

# **Campus Safe Reopening Plan for 2020-2021**

## Introduction

The goal of Hanford Christian School (HCS) reopening plan is to provide re-entry that fosters the overall health of children, adolescents, staff, and the community that we serve. The plan is based on evidence that is currently available and will be monitored as new information or situations arise. We hold as true that not opening our school for in-person instruction for all, especially our younger students, would have a negative impact on the mental, behavioral, and developmental health of our students. We trust this plan will provide a framework for safety when the campus reopens on September 2, 2020.

**Ongoing Monitoring of Our Plan.** In early March, HCS created a Covid-19 Ad Hoc Committee to ensure proper monitoring and planning. The school's committee meets regularly to discuss the updates and guidance from the California Department of Public Health (CDPH), California Department of Education (CDE) and Kings County Health and Human Services Agencies. The committee is composed of a medical team, administration, faculty, staff, parents and board members. The team plans for a myriad of scenarios that include curriculum, schedules, student life, athletics, campus environment, and the health and safety of students and employees.

# 1. General Measures

The school has a COVID-19 Prevention Plan webpage that provides access to a written, worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks, and that designate a person at each school to implement the plan. If an outbreak occurs among students or staff, we will contact Darcy Pickens at Kings County Health Department..

- **Face Coverings.** CDPH Guidance for the Use of Face Coverings and additional details about HCSs policy for face coverings.
- **Train and communicate with employees the plan.**
- **Regularly evaluate the workplace for compliance** with the plan and document and correct deficiencies identified.
- **Investigate any COVID-19 illness** and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- **Workplace Outbreak.** Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- **Identify individuals who have been in close contact** (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.
- HCS will adhere to these guidelines.

## Community Use of Space

**HCS is a closed campus.** We will limit the number of nonessential visitors and volunteers on campus.

## Plan for Possible Repeat Closure

HCS is able to adhere to the social distancing requirements by creating smaller cohorts of student groups. Unless the county health order mandates complete closure, in-person instruction will be conducted. If the school must conduct remotely, HCS is well poised to transition. Standardized protocols for students and staff will be implemented and regular parent zoom

meetings will be conducted. The teacher will use a variety of educational apps including but not limited to Zoom, Screencastify, IXL, Spelling City, Google Classroom, and Kami. You can expect to see all of these apps incorporated into the students' learning. In the event that we are required to engage in remote learning, HCS is well positioned to deliver on its mission to partner with Christian parents to educate, equip and inspire all students to serve the world for Christ. We look forward to being all together on campus as soon as we are permitted to do so.

## Students with Access and Functional Needs

Currently, HCS does not have students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. However, in the event that a student does present with a need, HCS will liaise with parents to accommodate a more individualized return to school to ensure smoother transitions.

## Face Covering

HCS will use the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face-covering use for students and workers into our COVID- 19 Prevention Plan.

## 2. Promote Healthy Hygiene Practices

### Teach and Reinforce Healthy Hygiene Practices

In order to help reduce the spread of all communicable illnesses including COVID-19 the following protocols must be followed during the school day:

- Frequent hand washing with soap and water for at least 20 seconds is one of the best ways for people to stay healthy and reduce the spread of germs. This is the number-one defense against any virus.
- All students must wash their hands or use fragrance-free hand sanitizer upon arrival at campus, prior to entering the classroom, and should be done frequently during the day.
- If they use hand sanitizer, it must be rubbed into hands until completely dry.

There will be hand sanitizer stations throughout the campus and individual bottles of fragrance-free hand sanitizer in each classroom and offices.

- Staff and faculty will encourage and monitor when possible student hand washing.
- Call Poison Control if hand sanitizer is consumed:
- Students will be taught how to clean their hands properly (with age appropriate material) and to avoid touching their face, eyes, nose and mouth as much as possible.
- Students who have symptoms of a respiratory tract infection must stay home and students will be reminded to sneeze or cough into their elbow/sleeve. All staff, faculty and students will wash hands/use hand sanitizer often but especially:
  - After blowing one's nose, coughing or sneezing
  - After using the restroom
  - Before and after eating
  - When entering a classroom or office
  - After taking off or putting on a face mask
  - If their hands are visibly soiled

## Handwashing

There are routines in place enabling students and staff to regularly wash their hands. Touch-free paper towel dispensers are available in all bathrooms. Students will be educated regarding bathroom use and will be allowed to use the bathroom in limited numbers.

