



**Oxford Preparatory School**

**[www.oxfordprep.org](http://www.oxfordprep.org)**

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***Nurturing Potential - Inspiring Excellence-Developing Leaders***

**Plan B Facility Operations**

As we prepare to transition back into the learning environment, school facilities need to be clean and safe for students and educators with a physical setting that is appropriate and adequate for learning. In updating the OPS facility operations plan, OPS is incorporating guidance from both the CDC and NCDHHS into the plan. Meeting these guidelines will be challenging and very expensive, but OPS intends to provide a safe, healthy environment and advance positive impacts for both employees and students within our school facility.

As long as OPS operates in Plan B, the following protocols will be implemented

- Limit density of people in school facilities to no greater than 50% maximum occupancy to ensure social distancing of at least 6 feet apart between people, per Governor Cooper's directive.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older children.
- Allow time between classroom activities for proper cleaning and disinfection of high-touch surfaces  
Limit sharing of personal items and supplies in the classroom such as writing utensils.
- Perform ongoing and routine environmental cleaning and disinfection of high-touch areas with EPA approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19). This includes the use of an electrostatic sprayer. Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection procedures.
- Avoid shared use of soft or other items that cannot be easily cleaned and disinfected, (e.g., stuffed toys, clays).
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom material to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- Children will not be performing any cleaning or disinfecting.
- Arrange seating/desks to allow for physical distancing, at least 6 feet apart when feasible.
- Assign alternate seating between Group A and Group B, to help track virus spread if a student/staff tests positive for COVID-19.
- Turn desks to face the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain distant in lines and at other times.
- Ensure students don't share water bottles or drink directly from water fountains.
- Install motion activated paper towel and soap dispensers.
- Provide PPE stations that will include hand sanitizer, at every building entrance.
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Put up signs, posters and flyers at the main entrances and in key areas throughout school buildings and facilities to remind students and staff to wear face coverings, wash hands and stay 6 feet apart whenever possible (Wear, Wait, Wash).
- Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc.
- Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day. Limit mixing between cohort groups as much as possible.
- Establish a protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, etc.
- Limit nonessential visitors and activities involving external groups or organizations.

Sincerely,



Andrew Swanner

Executive Director

Oxford Preparatory School



Nathan Watson

Facilities Supervisor

Oxford Preparatory School