

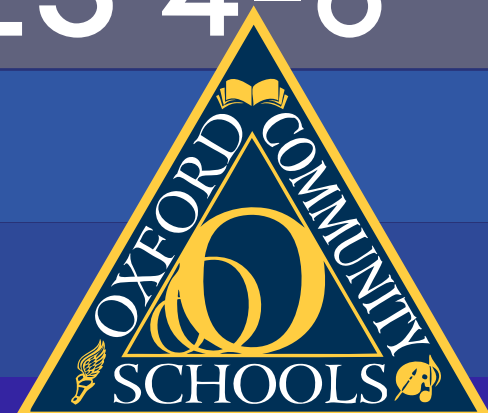
Oxford Community Schools

COVID-19

PREPAREDNESS AND
RESPONSE PLAN FOR

PARENTS PHASES 4-6

2020-2021



WHERE THE GLOBE IS OUR CAMPUS



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Dear Wildcat Nation,

As we prepare to return to learning this fall, we continue to be faced with challenging, unprecedented times! Our team is diligently working through Governor Whitmer's Return to School Roadmap. As we iron out the details of the day-to-day activities, we will continue to keep the safety of our students, staff and greater community at the forefront.

With this in mind, we present to you our COVID-19 Preparedness and Response Plan for Phases 4-6 of the Michigan Safe Start Plan. In phases 4-6, in-person instruction will take place 5 days a week. In this plan, you will find more specific details to frequently asked questions pertaining to daily routines during the school day. For example, what will lunch look like? Recess? Passing in the hallways? Etc.

While this our current thinking, we want to be transparent and say that these details may change based on changes and guidance from federal, state, or local government agencies. If things change, we will be sure to communicate. Please note that this is a "living" document that will live on our website where you are able to access the more updated edition at any time. We sincerely ask for your patience, understanding, and grace in the coming weeks. We will make it through the 2020-2021 school year together!

Sincerely,
Tim Throne

PHASE FOUR OVERVIEW



"Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits."

-American Academy of Pediatrics

- Full-time, in-person instruction in the buildings.
- we implemented all Return to School Roadmap required protocols.
- We adopted all plausible Return to School Roadmap "strongly recommended" protocols.
 - We adopted all plausible Return to School Roadmap "recommended" protocols.
- Staff and student safety will remain paramount as the situation develops and changes over time.
- The plan will be adjusted as conditions and information from Oakland County Health Department are updated.

PERSONAL PROTECTIVE EQUIPMENT

- STAFF

- DK-12 staff must wear facial coverings at all times except for mealtime.
- District staff will be provided district issued masks with an Oxford logo for identification purposes to increase building safety.
- Staff are strongly encouraged to wear district-provided PPE as the cloth masks will serve to identify staff as a safety measure and to build camaraderie. Staff may wear their own face coverings and/or change their face coverings as desired.
- Staff who opt out of wearing a facial covering due to health conditions will wear a face shield unless medically unable to wear a face shield.
- DK-5 and Special Education staff may also utilize cloth masks with a clear plastic insert.
- Staff members are welcome to use both a face covering and a shield at any time.
- Staff will utilize Plexiglass shields when working with students in small groups and in close proximity.
- Cloth or homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of the day.
- Staff IDs are mandatory and must be visible at all times.



