

Restrooms

- Restrooms will be cleaned and disinfected frequently during the day, following recommendations established by the DOH.
- Signage will indicate which restrooms are single-occupancy, gender neutral spaces. Supplies will be available and community members will be expected to wipe down used spaces after each use
- Restrooms designed for multiple people will be limited to half their usual capacity. Signage demarking the maximum capacity will be posted on doors.
- Wherever possible given ADA compliance rules, OFS will install barriers between toilets and sinks to reduce the risk of aerosolization, particularly in the dorm spaces, where bathroom, shower, and sink usage is greater.

Cleaning & Disinfection After a Suspected or Confirmed COVID-19 Case

In the event an individual at the school is confirmed to have COVID-19 while at school, OFS will immediately:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If waiting 24 hours is not feasible, we will wait as long as possible to allow aerosolized particles to settle.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Reopen the area once it has been appropriately cleaned and disinfected.

If more than seven days have passed since the person who is suspected or confirmed to have

COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Social Distancing

OFS will strive to maintain appropriate social distancing (minimum 6 feet desks on center, up to 8 feet on center when possible) between all individuals while in school facilities and on school grounds, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household. Mask-wearing by all individuals while inside buildings, classrooms, and hallways, along with barriers (sneeze guards, e.g.) will also help address cases where six feet of distance cannot be maintained.

Creation of Cohorts

OFS has always valued our relatively small class sizes. When possible, the small classes will allow us to make each class its own “cohort” with a specific schedule and space that has minimal overlap with other groups. Academic-day cohorts will be organized at the Middle School level. When cohorting is used, the same social distancing policies will apply in classroom and dorm spaces. This will, however, reduce the risk of COVID-19 propagation and allow for more rapid and efficient response in the event of infection.

Dorm Spaces: In dorms, students will be grouped into cohorts based on location and building. Each cohort will have exclusive access to a bathroom and hallway spaces. Lounge and kitchen spaces are shared between cohorts, and thus PPE must be worn in these areas. Cohorts in the dorm serve a purpose to reduce risk of transition in the event of COVID+ students.

In the event of COVID+ response or suspicion within a cohort dorm group, the students will collectively adhere to health and safety policy protocol.

Space Configurations

Space configurations and usage will change for the duration of the COVID-19 period. Some of the changes include:

Classrooms

- Desks moved to be as distant as possible, (minimum 6’ on center) and all facing one direction so that students sit side-to-side rather than facing one another.
- Shared surfaces or workstations will be disinfected daily, with high traffic areas more often.
- Outdoor classroom spaces provided in the form of tents and sheltered terraces, with moveable floor desks/seats provided.

- Reconfiguration of large gathering spaces with reduced capacity.
- Construction of new interior classroom spaces.

Common Areas

- Students will be encouraged to eat in available outdoor spaces whenever possible.
- Larger spaces, such as the Meeting Room, Theater, Gym, Lower Library, Upper Library, etc. will be configured with socially distanced desks, chairs, tables, and benches. These spaces will be used for a combination of class meetings, academic space, lunch gatherings, and study times.
- Hallways and exterior doors will be designated as “one-way traffic only,” and marked accordingly with ‘Entrance/Exit’ signage and directional graphics on the floor.
- Staircases are designated up or down.
- Social distancing signage and floor signage will help reinforce proper spacing and directional traffic flow.

Music, Wind Instruments, Sports

Whenever possible singing, the playing of wind instruments (including orchestral instruments and classroom recorders/flutes), as well as all activities requiring vocal projection and/or aerobic activity producing heavy breathing, will be performed outdoors.

When weather does not permit being outdoors, a distance of twelve feet in all directions is required between individuals, with spacing marked out on the floor of a large gathering space such as the gym and theater. When indoors, modified programming will exclude certain instruments and activities. All persons playing wind instruments should wash their hands immediately following their instrumental play.

Arrival, Departure, and Scheduling

OFS has planned four designated areas for morning arrivals to be health screened. Dorm students will be screened each morning as they leave the dorm space. Middle School students will be screened at the entrance to the theater/gym. Upper school day students will enter the main building through the north entrance for check-in and morning health screenings.

