

Student Handbook Addendum
Fall 2020
COVID-19 Policies

As we reopen in person during a global pandemic, there are additional policies and procedures that all students need to adhere to. These policies carry significant weight, as this pandemic brings additional individual responsibility to protect the health of the Oakwood community (as well as our broader Poughkeepsie/Hudson Valley/New York community).

Violations of these policies will require a substantial response from the school, as we must hold the health and safety of our students, staff, faculty, and families in the highest regard.

Violations of the policies below will lead us to ask a student to go remote for a period of not less than one week. Should a student be unable to adhere to these policies multiple times, they might be asked to be a remote learner for all of the fall term. Any questions may be directed to covid@oakwoodfriends.org

This document is subject to changes and updates as warranted.

Health and Wellness Policies

Students must abide by all federal, state, city, and OFS mandates, policies, protocols, and procedures related to COVID-19.

Students must honestly fill out a daily health screening form, participate in morning temperature screening, monitor their symptoms, be tested as recommended by health professionals, and cooperate in the tracing of their contacts and follow quarantine or isolation orders should they test positive.

Students must stay home if they feel sick or experience any symptom associated with COVID-19 and notify the school of the reason for their absence. Please see Appendix A for the flow chart of what to do if you feel ill.

If a member of a student's immediate family has been in close contact with someone that has tested positive for COVID-19 (meaning, a contact tracer has called that person or they know of a likely exposure) the student must move to remote learning for the following two weeks.. There are different circumstances that require a student to quarantine. Please see Appendix B for the flow chart that explains when to quarantine.

If an employee or student tests positive for COVID-19, the Oakwood community will be notified, without identifying who the positive employee is. The School will comply with current local, state and federal requirements to notify the CDC and/or Department of Health. Notifications to these agencies will require releasing the individual who tested positive's name. To best protect all members of the Oakwood community, the positive individual will be expected to cooperate with state and local officials regarding contact tracing. Oakwood's nurse and Dean of Students have become certified contact tracers so this process can begin immediately, and all members of the Oakwood community are expected to work with these and state or federal Contact Tracers to facilitate this process.

Masks

Student's masks should be three-ply cloth. Disposable surgical masks are also acceptable. Masks should fit snugly yet comfortably against the sides of your face so that it does not restrict your breathing. Bandanas and Gaiters are not acceptable as face coverings. N95s are not necessary nor required.

Students need to have a personal supply of at least 5 reusable cloth masks - Oakwood will give each student two washable masks, but we ask families to make sure that each student has at least 3 others. Masks must be properly washed on a regular basis. Students should come to school with a mask on and an extra in their bag. (Boarders should have 7 masks). There are disposable masks available in case something happens to a student's personal cloth masks that can be utilized for the remainder of the school day.

Students (as well as faculty, staff, and any visitor or other person on campus) will be required to wear masks for the duration of the school day. This means that a mask is put on upon leaving a house or dorm room, worn while being transported to school, and worn all day while at school.

If students are outdoors and more than 6 feet apart they may take their masks off for brief periods of time under faculty direction. Given the aerosol nature of Covid-19 transmission, being outside does not automatically mean that masks can be taken off.

Hygiene

Students will practice effective hand hygiene: washing hands frequently for at least 20 seconds (or utilizing hand sanitizer if a sink is not readily available) frequently throughout the day.

Numerous touchless hand sanitizer dispensers have been installed all over campus. In addition, each classroom will have hand sanitizer available, and students will receive an individual hand sanitizer bottle to carry with them.

Where possible, please close toilet lids before flushing the toilet to reduce the chances of contaminated water droplets becoming airborne.

Social Distancing, Social Interactions, and Travel

Students must maintain a 6-foot distance from other people at all times. This includes both indoor and outdoor spaces. We understand this will be a challenge for middle and high school students, but it is paramount in stopping the transmission of covid-19. Chairs and desks will be set up in a socially distanced manner, and there will be ample floor markings to help maintain appropriate spaces.

All buildings have floor markings and other signage to delineate entrances and exits. This prevents cross traffic and encourages distancing as congregating is unlikely with one-way traffic.

Students will refrain from organizing, hosting or attending events or other social gatherings off-campus that may cause safety risks to themselves and other members of the community.

This is of particular importance as these types of gatherings could increase the chances of the transmission of COVID-19 which then could be brought and spread to the entire campus community. Some students and families may feel this will be difficult, but is critical to Oakwood's ability to remain open for in-person learning.

