

Fall 2020

HERITAGE OAK SCHOOL
RE-ENTRY POLICIES &
PROCEDURES



PARENT - STUDENT GUIDE

PREPARED BY
THE HERITAGE OAK COVID COMMITTEE

HeritageOakSchool.com



ABOUT OUR PLAN

"The COVID Committee has developed a 4 Phase Re-entry plan to allow us the flexibility necessary to meet our constantly changing landscape of COVID in Kern County and the State of California. Our goal is to keep students safe while providing excellence in education through a variety of platforms."

Amy Walker, Head of School & COVID Committee Chair

OUR GUIDING PRINCIPLES

Heritage Oak is a small, private School, and we believe our COVID policies and educational procedures should take into account our unique community, campus structure, and rural location. Some of the recommended procedures from KCSOS will not apply directly to Heritage Oak (bus transportation, cafeterias, large class sizes, etc.). We have made every effort to consider a variety of recommendations that would fit our unique school needs, including but not limited to guidelines provided through the Association of Christian Schools, International and the Association of Classical Christian Schools. We would like to thank the Liebert, Cassidy, Whitmore Law Firm for providing a wealth of information and resources.

We strongly believe in the value of teachers as ministers and mentors to students for the transferring of knowledge, spiritual growth, social graces, and emotional well being. Teachers come alongside parents to provide a supportive community and to help build healthy relationships for the student. This is best achieved through face-to-face instruction. Therefore, it is our goal to prioritize on-campus instruction at the earliest date possible while providing educational support for students with health challenges or illnesses online.

HERITAGE OAK COVID-19

PHASE GUIDELINES

Phase response based on COVID-19 conditions in Kern Co.



1

PHASE ONE

RISK HIGH

FULLY ONLINE K-12

Instruction via
Google Classrooms

2

PHASE TWO

RISK MODERATE

K-6 ON-CAMPUS

7-12 ONLINE

K-6 on-campus with approved
waiver M-Th; Fridays on-line;
No group activities

3

PHASE THREE

RISK LOW

K-12 ON-CAMPUS

K-12 on-campus due to
Kern Co. off watchlist;
Limited Activities

4

PHASE FOUR

RISK VERY LOW

K-12 ON-CAMPUS

K-12 on-campus M-F;
All activities resume

PREVENTION



Daily Temperature Screenings

All students will be assessed for a fever in the carpool lane BEFORE exiting the vehicle. If anyone in the car has a fever of 100.4 or higher, the entire car will be required to leave campus for 72 hours to monitor symptoms.



Personal Protective Equipment (PPE)

All students in grades 3 and above will be required to bring and wear a mask unless a medical exemption is on file from a licensed physician (i.e. asthma). Heritage Oak will require masks where social distancing is not possible.



Handwashing

Students will be asked to wash hands frequently throughout the day with soap and water for at least 20 seconds. Sinks are located in most classrooms and all restrooms.



Hand Sanitizer

Throughout the day and when washing hands is not feasible, students will be asked to use hand sanitizer (when leaving the playground, before and after eating, etc.). Dispensers are located in all classrooms.

HERITAGE OAK COVID-19

DROP OFF & PICK UP



1

AM CARPOOL LANE

Arrive at assigned time.
Drive to lane checkpoint for
COVID symptom assessment
and temperature checks.

2

EXIT VEHICLES

If the entire carpool is symptom
free, students will exit the
vehicle wearing their masks.

3

PROCEED TO CLASS

Students will walk directly to
class by passing the Grove and
entering their room from the
outside door only; no students
may enter the main building.

4

PM PICK UP

3:20 PM - Grammar student
dismissal from the Chapel.
3:30 PM - Secondary student
dismissal from the Chapel.

CAMPUS PRACTICES

Cohorting



Cohorting classes limits the spread and exposure among students.

Grades K-6 will be in cohorts by class and grouped with one additional class for outdoor recess and PE. Outdoor cohorts will not exceed 36 students when combined.

Music will be held in the Sanctuary and students will sit 6' apart in designated sections which will only be used by that cohort and sanitized using an electrostatic sprayer with disinfectant at the end of the day.

Grades 7-8, 9-10, and 11-12 will be considered separate cohorts for classes, breaks, and lunch. Grades 7-10 will be mixed for outdoor, non-contact PE activities. Lockers will be by cohort in separate rooms for grades 7-10 PE attire only and may only be accessed before school and prior to PE.

