



Oxford Day Academy Spring Reopening Plan

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Entrance, Egress and Movement within the School

Entrance:

Entrance will be available at the main entrance to the school site (BCM) where students and staff will undergo health screening.

Egress:

Students will exit the building through the side emergency entrance on floor 1 as well as the back emergency exit on floor 1.

Paths of Travel and Movement:

Only a stable group of 30 students will be on campus at any given time. Students will attend different classes throughout the day with some combination of these 30 students.

Campus Visitation

All visitors are required to complete health screenings and enter at the designated entry. The entry station will be staffed throughout the day by a trained staff member. If the check is successful, that person will be directed to the designated location.

In general:

- On campus visitation is discouraged unless necessary
- Drive through procedures are encouraged for distribution of materials
- Doorbells will be used where installed to notify office staff of visitor arrivals
- Vendors are encouraged to make appointments and arrange access with Operations
- Conferences with families should be conducted through Zoom
- Sign in and out of our visitor log in the main office

Below are the common visitor scenarios:

- **Student picking up learning materials in-person** will follow the directional map to the designated area to pick up materials
- **Parent/guardian picking up learning materials** - same as above.



- **Student picking up work permit, pictures, or other similar item** will be directed to the Main Office (health screening staff member will radio Main Office); Main Office staff member to greet at the door (Main Office doors to be kept locked regularly)
- **Member of the public picking up a transcript** - same as student picking up work permit, pictures, etc.
- **Deliveries** (outside vendors - e.g. UPS, USPS) - if entrance is necessary, the driver will complete health screening. If successful, the driver will place items in designated hallways. Delivery drivers for Operations and Nutrition departments will be health screened by the department leads before drop-offs.

Campus Hours - The Main Office will be open at selected times throughout the week for the public. Staff members are expected to leave campus by 2:30 pm to allow for sufficient sanitization time. Students are expected to exit campus after their last class, except those engaged in supervised extracurricular activities.

Health Screening for Students and Staff

ODA will use a single screening station at the main entrance. If staff are the only people on campus, we would continue to use one station. Using our [Oxford Day Academy Daily Health Questionnaire](#) and temperature check. Staff and students who develop symptoms during the day will be sent home and have designated classrooms for isolation if needed.

Face coverings and other essential protective gear

Face Coverings:

- Students and staff are required to bring and wear personal face coverings to ODA
- Choose a mask that covers your nose and mouth, goes under your chin, and fits snugly against the sides of your face.
- Wash your hands before putting on a mask.
 - Do not touch the mask when wearing it.
- [Face coverings](#) will be required to be worn by all, at all times.
- Extra face coverings will be available when needed or requested.



- Accommodations may be available for those with medical conditions or behavioral concerns with alternative protective wear.
- Those using cloth face coverings will be instructed to wash them daily.
- Refusal to comply with mask guidelines will result in the student returning to distance learning immediately.

Essential protective equipment:

- Staff have been given appropriate protective equipment such as: face masks and gloves
- Protective suits available for custodial and health staff
- Gloves available for cleaning in classrooms
- Signage highlighting the four pillars have been posted throughout campus in English and Spanish:
 - Hand hygiene
 - Face coverings
 - Six foot distancing where appropriate
 - Directional travel arrows
 - Virus prevention
 - Cleaning and disinfecting

Students and staff face covering use will be monitored by staff and administration. Students who violate face covering requirements will be referred to site administration for follow-up. Progressive discipline will be followed using [COVID-19 Expectations and Responses](#).

Healthy Hygiene Practices

Hygiene Routines:

- Hand sanitizer will be required to be used when entering and exiting all locations for staff and students.
- If hands are soiled, washing with soap and water will be required and available.
- Washing hands with soap at least every 2-3 hours (with hand sanitizer as an alternative) will be expected.
- Proper hygiene etiquette will be expected, such as covering the mouth when sneezing/coughing.



- Students and staff will be provided with their own bottle of sanitizer at all working surfaces.

Sanitizing and Disinfecting Materials:

- Cleaning wipes and hand sanitizer will be provided to all departments and in common spaces.
- Proper use of wipes and hand sanitizers will be incorporated into student and employee training.
- Disinfection will occur at night in the case of a positive covid-19 case on campus.

Physical Distancing

Physical Distancing Expectations

- All students and staff will be required to maintain a minimum of 6 feet of physical distancing at all times. This includes all non-instructional areas.

Learning Spaces / Desks:

- Desks will be placed 6'-14' apart to allow for adult staff to walk between students and still maintain physical distancing requirements.
- Students will be assigned seating
- Students are required to use the same assigned desk for each class every day and desks and seats will be cleaned between use by different students.
 - This will support attendance taking.
 - This will allow the school the opportunity to implement contact tracing.