## Hygiene Protocol

The school has adequate supplies of soap, tissues, no touch trash cans, face coverings for staff and sick students, gloves for disinfecting and hand sanitizer. In order to help reduce the spread of all communicable illness including COVID-19 all staff, faculty and students will adhere to the following protocols during the school day:

- Wash Hands and use fragrance-free hand sanitizer often
- Avoid touching the face especially the eyes, nose and mouth

- Cover coughs and sneezes with a disposable tissue or your upper sleeve or elbow, not into your hands
- Stay home if you are sick
- Face coverings will be required at all times, while indoors for 3rd grade on up.
  - Hands should be washed/sanitized prior to putting a mask on and after taking it off.
  - Face coverings should be washed regularly.
  - If a staff member is unable to wear a mask due to a medical condition or other reason, face shields are available. Additionally, face shields and clear masks are available for staff to use with students with hearing impairment or the need to see a person's mouth.

## PPE

The school has a sufficient supply of gloves, face shields and face masks for staff use. All staff will be given a cloth face covering and a plastic face shield to be used in the instructional areas.

- Staff that has prolonged exposure to an ill individual must wear personal protective equipment (PPE) with the following guidelines:
  - Non-licensed personnel who are responsible for student/staff health related care will be trained in the proper donning and doffing of PPE
  - The use of PPE will vary depending on the role of the individual or the situation in the educational setting and may include:
    - Masks (cloth, surgical or KN-95)
    - Face shields
    - Gloves

## Immunization Against Influenza

As part of our health and wellness program, we will recommend students and staff get

an influenza vaccine.

## 3. Face Coverings

### Face Coverings

PPE Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings can be found on the [CDC website](#). HCS will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. As part of our health and wellness program we will recommend students and staff get an influenza vaccine.

Face coverings reduce transmission from individuals who are shedding the virus. All students and employees will be required to wear a face covering while in the classroom and when moving between spaces when a 6-foot distance cannot be maintained.

**Face covering protocol.** Recent information has indicated that covering your nose and mouth can slow the spread of COVID-19 because individuals can be contagious before the onset of symptoms and may be contagious and not know it. The primary role of the face-covering is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who unknowingly has COVID-19 but feels well.

- Staff and students must wear facial coverings indoors..
- Staff and students should keep their hands away from the face at all times while wearing the facial covering.
- Hands should be washed frequently with soap and water for at least 20 seconds
- The cloth face covering is not a substitute for social distancing. Staff and students should continue to keep 6 feet between themselves and others.

#### **How to wear a face-covering.**

- Wash your hands or use hand sanitizer before putting on your face covering

- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the bridge of your nose and the sides of your face
- Make sure you can breathe easily

#### **How to remove your face covering.**

- Untie the strings behind your head or stretch the ear loops
- Handle the face-covering only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands or use hand sanitizer after removal
- Wash your face-covering in your washing machine or by hand following [CDC guidelines](#).

#### **Exemptions for Wearing a Face Covering.**

The following are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- All staff members that are exempt from wearing a cloth face covering must wear a face shield in its place.
- A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed it will be placed in the students desk.

#### **Gloves**

Individuals who will be touching equipment that cannot be easily cleaned between uses will be provided gloves.



## Students Use of Face Coverings

Students will not be allowed on campus without a face covering under CDPH guidelines.

The following procedures will be implemented to support students in adhering to this policy:

- Children will be trained in the appropriate use of face coverings.
- Children will be reminded to avoid touching their face and eyes.
- Children will have breaks from wearing masks throughout the school day. Masks are not required for outdoor play, eating or when 6ft. Distancing is maintained. During these times, students will store their masks.
- Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings.
- Families will provide clean reusable masks for their children. The school will provide disposable masks if a student's mask becomes lost or soiled during the school day.

## Employee Use of Face Coverings

All employees will be provided with and must wear face coverings in accordance with the [CDPH Guidelines](#) while at work. A variety of coverings will be available to employees including paper or cloth masks, or glasses with plastic face shields, and headband with plastic face shields for use in the classroom. Clear face shields and clear masks are available for staff use anytime it is necessary for a person's face to be visible during interactions. Employees may also provide their own face covering as long as it meets all guidelines recommended by the CDC.

## 4. Ensure Teacher and Staff Safety

The safety of all HCS employees is of the utmost importance. Risk mitigation for teachers and other staff will be similar to those recommended for other public settings.

- **Physical Distancing.** Physical distancing among teachers and staff will be required

so there's a minimum of 6-foot distancing.