PERSONAL PROTECTIVE EQUIPMENT

- STUDENTS / VISITORS

Students

- All students (DK-12) are required to wear facial coverings in the classroom, hallways, common areas, and buses.
- Teachers will provide frequent, short breaks outdoors to allow students an opportunity to take their masks off.
- Students who are unable to medically tolerate a facial covering must present a documented medical exception to administration.
 - The exception must specify if a face shield is tolerable.
 - Unless specifically noted, face shields will be required for students who cannot tolerate a facial covering.
- Families will need to complete a form to self identify as high risk for severe illness due to COVID-19. Alternatives learning arrangements may be made by working with your building principal for students who are medically documented as at-risk. (https://oxfordschools.org/for_parents___students/medical_plan_and_medication_forms)
- Teachers and administrators will work with students who do not comply with facial covering requirement.
- The Code of Conduct will be utilized for repeated issues of non-compliance.
- Facial coverings need to be dress code compliant. Facial coverings:
 - must not materially and substantially disrupt the school learning environment;
 - must not be pervasively vulgar;
 - must not promote illegal drug use or activity.
- Cloth or homemade facial coverings must be washed daily.
- Disposable masks must be disposed of at the end of each day.
- All students (DK-12) will receive one district-issued cloth facial covering with a district logo.
- All DK-5 students will receive one gaiter facial covering.
- Students who forget and do not have a facial covering will be provided with a disposable mask.

-Visitors

- Any adult entering the building must wear a facial covering when entering.

MASK / FACIAL COVERINGS

Face Covering Essentials

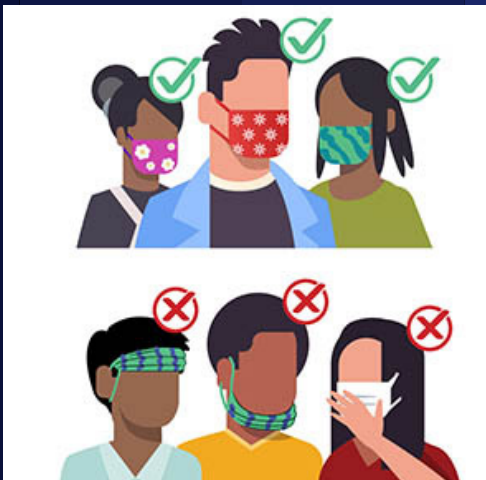
Wash your hands or use hand sanitizer before putting on your face covering.

- Put it over your **nose and mouth** and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Practice wearing your mask longer each day.

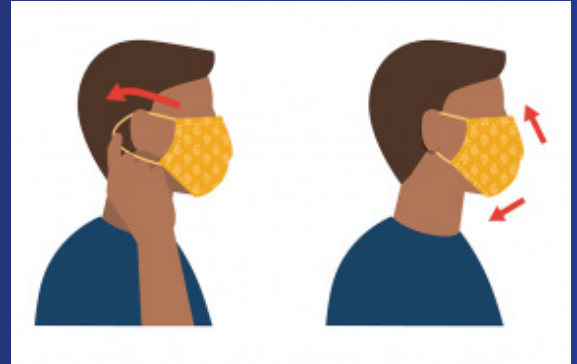
- Masks need to be dress code compliant.

Masks:

- must not materially and substantially disrupt the school learning environment;
- must not be pervasively vulgar;
- must not promote illegal drug use or an illegal activity.



"Disposable masks will be provided for staff or students that forget their masks."



Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms.
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart.
- Wear a face covering correctly for maximum protection.
- Don't put the face covering around your neck or up on your forehead.
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect.
- Shields are not considered face coverings.
- A face covering may be a disposable mask, gaiter or a homemade mask.

SPACING, MOVEMENT, AND ACCESS



- Students will be spaced three to six feet apart as recommended by the American Academy of Pediatrics whenever possible.
 - If possible, all desks/seats should face the same direction.
 - When both physical distancing and facing the same direction are not possible, physical distancing is the priority.
 - All seating will be assigned and changes will be avoided.
- Teachers should maintain six feet of distance between themselves and students whenever reasonable.
- Outdoor spaces should be utilized whenever possible for instruction or other purposes.
- Play and social interactions will continue to be encouraged in elementary classrooms. Mitigation

strategies such as small groups, frequent hand washing, and frequent disinfecting will be used.

- Elementary students will travel to their specials classes and are required to wear a mask.
- Large secondary courses (i.e. Band, Orchestra, Choir, Gym, etc.) will meet outdoors as often as possible and consider alternative locations for proper social distancing to be achieved.
- Building administrators will establish traffic flow patterns that support one-way hallway traffic as much as possible.
 - Students will be encouraged to stay to the right side of the hallway when moving from class to class.
 - Separate entry and exit doors will be designated.
- Signage and floor markings to promote social distancing in all areas.
- Signs in bathrooms and each classroom to promote regular hand washing.
- As able and appropriate, student cohorts should be maintained in



SPACING, MOVEMENT, AND ACCESS CONTINUED

hallways.

