



Riverfield 2020-2021 School Year COVID-19 Handbook for Students and Families

School Hours of Operation

7:45am - 5:30pm

Arrival and End of Day Pick Up

- Start times will be staggered and families/students will arrive at school at their student's scheduled time. Information regarding your child(ren)'s specific drop off time will be sent to you prior to the beginning of school. Please make every effort to arrive during your assigned arrival time so we can minimize congestion.
- If students arrive after their arranged drop off time, you will need to call the school to arrange for the check-in procedure.
- With the exception of Bird and Turtle/Butterfly Class families, who will drop off on the patio, each family will drop off "carline" style, and a designated school employee will meet students at their car.
- All Riverfield employees will wear a mask during drop off and pick up.
- Parents will remain in the car.
- Digital health screening forms will be emailed each Sunday-Thursday evening and should be filled out and submitted each morning within **one hour** of dropping off. Health screening forms cannot be filled out the night before as the response will not show up on the form the following morning. If for some reason, you do not receive the scheduled email form, please tell a Riverfield employee in carline and they will provide a paper copy and help troubleshoot the problem. Below is the link to the form we will use so you can familiarize yourself with this new system.
https://docs.google.com/forms/d/e/1FAIpQLSfSjYz4pSSrG9iMBnuf7IbcshP63999VHW6tm3BeYctZLDA/viewform?usp=sf_link
- Families will sign in digitally through the health screening form and will confirm that their child and their family are symptom free each day. There is space for multiple members from the same household to use the same form each day.
- Carline staff will confirm receipt of the digital health screening form and take your child(ren)'s temperature before they exit the car.
- Infants will have their temperatures taken on the infant patio before entering the building.
- Where feasible, students will enter their classrooms via the external doors. Students with classes on the second floor of the Upper School will use the front stairway for going up and back stairway going down.
- Any special instructions or information regarding your child(ren) can be verbally communicated to carline staff, and the information will be noted and passed on to the appropriate administrators and teachers.
- Families are not able to enter the school buildings, so more in-depth communication between families and school will happen through phone calls and emails. If you are needing to contact a teacher via phone, please call the school and we will make sure your message reaches your child's teacher. They will return your call at the earliest time they can step away from the classroom.
- End of day pick up times will also be staggered. Each Division will create protocols for transition of students to carline, After School Club, activities, and sports. Please make every effort to arrive during your assigned pick up time so we can minimize congestion.

- If your child is enrolled in After School Club, please call the school when you arrive in carline. Please do not call until you are actually on campus. Pre-School children will be escorted to their cars in the front circle drive of the Main Building. Lower School students will meet their parents at the rear entrance of the Main Building. Middle and Upper School students will meet parents in the circle drive of the Upper School.

Basic Healthy Habits

Per the Health Department and CDC, a combination of washing your hands, wearing a mask and watching the distance between yourself and others is the most recommended risk mitigation strategy for all. Riverfield will be reinforcing this message by:

- Requiring masks for all faculty, staff and students in K-12.
- Washing our hands often with soap and water for at least 20 seconds.
- When soap and water are not readily available, we will use a hand sanitizer that contains at least 60% alcohol. Hand sanitizer will supplement hand washing but not replace it.
- Covering coughs and sneezes with a tissue or inside of elbow, throwing the tissue away, and then washing hands.
- Avoiding touching one's eyes, nose, mouth, and face covering.
- Maintaining more than six feet distance whenever feasible in K-12.
- Staying home when sick.
- Asking students and staff to quarantine for 14 days if they are in close contact with a person that is COVID-19 positive.

In the case that your child becomes ill during the school day, it is imperative that they be picked up **within 45 minutes**. Please notify a carline staff at drop off if there is a different phone number than usual to reach you that day and have a contingency plan in place for a sick child.

Social Distancing, Group Size, Cohorts, and Co-Mingling

- Riverfield has always believed in small group sizes and will continue to operate under this premise.
- Students will be placed in cohorts throughout campus and will remain with them for the majority of the day. Cohorts allow us to contain any possible illness/exposure to a smaller confined group. This will look slightly different in each Division.
- Students in K-12 will be asked to wear masks when co-mingling outside of their cohorts.
- Students and teachers will utilize classroom external doors (when they have them) to minimize comingling in hallways and indoor common spaces.

Pre-School

- During the school day, each classroom will function as a cohort, maintaining consistent children and teachers throughout the day.
- During before and after school club, there may be short periods of time where students from multiple classrooms in the same age group co-mingle. Every effort will be made for this to be a short period of time and only as needed.
- Playground times will be scheduled in order to minimize comingling of cohorts. Walks throughout campus are always available.
- For children who rest, they will rest in a head-to-foot or foot-to-foot configuration, allowing as much distance as possible.
- Teachers will practice social distancing when appropriate, remaining nurturing and available for normal caregiving throughout the day.