All arrival times should occur from 7:30 AM and 8:15 AM. Students arriving after this time (due to unavoidable circumstances such as traffic) will be greeted at a designated ‘late arrival’ location for check-in and health screening.

Families should plan to be punctual in their arrival and pickup times. Late morning arrivals for day students will create additional complications and should be avoided. Morning appointments should not be scheduled for students unless the student will be staying home for

the rest of the day after the appointment. Students are not allowed to come to campus late due to any sort of off-campus appointment. Dentists, doctors, and other appointments should be scheduled in the afternoons for early pick-up.

Parents dropping off students will be asked to remain in their car during drop-off and pick-up. In the rare event that parents that need to come into school buildings, it is requested that they obtain approval beforehand and they will undergo the same check-in and health screening as other invited guests.

Any needed communication between parent/guardian and the school will go through the Main Office (845)-462-4200 during the academic day and the Administrator on Duty (845-518-6355) after business hours (weekdays after 5:00 PM and on weekends.)

Middle School: Lunch, snack, and recess times will be staggered so that each class has time outdoors, as well as safe and well-ventilated places to eat. Sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household.

Upper School: Lunch, snack, and passing times will be similarly staggered so that each class has time outdoors, as well as safe and well-ventilated places to eat. Sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household.

Finalized schedules will be released at the end of August.

Social Distancing Considerations for Faculty and Staff

In general, faculty and staff schedules will be arranged to minimize non-essential group gatherings and meetings. Weekly faculty and department meetings will occur via the Zoom platform. Parent/teacher conferences will also shift to the Zoom platform so that only faculty members who are needed on a given day are required to be in the building. If it is necessary that a staff or faculty member not be physically present at the school, individuals will work remotely.

Other changes include:

- The reconfiguration of the faculty lounge to accommodate socially distanced chairs and desks instead of sofas and group tables.
- The reconfiguration of shared faculty and staff offices to allow for social distancing within the space. If the size of the space makes this impossible, faculty members may be

reassigned office space as much as possible in an area that allows for proper distancing. Faculty/staff should only be present together in small spaces (elevators, storage closets, small offices, or tutoring rooms) when it cannot be avoided.

- All faculty, committee, and board meetings will happen remotely until further notice, except when social distancing can be maintained appropriately for smaller groups.
- Non-OFS employees, including outside tutors and other private service providers are not permitted to provide in-person services inside the school buildings without prior authorization, proper health screenings and use of PPE.

Metrics Used in Decision-Making

During the coming year, there may be times when we are ordered to shift to a remote learning model or otherwise change our program in response to COVID rates. The State has established metrics that they will use to order a regional or state-wide lockdown and we are required to follow them.

However, there may be situations within our own county, neighborhood, or school community when community spread of COVID-19 needs to be addressed. Under guidance from the State and local authorities, OFS has identified the following policies to help us track and trace the level of transmission in the school setting, so that we can responsibly provide for the health and safety of our students, families, faculty, and staff. Local Dutchess County tracking of total active case and regional percentage positive rates are updated daily [here](#).

Metrics for Quarantining a Class

When possible, students will be grouped in cohorts to allow for fewer opportunities for cross-exposure, and easier containment of the virus if there is an outbreak. Cohorts will be more effective in certain dorm configurations and in the middle school than in the upper school where schedules and numbers make it difficult.

If a student from a given class is confirmed to be COVID-19 positive, campus contact tracers will notify the community immediately and as appropriate under the most updated guidelines. In keeping with current guidelines, individual information will be kept in strict confidence. See “Contact Tracing Support” for more information. And while names will not be shared with the community, communication will indicate the COVID(+) result within the school community. Individuals deemed to be within proximate distance to the infected individual will quarantine until cleared by their healthcare provider.

The community will be alerted that we have entered “watchful” mode. The school may take extra precautions in the form of increased cleaning, changes in school schedules or space use,

etc. during this time to further mitigate the risk of spread.