- Staff will assist with helping students maintain six feet of social distance.
- Staff will monitor arrival and dismissal and common spaces to discourage congregating.
- Any adult entering the building will be screened for symptoms (health questionnaire) and asked to sanitize hands.



- Secondary schools will stagger release times for classes to limit number of students in hallways.
- Secondary schools will not utilize student lockers to discourage congregating in hallways.
- Water fountains will be taken out of service but touchless water bottle refill stations will continue to be operational. Students may bring water bottles from home.
- No family members, guests, visitors, or volunteers in the buildings except under extenuating circumstances (defined at each building).

"Any adult entering the building will be screened for symptoms (with our health questionnaire) and asked to sanitize their hands."

HYGIENE



- All classrooms will be provided with hand sanitizer (>60% alcohol).
 - Students will be encouraged to sanitize their hands each class period (hour).
 - Custodians will be directed to maintain stock and refills.
- Classrooms with sinks will be provided antibacterial soap.
- Staff at all levels will teach and reinforce proper, regular hand washing.

- Staff will teach and remind students must to sneeze and cough into their elbows and to properly wash their hands or use hand sanitizer immediately following a sneeze or cough.
- Staff will individually label students' personal items and will limit the sharing of any classroom materials.
 - Chromebooks will be assigned to 6-12 students for personal use.
 - Any materials that are shared will be regularly disinfected between uses.
- Portable sanitizer stations will be made available in most common areas (cafeterias, main offices, media centers, etc.).
- Any materials that are shared will be regularly disinfected between uses.

"Staff at all levels will teach and reinforce proper, regular hand washing."

SCREENING STUDENTS AND STAFF

- Oxford Community Schools is following the Oakland County Health Department guidelines.
- Daily screening is required for staff.
- At this time, only students and staff who develop symptoms are required to test for COVID-19.
- Parents/guardians are to complete daily "at home" health screenings where parents check students' temperatures and for COVID-19 symptoms.
 - Families will be asked to sign a "Family Pledge" to promote "at home" health screening.
- Students and staff should be closely monitored for any symptoms of COVID-19:
 - Fever of 100.4 F
 - Chills
 - Sore Throat
 - Headache
 - Cough
 - Muscle pain
 - Diarrhea
 - Extreme Fatigue
 - Shortness of Breath/difficulty breathing
 - Loss of taste/smell
- Staff and students exhibiting symptoms of COVID-19 must stay home from school or other school-related activities to stop the spread of the virus.
- Symptomatic students and staff must be kept home until they have tested negative for

COVID-19, or have been released from isolation/quarantine according to Oakland County Health Department guidelines.

- Students who are unable to come to school due to displaying symptoms will need to access instruction through Haiku as able.

" Families will be asked to sign a 'Family Pledge' to promote 'at home' health screening."



RESPONDING TO SYMPTOMATIC STUDENTS AND STAFF

- Oxford Community Schools is following the Oakland County Health Department guidelines.
- If symptoms begin while at school, symptomatic students and staff will be quarantined while at school and sent home ASAP.
 - Student temperatures may be taken if the student is symptomatic at school.
- Building administrators will designate a quarantine area and a staff person to care for students who become ill at school.
- Symptomatic students will be quarantined in the designated area at school until the child can be picked up by a parent/guardian.
 - Both the ill child and the staff member must wear surgical (disposable) masks.
 - Staff needs to wear a district-provided N95 mask if a student requires an aerosolized procedure (nebulizer).
 - Oakland County Health Guidelines will be implemented.
- Symptomatic students and staff must be kept home until they have tested negative for COVID-19, or have been released from isolation/quarantine according to Oakland County Health Department guidelines.
- Building administrators will assist in immediately removing symptomatic staff members from the presence of others.
- Families/staff will be notified of any positive laboratory test or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home while still following privacy laws stipulated in HIPAA and FERPA.
- Families/staff will be notified of any positive laboratory test or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home while still following privacy laws stipulated in HIPAA and FERPA.
- Building administrators will assist in immediately removing the symptomatic staff member from the presence of others.