Student Restrooms:

- Restroom physical spacing will be followed including disabling every other stall, urinal, and sink.
- All restrooms will be cleaned throughout the day.
- All touch points will be disinfected.
- One to two students at a time in each restroom determined by size of restroom.



Classrooms

For each period, students will be provided a consistent assigned seat. Desks have been marked to ensure physical distancing at a minimum of six feet. Where classrooms have two doors, one will be designated for entrance, while the other will be used as an exit. Learning spaces will be stocked with hand-sanitizer, gloves, and cleaning wipes. The HVAC system has been updated with a HEPA and MERV 13 filters.

Passing period protocols:

Between Classes - Students:

- Students will move between their classrooms in one direction.
- Students will not be allowed to congregate in the hallway.
- Staff will monitor student movement to ensure that proper spacing is observed during passing periods.

Between Classes - Faculty/Staff:

- Open classroom doors
- Assist with hallway monitoring: specifically, students walking on the right side of the hallways, wearing face coverings, and following physical distancing requirements.
- Wear a face covering over your nose and mouth at all times.
- Maintain a six foot minimum physical distance at all times.

Cohorting and Phases for Return

Current enrollment is 103 students.

In an effort to reduce the volume of students on campus each day to below 30% of total students, cohorting will consist of two student groups. In configuration, students will have the choice to 'OPT-IN' to in-person instruction or remain virtual synchronous learning.

In-Person Phase 1:



This Phase includes specialized programs that serve students with disabilities and complex learning and support needs on Fridays. These students require in-person learning to access their education. The class size in the programs are small, ranging from 5 to 14 number of students. Additionally, the student to staff ratio is quite small which allows for the unique needs of the students to be met. Plans will include individualized schedules, and ways to ensure that students with disabilities can be served with considerations for safety and access to in-person instruction and the critical social emotional, mental health, social skills, and access to peers.

- **Staff:** up to 50% staff members on campus weekly
- **Students:** Less than 30% of total enrollment
- **Specialized Programs:** Special Education, ELD, small group instruction
- **Cohorting:** 14:1 or dependent on classroom space/size

In-Person Phase 2:

Students enrolled in ODA will return to campus for some instruction and activities on Fridays.

- **Staff:** up to 60-80% staff members on campus daily
- **Students:** Less than 50% of total enrollment
- **Enrichment Pods:** Enrichment pods will be added incrementally by week, not to exceed 20% of total enrollment
- **Cohorting:** 14:1 or dependent on classroom space/size

Campus Supervision

Supervision at the entrance to the building will include Operations staff to manage the screening stations as well as assist teaching staff and administrative staff in passing periods, ingress, egress, hallways, attendance, visitors, guests and other various support.

During opening, transition, and closing periods, the Head of School and members of the administrative team will provide additional support and supervision. Screening stations will be staffed daily (additional staff may be necessary).



During class periods, teachers will be responsible for the supervision of those students who are enrolled in their class. Where a teacher receives an accommodation to continue working from home, the school will provide staff to supervise the class, while students engage in virtual learning within the classroom. Supervising staff would also need professional development and training on safety protocol for being on site.

Designated Breakfast/Lunch Areas and Times

- Students will receive a pre-packaged breakfast in their classrooms.
- During Phase 1, instruction ends at 12:30, students will be provided with a pre-packaged lunch to go.

Bell Schedule

In this bell schedule configuration, all students are learning with their teachers in a synchronous model, using connectivity services such as Zoom to conduct classes.

[Oxford Day Academy 2020-2021 Bell Schedule](#)

[Oxford Day Academy 2020-2021 Friday Small Group In Person Schedule - Phase I](#)

Restroom Assignments

Restroom assignments will be determined based on classrooms in use and be monitored. Students will be assigned restrooms, based on the classroom locations. Each restroom has the maximum capacity of 1-2 students, depending on its size. A sign indicating maximum capacity will be posted at each restroom entrance. The restrooms that are not able to be used will be locked and signs will be posted outside each restroom. As the number of students on campus increases, additional bathrooms will be able to be in use.

Bathrooms that would be open:

- First Floor Boys and Girls restroom at BCM.



- Second Floor Boys and Girls restroom at BCM
- Staff Restrooms on first and second floor.

Health Office and Safety

The health office location will be in Room 210. An isolation room for students and staff who are experiencing COVID-related symptoms who are not able to immediately leave the campus will be in Room 207.