Hallways



Heritage Oak students will use outdoor walkways only with the exception of the short hallway by the secondary restrooms just inside the double doors. All interior hallways are closed to students unless they are with their teacher to attend Chapel or Music.

Classrooms



Desks will be placed 3-6 feet apart when feasible. Class surfaces will be sanitized regularly throughout the day. Our facilities have top rated air filters, and additional ventilation may not be recommended, especially with our regional climate. Classroom doors may be opened when weather permits at the teacher's discretion.

Restrooms



Bathroom breaks will continue to be scheduled by cohorts. The external door will be propped open and only two students may be in the restroom at any time. Students will be required to wash their hands before exiting. Grammar students waiting on their cohort will sit on the brick wall with 3 bricks between them and the next student.

Recess/PE



Outdoor recess and PE will continue for the health of the students in their assigned cohorts. Hand sanitizer will be required before and after play. All equipment will be wiped at the beginning and end of the play period.

Sanitizing



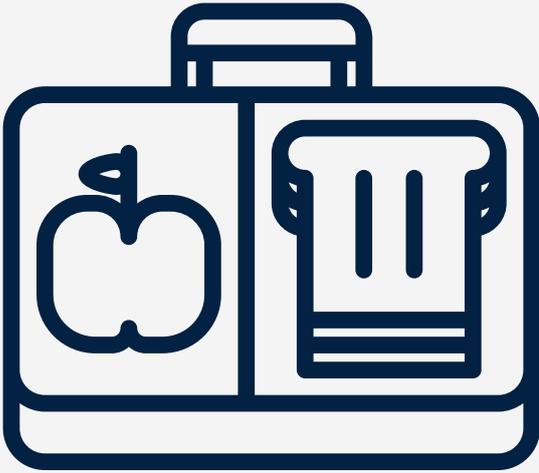
Heritage Oak will continue routine cleaning but will also implement additional cleaning procedures making sure all commonly used surfaces, doorknobs, light switches, etc. are sanitized 1-3 times daily. All cleaning will be documented as it occurs.

Students supplies will not be shared with the exception of play equipment and campus Chromebooks which will be sanitized before and after use.

LUNCH



GRAMMAR SCHOOL



Grammar students will remain in classrooms and eat with their cohorts during lunch to minimize crossover among the classes.

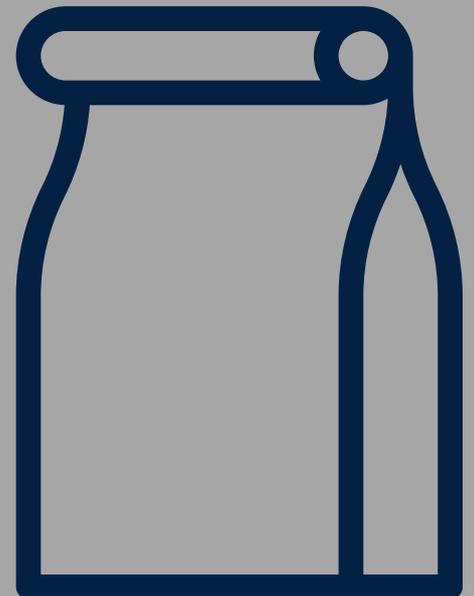
Please do not pack red juice due to students eating on the carpet. Two water bottles are required since students will not have access to the water fountains.

UPPER SCHOOL

Secondary students will eat in cohorts outdoors while weather permits, or they may eat in Room 301 practicing social distance guidelines.

Outdoor picnic tables or patio tables will be provided in areas designated by cohort and 3 students may sit at one table socially distanced.

Microwaves and water fountains will not be available, however, the snack bar will be open daily from 9:45 - 9:50 and 12:15 - 12:30 and water may be purchased at that time.



ONLINE INSTRUCTION



When necessary, all online classes will be held through Google Classroom. This platform will also be used for students who are required to quarantine for any reason. For additional digital safety, students will be issued a dedicated Heritage Oak School email address with their first name and last initial at the beginning of the year. No student will be allowed access with a different email.

Chromebooks or laptops are recommended for all students, but required for grades 7-12 both on and off campus as well as a working printer at home. Students in Grammar School will be allowed to check out a Chromebook as supplies last.