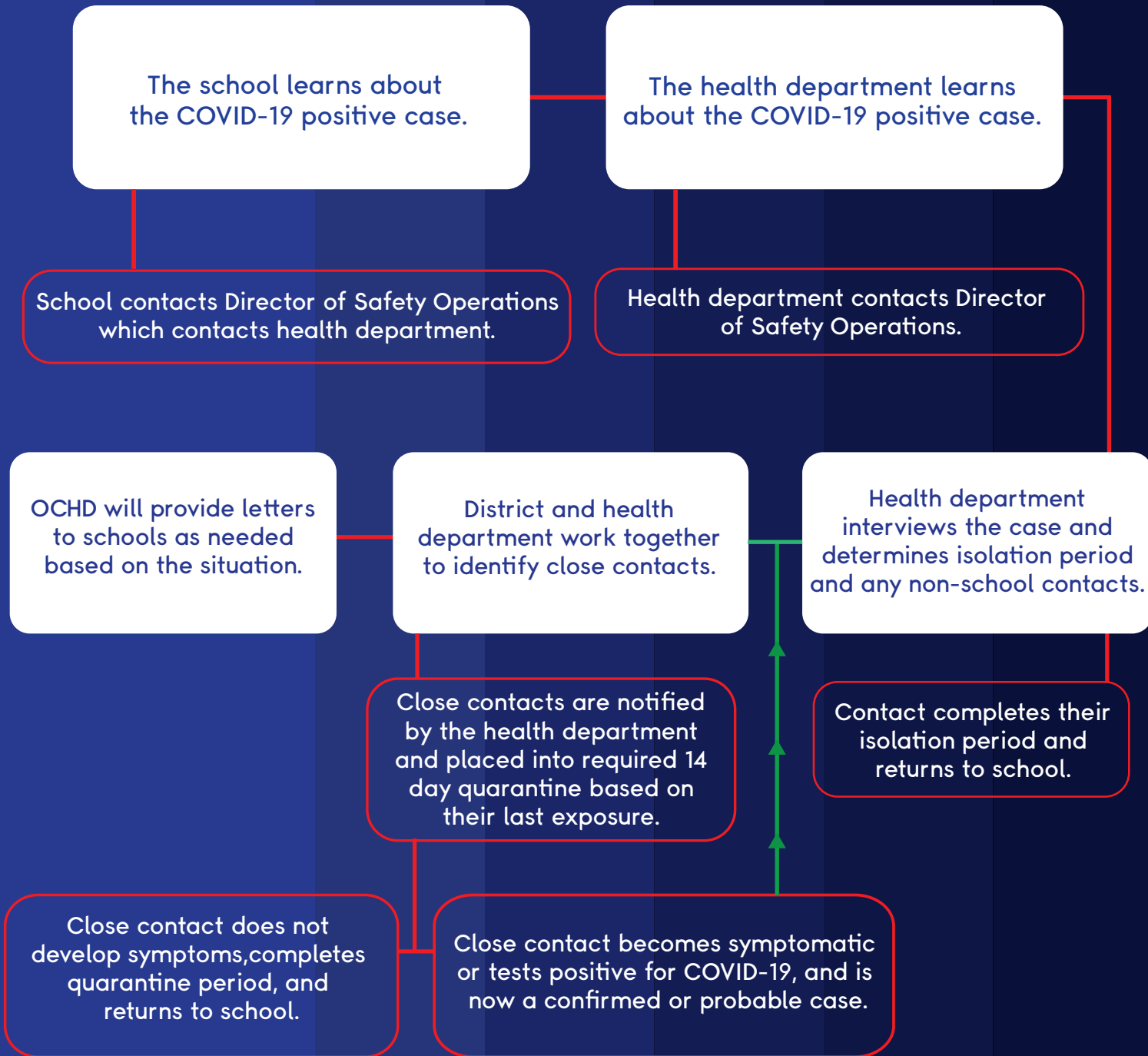
"Students and staff should be closely monitored for any symptoms of COVID-19."

