

## **FOR ENROLLED FAMILIES AND/OR PROSPECTIVE FAMILIES**

**Cleaning and Disinfection.** Hand sanitizers/wash stations will be strategically placed around campus for frequent use. Students and staff will be required to take extra precautions when in shared spaces and/or using shared materials (example: the dining hall and studios). In addition to increasing our regular professional cleaning and maintenance of our main facilities, students will be responsible for keeping their living spaces clean and sanitized. All students will be coached and monitored through this process during orientation activities shortly after arriving on campus. Students and staff will share responsibilities for keeping the studios spaces clean and tidy.

We will follow the cleaning and disinfection protocol as described below:

- Clean and disinfect frequently touched surfaces (door handles, light switches, sink handles, drinking fountains, hand railings, bathrooms, dining hall tables, desks) throughout the day.
- Use of shared objects will be limited when possible, or disinfected between use.
- If vehicles are used, drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces
- Develop a schedule for increased, routine cleaning and disinfection that avoids both under-and over-use of cleaning products.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where possible.
- Use disinfectant products approved for use against the virus that causes COVID-19 from the [EPA-approved List "N"](#).
- To reduce the risk of asthma and other health effects related to disinfecting, select disinfectant products on EPA List "N" with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Follow disinfectant product label directions for appropriate dilution rates and contact times and provide training on the hazards associated with the product for safe use.
- Use disinfectants in accordance with instructions from the California Department of Pesticide Regulation.
- Encourage students, faculty, and staff to keep their personal items (cell phones, other electronics) and personal work and living spaces clean.
- Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

**Cohorting.** During Phase 1, all students will be placed in cohorts (no larger than 14) based primarily on their residential quads in the dorms. During Phase 1, student cohorts will move together through the daily schedule, preventing the potential for cross contamination with other cohorts as much as possible. While we are very aware that adolescents are hard-wired for social connection, it will be critical for everyone to abide by these measures until COVID-19 tests return with a negative diagnosis.

**Entrance, Egress, and Movement Within the School.** During Phase 1, movement around campus will be limited to defined cohorts. During Phase 2, we will discuss loosening up restrictions to allow for more socializing and inhabiting shared spaces. That said, the community will be urged to frequent the outdoors as much as possible and any shared indoor spaces will require open windows and doors for optimal air ventilation and circulation. Students should not visit each others' living spaces as it is harder to maintain air ventilation (not to mention personal privacy). Masks will be required in all indoor spaces.

**Opening Day.** All students will be required to self-quarantine for 14 days before travelling to Napa. Typically, we enjoy hosting all of our families as we celebrate the first day of the semester together. Given the current climate, however, we are limiting our guests and ask that our families refrain from visiting campus. Prior to the start of the semester, all families will be invited to a "Welcome to Oxbow!" Zoom meeting, but will not be allowed directly onto campus. Students should be dropped

off in the main parking area or along Third Street in front of the dorm area. Our staff will be available to assist in moving students and their belongings onto campus. (Details to follow.)

**Meals.** During Phase 1 of reopening, small cohorts will report to the dining hall in shifts to retrieve meals in the style of “grab and go.” If the weather is nice, everyone will be encouraged to eat outside while practicing physical distancing. Otherwise, each cohort will report to a designated eating area until it is safe to move into Phase 2 of reopening.

**Vacations/breaks.** The spring semester will operate continuously through the duration of the semester without the usual spring break vacation. In lieu of an extended off-campus break, the faculty will design and schedule special community retreat activities periodically throughout the semester to give students time to decompress, relax, and simply play.

**Visitors/guests.** To keep the campus as safe and secure as possible, non-essential visitors will not be allowed on campus. Students will have very limited (to no) access off campus; therefore, families should not make arrangements to visit students on or off campus through the duration of the semester. If conditions allow, we will reconsider this regulation. If it is safe, parents will be invited to attend the Final Show in May to celebrate the incredible journey shared by the entire cohort.

**Face Coverings and Other Essential Protective Gear.** Per the state of California guidelines, people must wear face coverings in high-risk situations (which includes enclosed areas and common spaces). All students and staff should acquire their own cloth face masks made from multiple layers or folded fabric. While the school will have disposable masks readily available, we strive for low waste reduction by asking everyone to acquire and wear masks that can be washed. The staff will be equipped with additional safety equipment and clothing, especially when attending to a student who is ill. Once the initial on-campus quarantine has passed, students cohabiting in the dormitory suites will be considered a “family,” at which point restrictions on face coverings and protective gear may be loosened.