If the student who tested positive has a sibling in a different class, the sibling will also self-quarantine for two weeks; however, the sibling's classmates will not need to quarantine unless the sibling themselves tests positive.

In the case of sickness but no positive test, the community will not be alerted until such time as a positive result comes back from a quarantined student.

Students who present with symptoms of COVID-19 during a period of self-quarantine need to follow the procedures for returning to school as directed by school policy and direction from their healthcare provider.

In the event a full-class quarantine is called for by medical professions, class lessons will continue remotely. However, there may be situations in which teachers themselves fall sick, in which case OFS will make every effort to find substitute coverage.

Metrics Used for School-Wide Decisions

In deciding whether to close the school campus and enter a phase of remote learning, OFS will use the following metrics (either alone or in combination, as circumstances suggest):

- Over 9% OFS' students and employees are under healthcare provider directed two-week quarantine or isolation.
- Local Dutchess County regional percentage positive rates exceed 5% for seven-day rolling average, indicated [here](#).
- Attendance, including both remote and in-person, falls to below 80% of the total school population for a three-day running average total OFS school population (students and faculty/staff)
- Self-reported "not clear" ratings as submitted on OFS daily health screening forms by both in-person and at-home students & faculty/staff reach 20% of the total school population on a single day or 10% over a five-day period
- Senior administration makes the determination that we cannot effectively staff our school programs safely and/or effectively due to high levels of OFS faculty/staff absent and/or unable to perform their duties.
- Our larger community (Hudson Valley) rate of new cases, as determined by the DOH-published rolling 7-day average, exceeds 9%
- The percentage of students learning remotely reaches a level in which Administration determines that the entire student body would benefit from the distance learning

model rather than the hybrid (classrooms being filmed, etc.) model.

- It is determined by senior administration, at any time, that the shift in infection rates within Dutchess County and/or the greater New York region, warrant a shift to remote learning

Section 2: Social-Emotional Well-Being

To quote the NY State Education Department, “Social emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.” To that end, OFS is working to support students during this COVID-19 period in different ways.

Support Team

OFS has a strong social-emotional multi-tiered support system in place.

- School Counselor: OFS has a full-time counselor who lives on the campus. This faculty member meets 1:1 with several students a week and provides resources, and support to the larger community including faculty and parents. The Counselor also connects families with additional outside social/emotional and mental health supports as needed
- Student/Faculty Advisory Groups: Advisory groups of 4-5 students meet weekly with their faculty advisor. During these meetings, the group discusses areas of strength and stress and develops plans of support as needed.
- Certain students also benefit from counseling through their IEP/IESP provisions. OFS has a designated Academic Support staff of four who work closely with students with diagnosed learning differences. These supports occur both during the academic day and during evening study times in the dorms.
- International Students: OFS has a full-time international student coordinator who works closely with our international students and families. Several times a term, Zoom calls are organized with families, faculty and advisors to discuss the progress of their students. Dorm parents and faculty advisors play a key role in support of our international students who are living and learning far from home, many residing on campus the entire year before returning home for the summers.
- Weekly ‘students of concern’ meetings occur at both the full-faculty/division-level meetings and within an administrative team level. During these meetings, student support strategies are discussed for those students observed to be struggling in school, at home, or with friends.
- Residential Program: Residential dorm parents live both in the dorms and on the campus. These trained faculty work closely with the students in the dorms every night, providing supervision, support, conversation, and friendship.

Community Support and Programming

We have worked hard this spring and summer to maintain a high level of community program

support, both in-person and at a distance. Several times a term, community-wide programming (student/faculty/families) occurs. These programs have included and are not limited to social/emotional support during times of COVID, navigating society in times of political turmoil, anti-racist work, support of marginalized groups, teen depression, and healthy life choices. A faculty social justice working group has met regularly over this summer and will interface with student groups this fall to support continued dialog and work. Faculty, students, and parents have engaged in anti-racist workshops this spring and summer and will continue this important work throughout the year. Topics have ranged in focus from Undoing Racism, to De-centering Whiteness, to micro-aggressions in the classroom. We see this Diversity, Equity and Inclusion work that our school engages in as part and parcel of our COVID supports.