RESPONDING TO POSITIVE TESTS

- A protocol has been developed in cooperation with Oakland County Health Department for students and staff who test positive and the positive test has been confirmed with Oakland County Health Department.
 - Oakland County Health Department (OCHD) receives communication of positive test results for Oakland County residents.
- Parents of students who test positive are to contact their child's building principal. The principal will contact the Director of Safety operations for Oxford Community Schools.
 - The positive test case will be confirmed with Oakland County Health Department.
- Oxford Community Schools will notify staff and students immediately of any positive confirmed case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws (FERPA and HIPAA).
- Oakland County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure.
 - Staff and students will be quarantined or isolated based on instruction from OCHD.
- If at all possible, the student should access their classes remotely.
- Staff will adhere to confidentiality laws and statutes that protect student and staff health information. Student and staff communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test.
- Individual classrooms where an individual who tested positive occupied will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. This includes buses being taken out of service.
- Students and staff with a confirmed case of COVID-19 should only return to school after they are no longer infectious. Oakland County Health Department will provide instruction about a return to school, using the most current guidelines from the CDC for this determination.

"The positive test case will be confirmed with Oakland County Health."

PROCESS FOR A COVID-19 CASE AT AN OAKLAND COUNTY, MI SCHOOL



Scenarios

OCHD's Communicable Disease unit investigates all reported COVID-19 cases among Oakland County residents through case investigation.

Isolation separates sick people with a contagious disease from people who are not sick. Isolation within the home may be necessary.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Students/Staff Scenarios

Scenario 1: A student or staff person within the school is confirmed to have COVID-19.

The student or staff person AND all household members of the student or staff person are immediately excluded from school.

The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until:

- 10 days since symptoms first appeared and
- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved

Household members, classmates, and teachers of the quarantined student or staff person who are close contacts are excluded for 14 days after their last date of close contact.

Scenario 2: A student or staff person within the school is symptomatic and pending lab results for COVID-19.

The student or staff person is excluded from school while awaiting test results.

If positive, see scenario 1.

If negative, the student or staff person must be symptom free for 24 hours without the use of medications prior to returning to school. Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19.

Scenario 3: A student or staff person within the school is a close contact to a confirmed COVID-19 case. The student or staff person must quarantine for 14 days from the last date of close contact due to the potential of being asymptomatic up to 14 days. Household members, classmates, and teachers of the quarantined student or staff person may continue to attend school and should monitor for symptoms. If symptoms develop, they should call their healthcare provider to be tested for COVID-19.

Household Members of Students Scenarios

Scenario 1: A household member of a student within the school has been confirmed to have COVID-19.

Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for 14 days after the last date of close contact with the household member.

Scenario 2: Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case. Students who live in the same household of the family member are excluded from school while awaiting test results. If the household member is positive, see scenario 1. If the household member is negative, student(s) can return to school.

Scenario 3: Household member of a student within the school has had close contact to a known case of COVID-19. Student(s) can remain in school but should be monitored. If COVID -19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1

MEDICALLY VULNERABLE STUDENTS



- Principals and staff will review all current plans (IEPs, 504s, etc.) for specific health issues that may be impacted by the presence of COVID-19 or measures taken to mitigate the presence of COVID-19.
- Staff caring for children that require aerosol treatments (i.e. nebulizers) must wear N95 masks.
- Families will need to complete a form to self identify as high risk for severe illness due to COVID-19. Alternatives learning arrangements may be made by working with your building principal for students who are medically documented as at-risk. (https://oxfordschools.org/for_parents___students/medical_plan_and_medication_forms)
- Families will receive a form to be completed by a physician if a student cannot tolerate a facial covering.
- All reasonable accommodations made on a case-by-case basis.
- Parents of vulnerable students also have a responsibility to notify building administrators by completing any forms or contacting their child's building administrators.