All students in grades 7 - 12 are required to have a signed Acceptable Use Policy on file before using devices on campus or for online classes.

Students are expected to follow all Heritage Oak Online Etiquette Guidelines. These will be presented to all students at the beginning of the year and can be found in the Google Classroom under Class Resources.

MISSED ASSIGNMENTS

Please see the Heritage Oak School Parent-Student Handbook for missed work guidelines. All students may access assignments via Google Classroom throughout the year whether the class is being held on or off campus.

EXPOSURE PROTOCOLS



MULTIPLE COVID CASES

If 5% of the school population has confirmed cases of COVID-19, the entire school and all extra-curricular activities will close for on-campus instruction for a minimum of 14 days for monitoring of symptoms and deep cleaning of the entire facility.

CLASS/COHORT CASE

If a teacher or student in a cohort has a possible or confirmed case of COVID-19, the entire class will move to online instruction until verification of test results provides further information. In the case of a positive COVID-19 results, students will remain home for 14 days online instruction and to monitor for COVID-19 symptoms.



INDIVIDUAL STUDENT CASE

If a teacher or student in a cohort has a confirmed cases of COVID-19 and has NOT exposed the class due to a long-term absence (such as Christmas break), the student will be online for instruction until he/she has a negative COVID test or written approval to return to campus from a licensed physician.



ILLNESS PROTOCOLS

Practices for Suspected COVID-19 Illness

Students suspected of having COVID-19 will be immediately isolated. One faculty or staff member will use appropriate PPE to care for that student until a parent or guardian can pick up the student from school.

Faculty/Staff suspected of having COVID-19 will immediately remove him/herself from school property unless it would be unsafe for the person(s) to leave independently due to the illness or other incapacitating condition.

In the event a school member cannot immediately leave, he/she would self-isolate from all other members with the exception of one fellow member who will use appropriate PPE to provide care until other arrangements can be made.

Students/Staff with Symptoms While Not at School

If a student or staff member exhibits COVID symptoms, he/she is requested to stay home until 72 hours after symptoms resolve or until evaluated by a medical provider and documented to have a noninfectious source of symptoms (for example, seasonal allergies or asthma).

Due to the chronic nature of some of these noninfectious causes of symptoms and the potential for overlap in symptoms with viral illness including COVID-19, it is recommended that a change or worsening of symptoms or new flare up should warrant additional medical evaluation and documentation of noninfectious etiology even if the outcome of prior evaluations has been reassuring.

If found to have a fever equal to 100.4oF (38oC) or greater, the person(s) shall not return to school until both symptoms and fever- free without the assistance of any fever reducing medication for 72 hours.

Practices for Confirmed COVID-19 Illness

Sick students/faculty/staff will not come to school for duration of illness and will remain home for a minimum of 14 days or 72 hours after resolution of symptoms and resolution of fever without fever reducing medications, whichever duration is longer.

Known COVID-19 Illness

Any students, teachers and staff with known exposure to COVID-19 will remain home for 14 days and may return to school if he/she continues to remain asymptomatic and fever-free the day of return.

Possible COVID-19 Illness

If exposure is unconfirmed*, the student/faculty/staff may attend school as long as they are asymptomatic, fever-free (without the aid of antipyretics such as acetaminophen or ibuprofen), and wear a mask at all times for the entire 14-day monitoring period unless tested negative by a licensed medical provider.

*Unconfirmed exposures would be situations such as someone in public violated social distancing and coughed on the Heritage Oak community member; or a Heritage Oak community member has a frontline worker in the immediate family or household that was exposed and is being monitored; etc.

These unconfirmed exposed persons will have twice daily temperature checks (upon arrival and at lunch). If the student desires to quarantine at home, he or she may do so by accepting responsibility of all make up work.

COVID Testing Services

For students seeking COVID testing, please consult your local physician or call the Tehachapi Hospital for an appointment.

Notification of COVID Exposure

If a class/cohort has a possible or confirmed COVID exposure, a Gradelink alert will be sent to the parents within the cohort, followed by a email message providing detailed instructions. In order to protect student and employee privacy, Heritage Oak will not disclose the name of the individual with the suspected or confirmed COVID.

The school reserves the right to mandate any such person isolate at home on a case-by-case basis.