In addition to these curricular measures, we are fortunate to be able to continue our support in the arts, music, and theater both remotely and in-person. Aspects of the arts-based curriculum serve to allow children ample ways to process their grief, anxiety, and anger (and have fun). OFS is committed to continuing education in the arts during distance learning and is evaluating all aspects of the program to ascertain if they can successfully fit into this model. The arts are integral to our school life and are recommended by trauma-informed approaches to education. We are committed to maintaining as many of these subjects in the curriculum as possible, in a manner consistent with COVID-19 guidelines.

School Procedures & Teacher/Staff Professional Development

In addition to our curriculum, we will provide support for students and faculty to process reactions to COVID-19 in the upcoming school year by:

- Beginning the school year slowly, with ample time to re-orient students to the “new normal,” give them time to unpack and process the previous sixth months and focus on rebuilding the social fabric of the classroom.
- Offering support to faculty, as well as families, through individual appointments with our school counselor, college counselor, administration, and department chairs.
- Professional development for teachers regarding strategies for effectual in-person, hybrid, and remote learning.
- Faculty orientation work focusing on student and personal supports during and after COVID
- Processing and discussing the extreme social unrest many neighborhoods and the country have experienced.
- Professional development for teachers around identifying signs of depression, anxiety, and trauma in children of different ages, and how to appropriately refer them to support staff for follow up.

Section 3: Facilities

Utilization of Space

OFS is fortunate to reside on a 55-acre, 22 building campus with ample space to ‘spread out’ both inside and outside. Outdoor patios, the four-season greenhouse and exterior Middle School courtyard spaces are being utilized as outdoor classroom and gathering spaces. Event tents erected around campus will provide additional space for students/faculty to gather for lunches, meetings, and socialization at a distance. The gymnasium and newly renovated theater space will provide additional classroom space during the academic day. In the library a new classroom space is being constructed to accommodate additional classes. In these existing spaces, we are making sure they conform to NYC DOH guidelines for capacity, as well as being retrofitted or upgraded to improve utility

Safety Drills

OFS maintains an internal guide for conducting drills which strictly adheres to NYS guidelines as to frequency and type of drills to be performed each year. These guidelines are being reviewed this summer and updated before the start of the 2020-21 school year to take into account social distancing requirements by, for instance, indicating that students and faculty are to maintain a distance of six feet when they gather on the sidewalks outside for our attendance count, and by reviewing where each class should gather in order to preserve maximum distance. The guidelines are being reviewed for fire, shelter-in-place, and lockdown drills.

Ventilation & Personal Sanitation Upgrades

Most academic buildings are heated and cooled by forced-air HVAC systems. OFS’ facilities director is coordinating with local consultants to maximize fresh air flow and purification in these spaces utilizing appropriate MERV filters, UV lighting, maximizing fresh air intake, opening windows/doors and installation of intake and exhaust fans in classrooms and offices. In areas with more limited air circulation, we will open doors and windows as we are able and provide HEPA filters in high-risk rooms such as the nurse’s office.

Dozens of touchless hand sanitizing stations have been installed throughout campus in high traffic areas, including classroom entrances, bathrooms, hallways, offices, and dorms. Additional approved cleaning supplies are stocked in each restroom and the 25+ bathroom spaces have additional cleaning supplies and approved dividers between sinks when appropriate. When possible, bathrooms are being transitioned to single occupancy.

Section 4: Transportation

OFS day students arrive to campus via car, Metro North train, local district busing, and contracted buses. A recent parent survey indicated that 85% of the population is willing to transport their students to school via car instead of bus if necessary. If this remains the case, transportation concerns decrease. If this is not the case, we have identified the following internal steps we can take to ensure the safest possible travel and transportation of our students:

- Require all students who ride busses to wear masks when seated, standing, or getting on and off the bus.
- Require all students waiting for the bus to socially distance.
- Encourage (through our weekly family emails, school handbook, and other forms of communication) any faculty and families who can to walk, bike, or drive to school.
- Encourage the formation of “carpool routes” among cohorts of students—in which families with cars take turns doing a route to pick up and/or drop off 3-4 children from their child’s cohort.
- Coordinate with OFS custodial staff to deep clean the three Oakwood buses and three school vehicles after every usage.

