



Christ the Cornerstone Academy

## **SAFE REOPENING PLAN**

In response to COVID-19

August 17, 2020

## **INTRODUCTION:**

Christ the Cornerstone Academy and Preschool has created this document in order to help with the reopening of our Elementary School for the Fall 2020-2021 school year and is published on CTCA's website at [www.ctc-academy.org](http://www.ctc-academy.org). We understand that no one can guarantee 100% protection from contracting COVID-19, but we can all do our part in minimizing those risks and the spread of the disease. The goal of this document is to create an environment where employees, students, and families feel safe to return to Elementary School while following all the protocols from the Center for Disease Control (CDC), the California Department of Public Health (CDPH), the San Diego County Department of Health and Human Services (HHS) and the California Department of Education (CDE). Updates will be made to this document when new information comes out.

The CDC has school-focused guidelines on their website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

The HHS has information on COVID-19 here: <https://www.sandiegocounty.gov/hhsa/>

The American Association of Pediatrics has their guidance here:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Please take time in looking through the above websites and reading this document to see how our elementary school will look for the coming up school year. Also take the time to discuss it with your children so that they are aware of all the changes that they will see when they come back to school.

## **SECTION 1: SAFETY OF STAFF, STUDENTS AND VISITORS**

### Expectation of Students:

1. Students in 3<sup>rd</sup> grade and above will be required to wear face coverings.
2. Although it is not required for TK - 2nd Grade to wear facial coverings, our CTC TK - 2 will be required to.
3. CTCA will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt. Students who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.
4. The facial coverings will be removed when the students are eating or outdoor recreation but kept on at all other times.
5. Students will provide their own face coverings, but CTCA will provide a face covering if the student forgets theirs.
6. Students will wash their hands often, in the sinks in the classrooms or in the bathroom. Or may use hand sanitizer if soap and water are not available.
7. Students will each have their own plastic desk barrier, provided by CTCA.

### Expectations of Staff:

1. Staff will wear face coverings at all times in accordance with the CDPH guidelines.
2. Classroom desks will have plastic barriers for all students and one for each teacher's desk.
3. Staff will physically distance themselves when on the playground or in the lunch area.
4. Staff will be provided with face shields as well as gloves to use when necessary per CDC guidelines.
5. Staff meetings and any professional development will take place where social distancing can take place or will use remote platforms.

## **PROMOTING HEALTHY AND SAFE HYGIENE PRACTICES**

1. Students will have access to handwashing within each classroom as well as the bathrooms.
2. Hand sanitizers will be available when hand washing is not.

3. Students will have access to tissue to wipe their nose and to cough/sneeze into.
4. We will practice and promote proper hand washing techniques with staff and students. Avoid touching one's eyes, nose and mouth and coughing into one's elbow or tissue and then throwing the tissue away.
5. Children will bring their own lunch. Lunch will be served in the lunch area with physical distancing with each student, separating grades within the lunch area. Hot lunch will be suspended for now until further notice.
6. Each student will have their own classroom supplies i.e. pens, pencils, markers and crayons. There will not be community crayons or other items to share with all the students.
7. For celebrations like birthdays, students may bring in items but they need to be individually wrapped and they will be distributed by the teachers using the proper Personal Protection Equipment (PPE).
8. We will be using the no touch trash cans in the classrooms.  
CTCA will provide PPE to staff or students who may need PPE.

## **INTENSIFY CLEANING, DISINFECTION, AND VENTILATION**

1. All water fountains will be disabled and students will bring their own water bottle and can be filled up at school.
2. Staff will clean and disinfect high touch areas on a constant basis: i.e. light switches, door handles, tables, and chairs.
3. Bathrooms will be disinfected on a regular basis throughout the day.
4. The Play structure will be sprayed between uses with a bleach water combination and allowed to dry between uses.
5. Staff will assure proper ventilation during cleaning and disinfecting and provide as much fresh air as possible.

## **IMPLEMENTING DISTANCING - INSIDE AND OUTSIDE THE CLASSROOM**

1. CTCA will implement safe distancing whenever possible.
2. Students will be six feet apart in the classrooms as much as possible.
3. Teachers will set up the classroom so that small groups can be distanced from each other as well as have the use of plexiglass shields.
4. Desks will be set up so they are all facing the same direction and will have plastic barriers on the desks for each student and each teacher.
5. Social distance will be kept when entering campus while checking in.
6. Before-care will take place on the playground and the students will maintain distance as much as possible.
7. Extracurricular activities, such as after school clubs, will still take place while following guidelines as put out by the CDC.
8. Chapel is a very important part of the learning experience here at CTCA. Chapel services will continue as long as we have enough space for the children to sit apart.
9. Chapel will still have music but the children will not sing. The chapel speakers will stand more than 6 feet from the students.
10. Students shall remain in small groups and consistent as possible. CTCA will keep the same staff and students to the greatest extent possible.
11. Recess will be staggered and the playground equipment will be sanitized between each group.
12. The campus will be marked with directional signage to keep minimal contact between students and staff.
13. Students will stand 6 feet apart as much as possible during entering and exiting of the campus.