Lower School

- Every Wing will work in a cohort formation with two to three cohorts in a Wing.
- Throughout the school day, students will stay within their own core class group. The core classroom teachers and a Specials teacher will work with the group.
- The core class group is part of the larger cohort. The cohort will use the same bathroom, share the Specials Teacher, and spend time with the cohort during outside times and BSC/ASC.
- Lunch will be eaten in the student's core classroom.
- Specials teachers will embed for a two- week period with a cohort and be a significant part of that cohort's experience. At times, when the specials teacher is not embedded in a cohort, they will continue to provide virtual specials during the school day. Specials teachers will also provide support for virtual platform students.
- Students will be shown how to safely distance themselves from others while they work.

Middle School

- Riverfield's Middle School has moved to a block schedule in order to minimize transitions, and thus, reduce exposure.
- Students will remain in their cohort classrooms for the majority of the day and teachers will move from room to room.
- Lunch will be eaten in cohort classrooms.
- Each classroom will have and maintain a seating chart that remains constant.
- In any room that is shared, cleaning will happen between cohorts.
- We will practice social distancing of six plus feet when at all possible.
- 6th and 7th grade students will be in the Rogers Building divided into grade-level cohorts. 8th grade will be in the LAC.
- Students will be assigned specific classrooms for their cohorts and will enter through the exterior doors.
- A common seating chart will be in place as students move from space to space.
- Students will go to electives and co-mingle but they will be seated and separated by cohorts to preserve separation.
- Bathrooms will be assigned to cohorts and cleaned every hour.
- Lunch will be in socially-distanced cohorts.
- Students will be assigned spaces for recess to ensure co-mingling and students playing four square or in close proximity will be encouraged to wear masks even outside.

Upper School

- Riverfield's Upper School has moved to a block schedule in order to minimize transitions, and thus, reduce exposure.
- Students will be grouped primarily into cohorts of up to 15 students.
- Cohorts will intermingle in world languages, electives, and some math classes.
- In order to limit movement, the students will stay in their cohort classrooms as much as possible, with teachers moving from room to room.
- Lunch will be eaten in cohort classrooms.
- Each classroom will have and maintain a seating chart that remains constant.
- In any room that is shared, cleaning will happen between cohorts.
- We will practice social distancing of six plus feet when at all possible.
- Students will transition from the upper and lower floors of the Upper School building using the front stairs to go up and the back stairs to go down.

Additional Healthy Hygiene Practices

- Riverfield is lucky to have a 120-acre campus, which will be used extensively throughout the year by all Divisions.
- Protocols and procedures will be in place for hallways and common spaces.
- Students' belongings will be kept separated from others and in locations appropriate for each Division. All belongings will go home each night for cleaning.
- We are limiting access to campus buildings to students, faculty, and staff.

Bathroom Usage

- Each Division will have bathroom protocols and procedures. If feasible, students should go to the restroom one at a time and use their cohort's bathroom. Maximum capacity will be posted outside of each bathroom.
- Bathrooms will be sanitized regularly throughout the day.

Hand Washing

- Proper handwashing techniques will be posted at sinks and will be reinforced by all Riverfield faculty.
- Students will wash their hands, using the proper handwashing techniques multiple times each day.

Face Coverings and Clothing

Pre-School

- Students in the 3s-5s Wing are encouraged to wear face coverings when feasible.
- Parents can request that any child over the age of three years old wear a face covering, and teachers will make every effort to ensure they are used during the day.
- No masks will/can be worn at naptime.
- Children under two are not permitted to wear face coverings.

Lower, Middle, and Upper School

- All K-12 grade faculty, staff, and students are required to wear a face covering (a mask or gaiter-style face covering) that covers **both the nose and mouth** while in a school building or school vehicle.
- Students will be given time outside periodically throughout the school day without their face covering, and there will be certain activities, such as athletic participation, where these guidelines will be adjusted.

Maintaining a Healthy Environment

Cleaning Classrooms and Materials

- Riverfield has plenty of EPA-approved cleaning/sanitizing/disinfecting supplies and will continue to be vigilant in cleaning and sanitizing spaces and materials, paying close attention to high touch surfaces and materials.
- When necessary, we will disinfect the entire campus using our fog machine and hospital grade sanitizer.
- While facility team members will deep clean spaces after hours as well as wipe down door handles and hard surfaces during the day, students will partner with faculty/staff to prioritize regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.
- Physical Education equipment and playground equipment will be disinfected before classes depart.