This does not mean that a student may not attend an extracurricular activity that takes place in a responsible and socially distanced manner where CDC guidelines are followed. We trust that families are able to discern an appropriate after school activity from a social gathering with loose or no distancing restrictions. If there are questions as to an activity's risk, please email covid@oakwoodfriends.org.

Families and students must avoid unnecessary travel. If anyone in a household travels to a COVID-19 "hot spot" designated by the NY State or the CDC, they are required to notify the School and a student must stay home to self-quarantine for at least two weeks. This applies to all states listed on the NY quarantine list at and during the time of travel.

Campus Logistics

No guests will be permitted in the dorms at any time. This includes day students and family members (outside of move-in procedures). This is to protect the health and safety of boarders as well as faculty members in residence and their families.

We ask that parents not enter any other buildings on campus without first obtaining permission.

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.

Students must adhere to our social networking and online communication guidelines (as published in the student handbook). We consider the flaunting of social distancing violations (such as photos of groups without masks, standing near each other) to be a violation of this policy. It is critical that

students understand how they represent themselves and Oakwood Friends School in online communication and on social media.

Boarding students will all be 7 day for the fall term, and no boarding student will be permitted to leave campus on weekends. This includes going to a day student's home.

Students and families must fill out a "Departure Plan" document to inform the school of how a student will be picked up if the student becomes ill. This allows us to have a swift response if a student gets sick while on campus.

Students being dropped off via car will follow different traffic patterns on campus than in prior years. Please see Appendix C for the instructions and maps of the new drop off and pick up patterns. These procedures will aid in distancing students that are coming from or waiting for buses from those waiting for or exiting cars and prevent congestion on campus.

Students will not be given the use of lockers this fall - there is no way to socially distance and use lockers. We will ask that students check with their teachers to see if they will need to bring heavy books to school each day, and be responsible to bring what they need for school. Student requests for a locker due to an exceptional hardship will be evaluated on a case by case basis.

Daily Scheduling

All students being driven to school must arrive on time for temperature checks. We understand that there may be occasional unavoidable circumstances, such as an accident that delays traffic. In such cases, please call the main office (845-462-4200) to notify the School what the estimated arrival time will be. If a student is late 3 times in one week, the student will stay home and learn remotely for the following week. Being on time helps our faculty and staff attend to morning health checks, collection, and first period classes. Late arrivals create disruption and logistical problems for the community.

If a student has an appointment in the morning (doctor, dentist, etc...) we ask that they do not come to school that day. If possible, all appointments should be made in the afternoon (a student may depart early for the dentist, etc...). We do not want students making any stops between home (or the bus stop) and school. This includes getting out of the car for coffee or breakfast. Utilizing a drive thru is acceptable.

Recording of Classes for Remote Learners

When class sessions are recorded by the School, there may be instances that require the sharing of that recording in video format, such as when instructors and/or students are sharing their work with the rest of the class. Otherwise, the School may share class recordings using an audio or transcript recording, which does not include one's image or profile image. Students who participate in the School's classes with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class, including those enrolled students who are unable to attend in person, to refer to for later use in studying.

If you are unwilling to consent to having your video image or profile recorded, simply keep your camera off and/or do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, simply keep your mute button activated and communicate exclusively using the Chat feature, which allows you to type questions and comments in real time. Students may not record class sessions unless such recording is part of a reasonable accommodation under the law that has been made known to the School or not otherwise prohibited by School policy.

Sports and Meals

There will not be interscholastic or after-school sports for the fall term. This is out of an abundance of caution and to help with health and safety concerns. Day students will depart at 3:30. Boarding students will have socially distanced activities after school.

Meals will be provided in a grab-and-go manner. Lunch will be picked up in two shifts, to reduce the number of people moving through the dining hall, and then eaten in socially distanced seating around campus. Middle School breakfast and lunch will be distributed in the gym, upper school lunch in the dining hall.

Students will access a web-based app to order their lunch. Each day there will be three options, and the app will have two weeks of menus listed at a time. A student must go in, and choose their lunch options for each day so the dining hall prepares the appropriate number of each selection, and can have them ready for pickup. During the first week of school, students will select lunches for the following two weeks (all at once through the app). After that, they will select a week at a time, but two weeks in advance. It is imperative that students use the app to select their lunch entree so the dining hall can accurately order supplies.