In addition to these measures we will of course work with the district and contracted buses when their guidelines are released for non-public schools, including:

- Educating students and families who utilize buses or public transportation about safe ridership, including mask wearing, social distancing, and complying with other Metro North train guidelines.
- Providing staggered seating for buses to the best of our ability.
- Making sure our staff who interact with busses are properly trained in any new procedures and requirements.

Section 5: Fiscal and Data Collection Compliance

OFS will continue to collect data and provide fiscal and other information as required by the State.

Attendance

The school collects attendance data every day, both for in-person and online settings. Attendance records are collected and maintained as outlined in accordance with best practices and approved by the New York Association of Independent Schools (NYSAIS). Students and families who are absent from morning check-in and health checks will be contacted by the designated individuals each morning after the first period.

Chronic Absenteeism

OFS will work to identify any children at risk of becoming chronically absent due to sickness, family situation, or other circumstances, reaching out to families and providing educational support services that include:

- Check-ins with the class teacher to provide work at a rate and level that is appropriate to the student's situation.
- Additional support from our Academic Support team, if needed.
- Help arranging or altering any DOE-related services to which the child is entitled.
- Help in obtaining the necessary technology to ensure continuity of learning.
- Appointments with our school counselor who can refer out to additional services, as needed.

To achieve these goals we will use phone, email, Zoom, and other socially distant platforms to engage and converse with family members and students who are experiencing difficulty.

Section 6: School Schedules

The OFS school schedule for 2020-21 takes safety as its first priority, then social-emotional wellbeing to lay the foundations for learning, and then academic skill building, maintenance, and continuity of learning support services.

In general, our three scenarios (In-Person, Hybrid, and Remote Learning) are designed to be relatively seamless, in grades 5th-12th.

In-Person/Hybrid

These learning models complement each other and given current conditions, are the planned model for September opening. The hybrid aspect will support students who are not able to or choose not to attend school in-person for COVID-related concerns. Classrooms will be equipped so that teachers can stream/record direct instruction to students who are learning remotely, when the method of delivery lends itself to digital capturing. Students engaged in work from home will be expected to attend all classes synchronously and engage in scheduled advisor meetings, community discussions, and special lectures. If students working from home cannot attend synchronous events or lectures, best effort will be made to record all classroom lessons for viewing asynchronously. Grades 5th-12th use the Google Classroom platform and students will have access to assignments, teacher feedback, and other course materials. For students with technology issues or that lack the necessary hardware, best efforts will be made to supply a device to students for home usage. International student supports will be similar to hybrid support for domestic students in this model. Cognizant of the time- zone differences, international students will take advantage of the recorded Zoom lessons, while being expected to log into specific 'live' sessions when schedules align.

Remote Learning

If the school decides, or is required, to shift fully to a remote learning model, students will follow an altered remote-learning schedule. Currently, OFS plans to have all students begin with the in-person/hybrid model and move to a planned remote-learning model in the three weeks between Thanksgiving Vacation and Winter Break. Prior to students' scheduled return to school on January 12th, the school will communicate with families as to whether we will continue remotely or return to the in-person hybrid model. **In-person/hybrid and remote learning schedules will be available to families and faculty by the fourth week in August.**

In-Person/Hybrid Instruction – Schedule Overview

Five days a Week

Academic Day

Both the Middle School and Upper School plan to offer synchronous in-person/hybrid instruction five days a week this fall. The academic day begins at 8:30 AM with an all-school meeting (occurring in multiple locations and connected through technology). OFS is aware that students and faculty will need additional time between classes as well as time outside, and the schedule and class times will be adjusted to accommodate.