## **STABLE COHORTS**

- Students will remain in the same space with their peers for their grade and will be consistent as practical. CTCA will keep the same students and teacher with each group, to the greatest extent practicable.
- CTCA will minimize the movement of students and keep the same teacher with one group for the whole day to the greatest extent practicable.
- Lunches will be served with the class and will use the lunch area and keep socially distant while eating lunch.
- Each cohort will be on separate areas of the playground and will be disinfected between each group,

## HEALTH SCREENING TO ENTER CAMPUS

All persons who are sick or who have recently had close contact with a person with COVID-19 are encouraged to stay home.

1. All persons will be screened with having their temperature checked, observed for other symptoms associated with COVID-19 and asked if they have traveled outside the country or if they have had close contact who was ill with confirmed COVID-19 prior to entering campus, and anyone who does not pass the screening will be asked to leave campus.
2. Any person who develops any COVID-19 symptoms while on campus will be asked to go home and if it is a student, they will be brought to a separate room and the parents called immediately.
3. All persons will have their temperature taken with a no-touch thermometer prior to entering campus.
4. CTCA will ask if the person is experiencing any of the COVID-19 symptoms within the last 24 hours.
5. CTCA will ask if they have had any contact with a positive COVID-19 case within the last 24 hours.
6. Students must enter through the Red Front door, the Main Office door, in order to get screened prior to entering the facility.

### SYMPTOMS ASSOCIATED WITH COVID-19

- A. Fever defined as 100.4 degrees Fahrenheit or higher
- B. Cough
- C. Shortness of breath
- D. Chills
- E. Fatigue
- F. Repeated shaking with chills
- G. Muscle or body aches
- H. Headache
- I. Sore throat
- J. New loss of taste or smell
- K. Congestion or runny nose
- L. Nausea
- M. Vomiting
- N. Diarrhea

This list is not all inclusive and will be updated when informed by the CDC or CDPH lists any other symptoms.

## **TRAIN ALL STAFF AND EDUCATE FAMILIES**

To keep all families, staff and students safe, it is important that all CTCA families understand the policies and procedures that have been put in place. Training will be provided for all staff members.

CTCA families will receive a copy of CTCA's Safe Reopening Plan and families will receive covid-19 resource material(s) as they come out, and students will be given hand washing instructions.

CTCA families will be given all resource materials such as screening practices, how COVID-19 is spread, COVID-19 symptom identification, the proper use, removal and washing of face coverings, the importance of physical distancing and the enhance sanitation practices that will be done at CTCA.

Staff will be trained during In Service prior to the start of the school year. To be included in the training will be:

1. Daily screenings
2. Isolation Protocols
3. Face Coverings
4. Disinfection routines
5. Physical Distancing and the importance of
6. COVID-19 symptoms and how to look for them
7. Visitors

CTCA wants to make sure that every staff member knows all the protocols and the importance of each one so that we have a safe campus for all of our students and staff and to try to prevent the spread of the virus.

## PLAN FOR WHEN A STAFF MEMBER, CHILD OR VISITOR BECOMES SICK

- A. Any person who is showing signs of COVID-19, will be required to wear a face covering and wait in an isolation area (The Founders Room) and wait there until they can be transported home or to a healthcare facility, as soon as possible.
- B. For non-COVID illness, please refer to the CTCA Parent Handbook for the proper procedures to return to school.
- C. For COVID-19 cases:
  1. CTCA will notify local health officials, staff and all families immediately of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws.
  2. All areas used by the sick person will be closed off for 24 hours prior to cleaning and disinfection of the room.
  3. Any sick staff members or students may not return until they have met CDC criteria to discontinue home isolation, ([https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)) including 3 days with no fever without medication, and symptoms have improved and 10 days from when symptoms first appeared.
  4. Students and staff will need to provide a doctor's note of clearance prior to returning.
  5. Students will have access to instructional material while out of class.
  6. If a teacher has a confirmed COVID-19 case, CTCA is required to contact the county health department and close off the room and disinfect the room. CTCA is required to notify teachers, staff and families immediately of any positive COVID-19 case while maintaining confidentiality as required by State and Federal law.
  7. CTCA will identify contacts, quarantine and exclude exposed contacts(likely the entire cohort) for 14 days after the last date the case was present at school while infectious. Contacts will be asked to be tested . Then it will be required to provide a negative viral test result for COVID-19 or a health care provider provides CTCA with a note certifying that they are free from COVID-19.