"Principals and staff will review all current student plans."

FOOD SERVICE, GATHERINGS, AND EXTRACURRICULAR ACTIVITIES

- OCS will continue food service at all buildings.
- Students will be encouraged to preorder lunch items using the food service app, Nutrislice (secondary only).
- Elementary lunches will be eaten in classrooms.
- Elementary recess will be held outside weather permitting.
- Playground will be sectioned off by cohort (class) to allow students to remove their masks.
- Food allergies will continue to be identified and allergy plans will continue to be made on a case-by-case basis between families, teachers, and principals. We will continue to utilize strategies such as a peanut-free table, checking lunches of students sitting around an allergy student, etc. Secondary schools will dismiss students to lunch using staggered dismissals to ensure social distancing in the hallways.
- Schools will utilize additional spaces (outside, gyms, etc.) to space students out in seating areas.
- Students will be allowed to take off their masks while they eat.
- Food Service staff will use masks, face shields, and gloves to serve food.
- Extracurricular activities will be suspended for the beginning of the year. When they resume, face coverings will be required.
- When extracurricular groups resume, they will follow MHSAA Guidance for reopening.
- Building rentals to outside agencies will be limited to the Performing Arts Center (PAC).
- Oxford Parks and Recreation will not hold activities in OCS buildings due to cleaning requirements.
- No indoor assemblies or large group (>50) gatherings.
- No field trips until further notice.

"Elementary lunches will be eaten in classrooms and must be pre-ordered each morning for delivery."

CLEANING

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will be cleaned at least every four hours.
- Playgrounds will be cleaned daily.
- Drinking fountains will be disabled; touchless bottle stations will remain in order.
- Libraries, computer labs, arts, and other hands-on classrooms must be cleaned with specific agent after every class period.
- Teachers will spray and wipe student desks between classes.
- Buildings will undergo thorough cleaning each night.



“Frequently touched surfaces including light switches, doors, benches, and bathrooms will be cleaned at least every four hours.”

BUSING AND STUDENT TRANSPORTATION



- Social distancing will not be maintained on buses.
- Parents are welcome to drive their children to school and from school based on their comfort level.
 - Be sure to leave plenty of time in the morning and afternoon to arrive to school on time due to the increased parent traffic and construction.
- Bus driver and all students (DK-12) must wear facial coverings while on the bus.
- Each bus will have a supply of disposable masks for students that forget their facial covering.
- Students must use hand sanitizer before entering the bus.
 - Each bus will have a hand sanitizer dispenser mounted for regular use.
- We will load the back of the bus first.
 - Exception: kindergarten students will be seated in the front unless accompanied by a sibling.
- We will utilize assigned seating to enable contact tracing if needed.
- Family members will be seated together.
- We will clean and sanitize the bus before and after morning and afternoon routes.
- Principals will work with families to encourage student to wear proper facial coverings on the bus.
- Bus drivers will keep windows open while the vehicle is in motion (weather permitting).

"No eating on buses as this will have students removing masks."

ATHLETICS

- We will continue to follow MHSAA published guidance.
 - Coaches and trainers will perform temperature checks before practices.
 - Temperature and symptom checks will be recorded in health questionnaires daily.
- Frequent hand washing (before and after practices/events).
- All equipment disinfected before and after use.
- No shared equipment in indoor weight rooms.
 - Weightlifting will be conducted outdoors when possible.
- We will continue to provide individual water bottles to athletes.
- We will discourage handshakes or other unnecessary physical contact.
- No large scale (>50) indoor spectator events.
- Large scale outdoor and stadium events will be limited to 100 spectators.

"We will continue to follow MHSAA published guidance."



PHASE 6 OVERVIEW

- Full-time, in-person instruction in the buildings
- We plan to maintain stringent safety precautions.
- Protocols might be modified or lessened during Phase 5 based on the state and local health conditions.

PHASE 6 OVERVIEW

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.





WHERE THE GLOBE IS OUR CAMPUS