Extra-curricular and Sports Time

This fall the school will continually assess our ability to support approved sports/activities/extra-curriculars from 3:30 - 5:00 PM. Our ability to provide extracurriculars will be guided this year by DOH guidelines as well as common sense preventative measures. For the first four weeks of the fall term, there will be no sports or on campus extracurricular offerings. Day students will go home at 3:30 PM, while the boarding students will engage in a modified afternoon program. While the entire community adjusts to new schedules and protocols, we will focus our energy and efforts on the academic day programming. As conditions allow we will adjust and expand our after-school and sports offerings.

Cohorts

Academic Daytime

Where possible, students and faculty will be grouped into cohorts. The middle school 5th grade class, a self-contained class, will exist as one cohort. The rest of the Middle School (6th-8th) will exist as grade level cohorts with shared teachers. In the Upper School, the variety of schedules, coupled with grade and class sizes make cohorting difficult.

Residential Life

The boarding students reside in two dorms on campus. These dorms will be broken into residential cohorts by floor and wing. Each cohort will have a shared lounge space and designated bathrooms, showers, and laundry. Cohorts will eat meals as a group with designated faculty supervision. Even within cohorts, the expectations in the dorms will be that students and residential supervisors wear PPE at all times in shared spaces and when social distancing is not possible. Only boarding students, residential life faculty, designated administration, and maintenance will be allowed in the dorms to minimize exposure.

Section 7: Technology and Connectivity

Access to Technology

OFS is conducting surveys of its parents and faculty to determine what access they have to technology and the internet. We worked with families and faculty already last spring to make these determinations (and in more than a few cases, had helped families and faculty access the technology they needed). However, since places of residence and family/faculty circumstances may have changed, and new families are being welcomed, we will conduct several further surveys with the community. These surveys will cover not only technology, but also access to other school- and health-related supplies needed for a successful school year.

Students who lose access to technology during a period of remote learning, will be accommodated to the best of the school's ability with alternate methods of proving their mastery of material.

Platforms

The pivot to online learning presented OFS with a challenge that will have lasting effects on our school infrastructure. One of the positive outcomes has been the expansion in usage and understanding of Google Classroom as an online platform for teachers to communicate with families and upload assignments that guardians and older students can access in a single place. A second positive outcome involved the successful implementation of the Zoom platform as a means of productive and engaging in online coursework with both our domestic and international students.

Our tech team is evaluating possibilities this summer and working closely with faculty on implementation and training on both platforms and curricular apps.

Education for Families and Teachers

Last spring, our tech team did a tremendous job providing support for both families and teachers as we pivoted rapidly to remote learning. Having maintained successful Google Classroom and Zoom platforms, the tech department is now assessing multiple ways to enhance the distance and hybrid learning environment. Significant time and resources are being invested this summer in the purchase and testing of additional IT hardware ranging from additional document and web cameras to procurement of additional Chromebook for students, and laptops for faculty when needed.

Similarly, teachers are well-equipped for remote learning. Tech staff have allocated time to work with teachers who are experiencing tech difficulties.

Professional development on the instructional side of remote learning has occurred throughout the spring and summer months and will continue through the fall. Over the past five months faculty, administration, and staff have engaged in over fifty online workshops and professional development sessions hosted by numerous professional educational organizations. As a full faculty, OFS engaged in a three-session Zoom workshop facilitated by an expert in digital media and distance learning models. Throughout August, teaching faculty will be meeting by department to further develop best practices and techniques for distance learning.

This summer we plan to develop training and Zoom sessions for families to help facilitate their move to remote learning if/when it's needed

Section 8: Special Education

As educators and policy makers across a wide range of fields have rightly noted, students with special needs and/or learning differences need extra attention and prioritization in the coming year. OFS is fortunate to have a strong Learning Support program in place already, and we expect to make full use of it in any of the three learning scenarios we might encounter this year. In fact, as evidenced during the spring term of remote learning, several of our students with diagnosed learning differences reported a benefit from the remote sessions and direct focused contact with their teachers 1:1 or 1:2.