Cleaning and Disinfection

Oxford Day Academy has custodians to 1) conduct more frequent cleanings throughout the day in public spaces and common areas, as well as 2) use EPA-approved germicide/disinfectant.

Cleaning and disinfecting:

- Place hand sanitizer dispensers in lobbies/common areas
- Prop doors open to reduce touching of handles as appropriate
- Provide disinfectant wipes in appropriate locations; post signage advising occupants to sanitize touch surfaces before and after each use
- Publicize frequency and scope of cleaning and disinfection
- Cleaning and disinfecting supplies are properly stored
- School has an established cleaning and disinfecting schedule nightly
- High traffic areas are cleaned regularly
- Commonly used surfaces are frequently disinfected
- Shared equipment is disinfected or quarantined between uses
- School has a detailed cleaning and disinfecting plan for infected spaces
- Proper cleaning procedures will be incorporated into student and employee training
- All disinfecting will occur when students are not present
- Training on cleaning, disinfecting and safety protocols will be provided by Operations to ensure the safe and effective use of our facilities and equipment.
- We will follow the EPA's [Six Steps for Safe & Effective Disinfectant Use](#).

After Occupied Hours/Night Shift

- All areas that were occupied during the day will be thoroughly cleaned.
- Trash will be removed.



- Floors will be dust mopped and spot mopped as needed.
- Phones, computers, and other equipment must be disinfected after use and only shared if necessary based on equipment (i.e. printers, copy machines).

Communications Process for COVID-19 or Possible Covid-19 Related Incidents **Communication Protocol When There Is a Case of COVID-19**

- The ODA COVID-19 Point Person is Ms. Maggie Diaz. All school staff, students and families will be informed of the designated staff person/s and how to contact them.
- The ODA COVID-19 Point Person will report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours)
- The ODA COVID-19 Point Person will immediately notify SMCOE's Point Person of COVID-19 cases in the school community
- The ODA COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact on Fridays, unless instructed otherwise by SMC CD Control.
- The ODA COVID-19 Point Person will collect data from the school and will complete a new case report for all new cases and submit it via secure email daily by 10:00 a.m.
- The ODA COVID-19 Point Person and Head of School will notify the school community using template letters provided in the PRF or created by ODA Communications Manager
- ODA will comply with the notice obligations set out in AB 685, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality
- School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result
- School staff will receive training and families will receive education about COVID-19 reporting in the event they hear of a positive test result of a student or school community member.
- If a case was on campus while they were infectious, anyone in the same building as the case needs to be notified of the potential exposure.



- Notify the school community of a known case if there was exposure at the school. No communication is needed if the exposure did not happen in a school setting.
- Communication for students and families about cleaning and hygiene practices will be provided at regular intervals.

Staff Training and Family Communication

Google Classroom, the ODA Website, Parent meetings and Zoom will be used to provide specific education and instructions for students, parents, and guardians on the implementation and enforcement of this reopening plan. These communications will include written and screencast instructional videos that will be available on the school website in Spanish and English and will include instructions regarding entering campus, health screening, wearing face masks over the mouth and nose at all times, maintaining six feet of physical distancing at all times, students sitting at their assigned desk (work/study/station), and students following directional maps and signage.

Families will be informed in writing as well as during parent meetings of the school's safety protocols and expectations. Families will have the opportunity to ask questions and get a clear understanding of the plan, and ongoing training will be provided as needed.

Teachers will review safety practices with students daily. Safety reviews will include proper safety etiquette and proper hygiene practices, distance monitoring, appropriate movement around campus, and directions for lunch and restrooms.

As the school prepares to shift phases, we will work with families to communicate as effectively as possible.

Outreach and communication will include:

- Additional Q&A sessions with the entire community at Parent Meetings

Staff Training

Staff will participate in a safety protocol meeting to review and discuss this plan.



- Mandatory training will be provided for practices related to health and hygiene, face coverings, physical distancing, and limited gatherings, screening, contact tracing, testing, and supporting students' mental health.
 - In addition to site/classification specific training
- Supervisors will be trained regarding temperature taking and symptom checks

Training for Students

- We will hold a training protocol with students on the first day we are open.

Testing of Staff and Students

In the event of a potential COVID-19 exposure on campus, response testing will be offered to staff at no cost during work hours. We will follow the testing cadence as outlined by [California Department of Public Health](#)

Identification and Tracing of Contacts

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- **Case:** A Case refers to a person who tests positive for Covid-19
- **Close Contact:** A Close Contact refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.

Indirect Contact: Indirect Contacts are people who may have been in proximity to a Close Contact

Steps to Take in Response to Scenarios for case and contact tracing can be found on the [SMC Health website](#).