Food and Water

- Lunches will be served in the students' cohort classroom or outdoor spaces.
- Lunches will be individually plated and served.
- Pre-School snacks will be pre-packaged or individually plated and served.

- Food and utensils cannot be shared or traded.
- Each student should bring a refillable water bottle labeled with their name. Bottles cannot be shared with another person.
- Water fountains may only be used to refill water bottles.
- Water bottles must be taken home and washed each day.

COVID-19 Symptoms and Exclusions

We strongly encourage all families to monitor for signs of infection and illness on a daily basis and to keep your child(ren) home if they are ill. In addition to self- monitoring, the school will monitor specific symptoms and possible COVID exposure daily.

If a student has any of the following symptoms, it indicates a possible illness that may decrease the student's ability to learn and also puts him/her at risk for spreading illness to others. Therefore, families are required to report any of the following symptoms during their health screening each day. If a student presents with one or more of these symptoms, and they are not explained through common occurrence for that student, the student may be asked to stay home or get a doctor's release to return to campus.

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Unexplained muscle or body aches
- New loss of taste or smell
- Diarrhea, vomiting, or abdominal pain
- Unusual fatigue
- New onset of severe headache, especially with a fever

In addition to questions regarding symptoms, families will also be asked the following questions regarding close contact/potential exposure and taking of fever-reducing medication:

Has your child:

- Had close contact (within 6-foot proximity for at least 15 minutes), whether masked or not, with a person with confirmed COVID-19?
- Taken fever reducing medicine within eight hours of returning to school?

If a student or faculty member answers yes to any having any symptoms, they will be referred to their health care provider for possible testing. In order to return to school, they will need either a negative test result or a doctor's note releasing them to return. If a student or faculty has been exposed to someone who is COVID positive, they must stay out of school for fourteen days from their last exposure and be symptom free in order to return.

Returning to school after a positive COVID test

Students and staff may return to school after testing positive for COVID when **ALL** of the following conditions are met:

- At least 10 days have passed since symptoms first appeared.
- The student or staff has had no fever for at least 72 hours – that is three full days of no fever without the use of medicine that reduces fevers.
- Other symptoms have greatly improved (for example, cough, shortness of breath, fatigue, etc.)

In the case that a student becomes ill during the school day

- If a child becomes sick at school, parents will be notified, and the child must be picked up from school within **45 minutes**.
- Students will need verification from a doctor to return to Riverfield after **any** illness, unless returning after quarantine from a positive COVID test.

What if someone in our community tests positive?

If a student or staff were present in the school two days prior to showing symptoms, or while showing symptoms of COVID, and they are confirmed positive, Riverfield may be required to close certain classrooms for 48 hours for deep cleaning and disinfecting. We will work with the local and state health departments to determine the duration and extent of closure, or if any closure is necessary at all. Those in close contact with the COVID positive individual may be asked to quarantine for fourteen days. If this occurs, they will transition to virtual learning for the duration of their quarantine.

Contact Tracing

Cohorts, Upper and Middle School seating charts, and Pre-School and Lower School contact tracing sheets all assist in accurate and efficient tracing of who might have been exposed if a student, faculty and staff were to test positive for COVID.

Ventilation

- Classrooms will open exterior doors regularly in order to circulate outdoor air into the classroom. After closing the door, the air conditioner will continue to circulate air until the next time the door is opened.
- Classrooms with no exterior door should keep their interior door open to common spaces/hallway to maximize airflow. HEPA filters have been added to classrooms that do not have an exterior door.

Field Trip Procedures

- Pre-School students will postpone field trips until community transmission decreases.
- When a field trip is deemed an essential component of learning for K-12 students, we will use the following protocols:
 - Students will sit one child per seat on the bus.
 - Only one cohort will ride the bus together.
 - Windows of the bus will be cracked/open at all times.
 - Everyone will use hand sanitizer as they enter and exit the bus, enter and exit their field trip destination, and re-enter their classroom.
 - Students and teachers will wash their hands upon returning to the classroom.
 - Bus seats will be sanitized after each use.

We remain committed to creating a positive experience for Riverfield students, faculty, and staff. We are really looking forward to creating a fantastic year together. While we may not all agree on what is best at all times, please know that our plans are made with the best of intentions and with the health and well-being of our students, faculty, staff and school in mind. During these trying times, we as a community will prosper by creating a culture of respect and by demonstrating respectful dialogue. We will remain nimble and adapt our playbook as conditions shift throughout the year, and updated guidance is given by the CDC and Tulsa and Oklahoma Health Departments.