Structure of our Academic Support Program

OFS has a robust learning support program comprised of two overlapping pathways/resources:

- The work of our in-house Learning Support Specialist, a faculty member with dual degrees in elementary education and special education who provides:
 - Individual and small group instruction.
 - Regular assessments of students in certain grades to flag any who need follow-up evaluations and/or services.
 - Observations and suggestions to teachers for differentiated instruction.
- The work of Academic Support Faculty, and the ASC Director in particular, dedicate their time to:
 - Overseeing and coordinating referrals for learning difference evaluations and following up on subsequent paperwork and meetings.
 - Providing support for families during IEP meetings.

Special Education Across the Three Learning Scenarios for 2020-21

During the 2020-21 school year, OFS will work hard at maintaining supports for our Learning Support students by continuing to work via each of these pathways in whichever learning scenario we find ourselves: in-person, hybrid, or online.

In periods of in-person learning, our regular Academic Support plans will proceed as usual.

In periods of hybrid learning, our Academic Support faculty will continue to provide support to teachers and students both in-person and remotely. The Academic Support Director will work

with families and faculty to ensure the smooth continuation of services to the best degree possible, including the transition of services to an online setting.

In periods of online learning, the Academic Support program will function completely online via Zoom, phone, and other digital means.

Section 9: ELL Services

OFS assesses all incoming international students for language proficiency in reading, writing, and language. Should incoming students require additional instruction, they will enroll in a course designed to provide English as a Second Language (ESL) support. Students will be supported across all three learning models.

Section 10: Staffing & Human Resources

COVID-specific HR Considerations

OFS has updated its 2020-21 *Faculty Handbook* with a COVID-19-specific addendum covering points of HR policy as they relate specifically to the pandemic. Copies are available for employees through the Business Office at the school and are shared digitally with all faculty and staff.

Staffing needs that cannot be filled by existing full-time teachers will draw from part-time faculty and substitute teachers who are being interviewed throughout the summer months.

Professional Evaluation and Development

Evaluation plans were disrupted by COVID-19 this past spring. As an interim measure, conversations with HR, administration, and department chairs are ongoing regarding formalized faculty/staff evaluations.

In the upcoming school year, HR will meet with administration to review current evaluation methods with a view towards instituting a process that is more formalized and inclusive of colleague feedback. As we work towards refining these new policies, OFS will supplement this work with evaluations performed on an as-needed basis, with a view towards implementing the new performance review policy in either spring or fall of 2021, as the pandemic situation permits.

Faculty, administration, and staff attended numerous and varied webinars and roundtables over the summer regarding every aspect of the impact of COVID-19 on schools. These sessions were hosted by educational associations, leaders in facilities management, insurance companies, lawyers, human resource experts, companies that specialize in training educators in distance learning techniques, etc. OFS plans to continue a robust professional development program over the coming year in order to stay abreast of the ever-changing landscape and to continue to provide the safest and highest quality programs to our community.

Conclusion

OFS believes we are currently well-positioned to return to an in-person scenario in the fall. Initial conversations with families indicate that over 90% of our families are comfortable with the plans we have communicated and fully plan to attend in-person sessions in September. Aware of the fact that 10% (or more) of our families will not be in-person, the hybrid model is being refined daily as department chairs and faculty prepare lessons and support. Our buildings and outdoor spaces lend themselves to hygienic, well-ventilated open instructional spaces; our small class sizes make the spatial aspect of social distancing possible; our flexible curriculum and strong social-emotional learning program provide a solid foundation for student and faculty wellness.

Families are aware that this remains a fluid situation and understand that we, as a community, have a shared responsibility and must be ready to pivot and adapt as conditions change. As a sign of this commitment to this shared responsibility, families, students, faculty, and staff will all be asked to sign a 'commitment to community responsibility' document. This document will highlight the impact individual choices and actions have on the larger community and outline expectations for shared best-practices. The COVID pandemic has vividly reminded us how connected we are to each other. And it will only be through a strong, consistent, and complete commitment to this shared responsibility that our community will successfully navigate the coming months. We anticipate that the further release of guidelines from both the state and independent school community will necessitate several revisions to the document. We will maintain updated copies on our school website and available for family and faculty review.

Respectfully Submitted:

Oakwood Friends School COVID Working Group
July 29th, 2020

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