Boarders will eat dinner in the dining hall. Tables are set up to provide appropriate distancing, and masks must be worn except while sitting and eating. After eating and bussing dishes, boarders will use a spray bottle of disinfectant and paper towels and wipe down the table where they sat.

Calendar Considerations

In a typical year, the fall term would end the Friday before Thanksgiving, giving students a full week of break over Thanksgiving. The winter term would begin after this break for a three week period of instruction before winter break. Normally, winter break would end in the first week of January and students would return to continue the winter term.

In line with our peer institutions and most boarding schools in the Northeast, we have scheduled in-person instruction until the Tuesday before Thanksgiving, and will then break until February 1, with two, three-week periods of remote instruction (November 30-December 18 and January 13-January 29) in the intervening weeks. Should the state and national guidance suggest otherwise, we would consider returning to campus for in-person instruction on January 13th, but we cannot make that determination at this time.

This schedule is in response to most experts' opinion that there will be a resurgence in the number of COVID cases during the winter months.

Behavioral Expectations and Campus Response

As per the community agreement that all students and parents signed, we have expectations outlined above for students to follow related to appropriate and diligent behavior during this pandemic. While we know that wearing masks and staying 6 feet apart can be challenging, especially when in high school, we expect students to follow these guidelines and accept correction if they are not. A faculty member or another student will remind others to pull up their mask, or to move further away from a peer. Our expectation is for the student receiving the correction to gracefully adjust their behavior to match our standards.

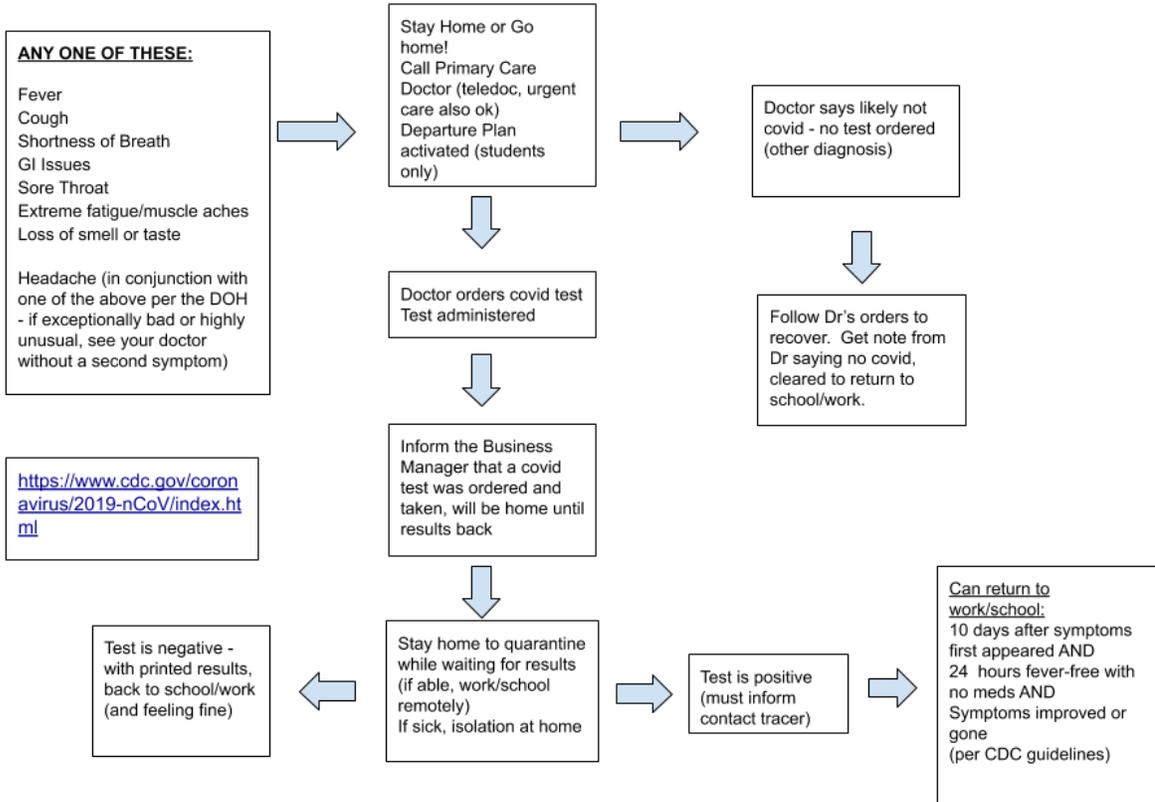
If a student is unable to follow these expectations - is consistently forgetting to wear a mask, often closer than 6 feet from others, or is in any way defiant or argumentative when asked to adjust the behavior, we will call their parents and ask the student to be a remote learner the following week. This is not a suspension, but is an indication that for a student to be able to participate on campus, in person, they must be willing and able to follow our guidelines (which come directly from the state's guidelines).