8. It is understandable that having a case connected to CTCA may cause concerns or raise questions. Please know CTCA takes the obligation for privacy very seriously and will share information with our community as needed.

|    | <b>Student or Staff with:</b>  | <b>Action</b>  | <b>Communication</b>                                       |
|----|--|--|--|
| 1. | COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines | *Send home<br>*Recommend testing (If positive, see #3, if negative, see #4)<br>*School/classroom remain open   | *No Action needed  |
| 2. | Close contact (†) with a confirmed COVID19 case  | *Send home<br>*Quarantine for 14 days from last exposure<br>*Recommend testing (but will not shorten 14- day quarantine)<br>*School/classroom remain open  | *Consider school community notification of a known contact |
| 3. | Confirmed COVID-19 case infection  | *Notify the local public health department<br>*Isolate case and exclude from school for 10 days from symptom onset or test date<br>* Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious<br>*Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine)<br>*Disinfection and cleaning of classroom and primary spaces where case spent significant time<br>*School remains open | *School community notification of a known case             |

|    |                               |  |   |
|----|-------------------------------|--|---|
| 4. | Tests negative after symptoms | *May return to school 3 days after symptoms resolve<br>*School/classroom remain open | *Consider school community notification if prior awareness of testing |
|----|-------------------------------|--|---|

**TESTING**

- Staff are encouraged to get tested regularly and to contact their primary care provider or community testing site for testing.
- When a staff member has had close contact with a confirmed case, they are also encouraged to get tested while in self-isolation.
- CTCA staff are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. CTCA will include testing all staff over 2 months, where 50% every month to rotate testing of all staff over time.

**MAINTAIN HEALTHY OPERATIONS**

- CTCA's office administrator will be responsible for responding to COVID-19 concerns. The Office Administrator will monitor staff absenteeism and have a roster of trained back up staff. The Office Administrator will keep documentation and tracking of exposure in order to notify health officials, staff and families in a prompt and reasonable manner.
- CTCA will maintain communication systems via email that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures while maintaining confidentiality.
- CTCA will support students who are at higher risk by providing virtual learning or independent study.

**CONSIDER FOR PARTIAL OR TOTAL CLOSURE**

CTCA will follow local and state laws. We will monitor daily notices from the health department about transmission and adjust accordingly.

When a student, staff member or teacher tests positive for COVID-19 and has exposed others at school:

- In consultation with the health department, CTCA will decide whether school closure is necessary, based on risk level.
- Identifying the close contacts who self isolate for 14 days.
- The classroom, office or activity where the infected person was based will be temporarily closed for cleaning and disinfecting.
- CTCA will reach out to families, staff, teachers and the community to discuss the closure plans, if necessary.
- Students will be able to continue learning through our distance learning platform as to continue the rigorous learning process.

## **COMMUNICATION METHOD**

CTCA will keep staff and students updated on the most up-to-date information through Mailchimp. CTCA will send out email blasts when any significant changes have been made.

## **ACADEMICS**

For digital learning, CTCA will provide all students with a Chromebook to ensure a stable learning environment. The Chromebooks are property of CTCA and will be returned at the end of the school year.

Each student will be provided an email address so that they can communicate and receive all of their assignments through Google Classroom, the school domain used for distance learning.

Each student will use Google Classroom for all their assignments and the teachers will train those students who have not used Google Classroom. Parents will also receive information on how to use the platform so that they can aid their students in the learning process.

|    | <b>Student or Staff with:</b>  | <b>Action</b>  | <b>Communication</b>  |
|----|--|--|---|
| 1. | COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines | <ul style="list-style-type: none"> <li>*Send home</li> <li>*Recommend testing (If positive, see #3, if negative, see #4)</li> <li>*School/classroom remain open</li> </ul>   | *No Action needed   |
| 2. | Close contact (†) with a confirmed COVID19 case  | <ul style="list-style-type: none"> <li>*Send home</li> <li>*Quarantine for 14 days from last exposure</li> <li>*Recommend testing (but will not shorten 14- day quarantine)</li> <li>*School/classroom remain open</li> </ul>  | *Consider school community notification of a known contact            |
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| 4. | Tests negative after symptoms  | <ul style="list-style-type: none"> <li>*May return to school 3 days after symptoms resolve</li> <li>*School/classroom remain open</li> </ul>   | *Consider school community notification if prior awareness of testing |