Triggers for Transitioning to Distance Learning

The instructional schedule that will be used is one that can accommodate a switch from in-person hybrid instruction to complete distance learning. The school will follow the directives from the County and State regarding the need to transition from in-person instruction to a distance learning model. All students have been assigned personal computers and internet access assistance is available for all families.

Below is the guidance from the California Department Public Health that will be followed by the school and District.

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the San Mateo County Health. Situations that may indicate the need for school closure:

- An outbreak is defined by the California Department of Public Health as at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation.
- Within a 14-day period, at least three [outbreaks](#) have occurred in the school AND more than 5% of the school population is infected.
- The San Mateo County Health may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the San Mateo County Health.



The State Safe Schools for All Technical Assistance teams (TA teams), composed of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks.

If a school is closed, when may it reopen?

Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the San Mateo County Health

Glossary of Terms

Educational Planning Terms:

- **Asynchronous Learning:** Students have the ability to access information, demonstrate what they've learned, and communicate with classmates and instructors on their own time - they don't have to be in the same classroom or even in the same time zone to participate.
- **Synchronous Concurrent Learning:** Teachers will instruct in-person. Some students will be in-person in the classroom space, other students will engage in class through the use of virtual platforms (like Zoom, Google Meets) *at the same time*.
- **Virtual Synchronous Learning:** All students and teachers will engage in classroom activities using virtual platforms (like Zoom) at the same time.

County COVID Terms:

- **Confirmed Case of COVID-19 Infection:** Individual with positive COVID-19 molecular amplification laboratory testing result (e.g., PCR) or positive antigen



testing result.

- **Suspected Case of COVID-19 Infection:** In the absence of a more likely diagnosis:

AT LEAST ONE of the following criteria:

- Fever (≥ 100.4) AND Cough
- Fever (≥ 100.4) AND Shortness of breath
- New loss of taste of smell
- Painful purple or red lesions on the feet or swelling of the toes
- Pneumonia
- Acute Respiratory Distress Syndrome

OR AT LEAST 2 of the following criteria:

- Fever (≥ 100.4)
- Chills
- Repeated shaking with chills (rigors)
- Cough
- Shortness of breath or difficulty breathing
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain
- Malaise or fatigue
- Abdominal Pain
- Loss of appetite
- Nausea
- Vomiting
- Diarrhea
- Headache
- Altered mental status (confusion)
- Conjunctivitis (“pink eye”)
- Rash

Close Contact: A person who is within less than 6 feet from a confirmed case for more than 15 minutes regardless of face covering use. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort,



classroom, or other group may need to be considered exposed, particularly if people have spent any time together indoors.

Isolation: Isolation is used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available.

Quarantine: Quarantine refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health.

Resources

- [San Mateo County Health - COVID-19 Recommendations Checklist](#)
- [San Mateo County Coalition for Safe Schools and Communities: Pandemic Recovery Framework](#)

Appendices

Site Contact Information

Main Office: 650-260-3152

Site COVID Team

Head of School: Dr. Irene St.-Roseman

Office Manager: Maggie Diaz

Director of Operations: Karla McLean

Director of Academics, Compliance and Equity: Latrice Bennett

**COVID Team Responsibilities:**

- Collect information regarding COVID-positive staff and students - ensure sharing of information for appropriate health protocols.
- Identify shifting staffing needs and work with the District Office to put substitutes in place as needed.
- Maintain stock of back-up PPE and sanitizing supplies for offices, bathrooms, and classrooms.

COVID-19 Expectations and Responses

It is **IMPERATIVE** that all students participating in learning on campus follow the health and safety guidelines included in this plan.

Students and families should be aware of the consequences for unsafe behaviors at school. Please review these [COVID-19 Expectations and Responses](#) that all schools within the ODA are following during the Pandemic.

Phases of Return Description**Phase 1: To Begin Two Weeks after the County reaches the Red Tier**

This Phase includes specialized programs that serve students with disabilities and complex learning and support needs. These students require in-person learning to access their education. The class size in the program are small, ranging from 5 to 14 number of students. Additionally, the student to staff ratio is quite small which allows for the unique needs of the students to be met. Plans will include additional support periods on Fridays, and ways to ensure that students with disabilities can be served with considerations for safety and access to in-person instruction and the critical social emotional, mental health, social skills, and access to peers. Students enrolled in Special Education programs may return to campus. The District Special Education Department and Case Managers are communicating directly with these families.

Phase 2: To Begin Fall of 2021

This phase includes opt-in hybrid model learning for all students who attend ODA.