We expect older students to set an example for younger students. It is a community based effort to keep our distance, wash our hands, and wear masks.

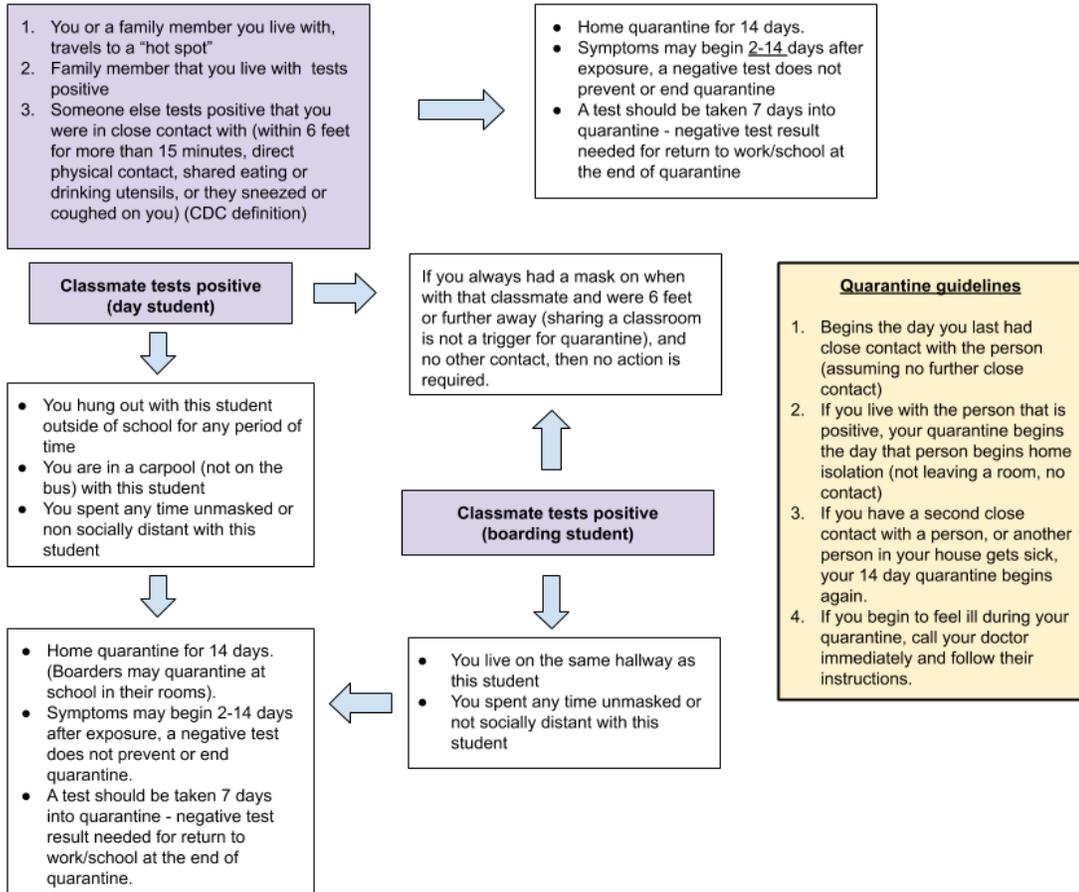
If a student consistently struggles with these transmission-reducing expectations, even after spending time as a remote learner, further disciplinary action will be warranted, up to and including suspension or dismissal.

Should a student post something on social media that shows an obvious violation of our community agreement, we will administratively decide on an appropriate consequence. We expect our students to adhere to the community agreement both on and off campus, for the health and safety of the entire community.

Appendix A



Appendix B



Appendix C



Morning Drop off and Afternoon Pick up

Note: any cars with both Middle and Upper School students should drop off Upper School students first, then Middle School students (AM). These cars should pick up Middle School students first in the afternoon, then pick up Upper School Students.

Morning Drop-Off:

No cars should drive up the main road from the theater/tennis courts to Main building - this is for buses only!

