

Dear Oak Hill families, faculty and staff:

We are writing to follow up on last week's communication about novel coronavirus (COVID-19). We are continuing to monitor timely resources to inform how we can best uphold our commitment to the health and well-being of our community. While it is unsettling for parents, students and employees to read daily about COVID-19, the CDC has advised communities, businesses, schools and other organizations to be prepared for the possibility of needing to manage this new virus. Our school is committed to being as prepared as possible, and thus provides the following update on our decisions and guidance to our community.

**Preventative Measures:**

Our school nurse has spoken to the entire student body regarding proper handwashing and respiratory hygiene. Please reiterate to your child(ren) the following:

- Avoid contact with sick people
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol based hand sanitizer that contains 60%-95% alcohol. Soap and water should be used if hands are visibly dirty.
  - It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose.

The school is continuing its work in sanitizing the campus and doing what it can to reduce surface bacteria in the normal course of its campus cleaning. In addition, all surfaces are being wiped down nightly with AIRx75 (tuberculoidal + Virucide). Also, computers are wiped with Zopics Wipes after hours.

**Out of an abundance of caution, we have decided to take the following steps until further notice:**

- All school trips have been cancelled effective immediately.
- Our March 18th Open House has been postponed.
- The "College Admission Talk" on March 13th has been postponed.
- All interscholastic games have been postponed for the time being.
- The OHA Parent Organization Gala will not be held on March 28th at Addison Park. Alternative plans will be forthcoming.

**Travel:**

With travel plans for business and pleasure underway, and spring break quickly approaching, we are particularly mindful that many of our families have plans to travel. We encourage families to take the usual health precautions. As you evaluate your own travel, check the [Travel Advisories](#) for your intended destination noting that conditions can change rapidly in a country at any time.

Many countries have instituted restrictions and quarantines for travel into and out of the country

that may directly affect you. Please be mindful that travel restrictions can change with little or no advanced notice, and airlines may change or cancel flights in response. Also, please be aware that the US Department of State has advised US citizens against traveling by cruise ship.

We are counting on you to help keep our school community safe. Therefore, prior to departure, you are required to inform Oak Hill Academy where and when you will be traveling to areas that have a risk assessment level 1, 2 or 3 for COVID-19 as listed on the [CDC's website](#), or if you are traveling anywhere else for the foreseeable future. Effective immediately, anyone traveling domestically or internationally are required to complete our Travel Notification Form. [Click here to open the OHA Family Travel Plans form with the relevant information](#). This is mandatory to monitor and keep a close record of people's travels in case of a spread of the virus.

Since this outbreak is so unpredictable, families should be prepared to follow all requirements imposed by the CDC for re-entry into school after travel in or out of the affected area. These may include, but not limited to, self-quarantine, proof of clearance, or any other documentation, etc.

### **Self-Quarantine Policy:**

- We request that all individuals travelling regularly check the [CDC's website](#) and [State Department's website](#) (before traveling and before returning)
- In an abundance of caution, we ask our students, parents and faculty, staff, and volunteers who are travelling to and/or returning from [CDC Level 2 or Level 3](#) areas or whose household members are returning from [CDC Level 2 or Level 3](#) areas, not to return to school (including any school activities on or off campus) until a 14-day period has elapsed following their return to the United States, and to obtain medical clearance before returning to campus if necessary. If you travel to these areas, we ask you to self-report to the school nurse, Linda Malinowski at [lmalinowski@oakhillacademy.com](mailto:lmalinowski@oakhillacademy.com). Please contact your personal physician for specific instructions regarding self-quarantine.
- Please know that should your student require self-quarantine post-travel, we will provide appropriate instruction and extend deadlines.

### **Planning for school disruption:**

Oak Hill is continually planning how to handle potential closure for a period of time even though we may not need to implement the plans. Sycamore School, G Suite (such as Google Classroom), and Cisco WebEx platforms will allow students and teachers to interact remotely in the case of a school closure due to weather or illness. Students have remote access to online textbooks, digital subscriptions (IXL, etc.), video lessons, and assignment details through both Sycamore and Google Classroom. Teachers, staff, and students can also communicate through our email system. We can securely connect and access information needed to operate virtually in the event our physical school is closed.

A more detailed digital learning plan will be forthcoming in the event of a closure.

As we partner with you and our greater community to meet known and unknown challenges, we are committed to keeping the channels of communication open and doing all we reasonably can to ensure the health, safety and well-being of our community. We plan to communicate regularly with

families as we monitor the situation.