**Health Screenings for Students and Staff.** While students and staff will be monitored daily, the science indicates that many cases of COVID-19 remain asymptomatic. For this reason, we ask that all members of the Oxbow community maintain physical distance when possible and wear face coverings to help prevent transmission. By strictly limiting traffic flow onto campus and adhering to daily hygiene practices, we hope to keep our community healthy through the duration of the semester. Students and staff will be required to self-monitor and check for symptoms associated with COVID-19: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and diarrhea.

**Healthy Hygiene Practices.** Adequate supplies to support healthy hygiene, including sanitation stations, soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans will be available throughout campus. We will promote and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Community members will be reminded to: frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application; cover coughs and sneezes with a tissue or use the inside of the elbow; use hand sanitizer when hand washing is not practicable.

It is strongly recommended that all students and staff be immunized against influenza unless contradicted by personal medical conditions, to help: protect the campus community; reduce demands on local health care facilities; and decrease illnesses that cannot be readily distinguished from COVID-19.

#### **Identification and Tracing of Contacts.**

**Isolation.** If a student exhibits symptoms of COVID-19, they are required to inform the staff immediately. That individual will then be quarantined in a bedroom of the residential apartment next to the student suites until symptoms subside and it is safe to re-enter the community. The school will follow CDC guidance for [caring for those who are sick](#) and, when applicable, follow the CDC's guidance for [shared or congregate housing](#). Students or staff will be able to return to work or class after a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker or student has had no fevers (without the use of fever reducing medications) for the last 24 hours. A worker or student without symptoms who was diagnosed with COVID-19 can return to work or class only if 10 days have passed since the date of the first positive COVID-19 test.

**Physical Distancing.** As indicated previously, all Oxbow community members will be expected to maintain a 6-foot distance from each other when possible. Students who live in close proximity to each other in the dormitories will need to be particularly mindful of cleaning and disinfecting their shared spaces. It is difficult to maintain physical distancing in on-campus housing, and even modified guidelines may be difficult to achieve. However, every effort will be made to decrease the risk for exposure. For example, students sharing a bedroom will be asked to sleep in opposite directions (head to foot) and the frequency of cleaning of shared bathrooms will be increased.

**Staff Training and Family Education.** Prior to the semester start, all staff will participate in a safety training orientation that will include measures to be taken in the event an individual gets sick. We will require our students (and, preferably, the entire family if possible) to participate in a 14-day quarantine prior to arrival in Napa.

**Testing of Students and Staff.** A private testing company and lab will perform at least 2 tests for all Oxbow community members during the course of the semester -- during Phase 1 and mid-semester.

**Positive test.** The local health officer and all staff and parents will be alerted if there is a positive case on campus. If a student tests positive for COVID-19, we ask that parents travel promptly to Napa to provide proper care for their child in a designated space off campus (hotel room or Airbnb) for 14 days. If a staff member tests positive for COVID-19 or has been exposed by someone who is positive, that person will self-quarantine for 14 days until it is safe to return to the community. If 5% of the community tests positive during the same 2-week window, we will follow guidance from the local health officer.

**Trigger for Switching to Distance Learning:** It is our ultimate goal to prevent closing the campus. In the event the local health officer advises us to do so, we will close campus and proceed with a distance learning model. The new school schedule has been built with this in mind, allowing for a seamless transition for project-based instruction. While distance learning is not ideal, we found that our students continued to be highly engaged last spring. Not only did they move on to make incredible work from home, they committed themselves to maintaining a close-knit community with each other and the staff. If Oxbow is required to shift to a distance learning platform, families will be given the option for a prorated 20% "room and board" discount. Please be aware that our overhead costs remain the same whether we are offering in-person instruction or distance learning. Our small size is what makes the educational experience so unique for our students, but it also makes us especially vulnerable to unplanned financial revisions. All students will still be on track to receive full academic credit and an official transcript for their work while attending Oxbow.

**Communication Plans:** Your student's advisor and/or the Head of School will be in frequent communication with you throughout the semester. In particular, you will be notified immediately if there is a positive case of COVID-19 identified on our campus. The school will act in coordination with medical professional guidance and the Napa Public Health Officer to take measures to create the safest conditions for the well-being of the entire Oxbow community. The Head of School will be the primary representative for contact between the school and outside officials.

For additional information about reopening guidelines for the state of California, please visit the following sites: <https://covid19.ca.gov/> and <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>. Please contact us if you have any questions about The Oxbow School reopening plan.