All middle school cars should enter from Spackenkill Road only. Drop off is at the gym parking lot. Cars should then exit back to Spackenkill, or may drive through campus on the East side (by the girls dorm) and exit by Chad's house (back entrance/exit on map) into Kingwood.

Upper School cars should enter from Kingwood ONLY (front entrance on map). Cars should come up, and turn right at the stop sign just before Main building. Drop off will be outside Turner Science building (this is ONE WAY). Cars should drive up past the maintenance shed and then may turn right to exit to Kingwood by Chad's house (back exit on map), or may turn left to drive around campus and exit onto Spackenkill Road.

Afternoon Pick-Up:

No cars should drive up the main road from the theater/tennis courts to Main building - this is for buses ONLY.

Middle School pick up is at the gym parking lot - Middle School cars should enter from Spackenkill ONLY. After picking up, cars may exit onto Spackenkill or out the back Kingwood exit.

Upper School pick up is outside Newlin dorm on the East side of campus. Upper School cars may come in the back Kingwood entrance or from Spackenkill, and may exit either way, but must drive on the road on the East side of campus, not up the main road. The front entrance/exit into Kingwood is for buses only in the afternoon.

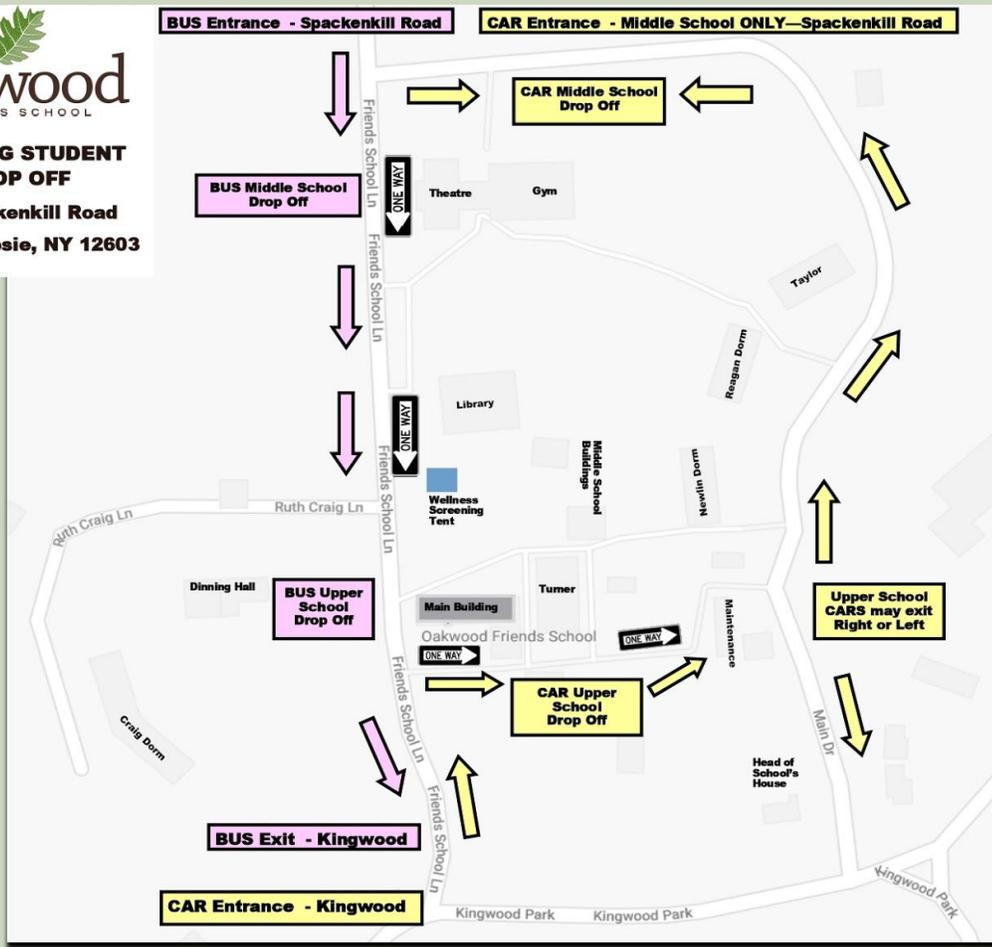


MORNING STUDENT

DROP OFF

22 Spackenkill Road

Poughkeepsie, NY 12603





Oakwood

 FRIENDS SCHOOL

AFTERNOON STUDENT PICK UP

22 Spackenkill Road

Poughkeepsie, NY 12603