- **Face Coverings.** Employees will use face coverings in accordance with the CDPH Guidance for the Use of Face Coverings.
- **Meetings.** All staff meetings, professional development training and education, and other activities involving staff will have physical distancing measures in place, or be conducted virtually, where physical distancing is a challenge.
- **Minimal use of congregational spaces.** Minimal use of congregational spaces such as staff rooms, break rooms and similar settings will be enforced.
- **Daily Monitoring.** HCS will daily monitor all employees and students. All students and staff will be required to have their temperature taken prior to arrival at school. Any student or staff member with a temperature above 100.2 degrees will be required to stay home. Additionally, any student or staff member exhibiting any symptoms of COVID-19 must stay home. Symptoms include:
  - Fever of 100.2 degrees or more
  - Chills
  - New cough, nasal congestion, or runny nose
  - Shortness of breath or difficulty breathing
  - Fatigue
  - New muscle or body aches
  - Headache (if abnormal for you)
  - New loss of taste or smell
  - Sore throat
  - Nausea, vomiting or diarrhea
  - New rash (for students)

## 5. Intensify Cleaning, Disinfection, and Ventilation

Suspend Sharing Resources

- Water stations to fill personal water bottles will be available on the campus. Please note, all drinking fountains will be turned off. Students are encouraged to bring their own reusable water bottles.
- Kids will have to be self contained at their desk, able to have access to materials that they need.
- No sharing of manipulatives, pens, pencils etc.
- Parents will have to help monitor their children's supplies and provide new ones when their child's are ruined.
- Library will be brought to the individual classrooms. Students will not be allowed to browse through the books but just pick one. When books are returned they will sit for 4 days before returning to the library shelves.

## Cleaning and Disinfecting

Cleaning and Disinfecting Areas & Frequency. Individuals will clean high touch surfaces throughout the day. Classrooms will be disinfected throughout the day by the classroom teachers.. At the end of each day, trained individual will disinfect and clean the campus prior to the start of a new day.week on Monday..

**Note:** A deep clean of the office and school facility will occur before employees and students return in September.

All high touch surfaces will be disinfected as needed throughout the day and at the end of every school day. High touch items include but are not limited to:

- Doorknobs and handles
- Light switches
- Sink handles
- Bathroom
- Lunch Tables
- Desktops
- Tables, keyboards and mouse
- Any shared object
- Counters that students frequently touch

- Health Office (throughout the day & 1x after hours)
  - Isolation Room - if used by a suspected COVID-19 individual, it will be closed and left unused for as long as possible per CDPH guidelines. It will then be disinfected per CDC guidelines.
- Break Rooms will be disinfected prior to the arrival of the staff by the janitorial service. .
- Classrooms will be cleaned and disinfected daily by the janitorial service
- Disinfectant bottles and paper towels will be available in every classroom.
- The janitorial service will vacuum and empty trash daily in all areas.

## Limit Sharing

The use of shared equipment will be discouraged as much as is feasible. Students' belongings will be individually labeled and stored. Students will have their personal box of supplies, including math manipulatives and art supplies.

## Cleaning and Disinfecting Products

The school has acquired cleaning chemicals that are safe use of disinfecting. We have avoided implementing chemical compounds that would cause asthma. These chemicals are safe and effective against COVID-19 . HCS will provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

## Safe Application

Staff will be provided recommended protective equipment when applying disinfecting chemicals including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. Chemicals will be kept out of reach of children.

## Proper Ventilation During Cleaning and Disinfecting

We will make sure the classrooms are getting fresh air prior to children arriving into the classroom. Classrooms will be ventilated where feasible by opening windows and doors. HCS is in the process of installing MERV 13 filters in all our HVAC system.

## **6. Implementing Distancing Inside and Outside the Classroom**

Physical distancing will be expected in all classrooms, public spaces, and workspaces where possible. HCS employees, students, parents, and visitors should practice staying six feet away from and eliminating contact with others.

### **Arrival and Departure.**

- **Minimize Contact.** All drop-off and pick-up will take place in our two designated drive throughs and parents are required to remain in their cars with windows closed and staff members will be stationed 6ft distanced from one another.
- **Dual pick up/drop off locations.** Students will be split alphabetically to two different zones for drop off and pick up. All students will maintain social distancing as they wait to be picked up.
- **Health Screening.** HCS will do daily monitoring of employees and students. Every employee and student will complete a self-check assessment prior to arriving on campus.

### **In Classroom Spaces**

- Students will be in classroom cohorts throughout the day.
- Desks will be spread out to allow for six-foot distance between students in every classroom.
- Classroom size will be capped at 20 students per class.
- Students will be required to wear masks in class.
- Students will be taught by their main teacher and the designated Instructional Assistant. Teachers of special classes (art, spanish, music and PE etc.) will come to the students' homerooms.
- Students will be required to bring their own water bottle which can be filled at our touchless water bottle filling stations

- Hand Sanitizing stations have been placed in every classroom
- Younger grade classrooms are equipped with touch water faucets
- Students in 6-8th grade will remain in their cohorts and the teachers will rotate to the classrooms.
- Students will not be permitted in the Library
- All PE classes will be conducted outside

## In Non-Classroom Spaces

- Large gatherings/assemblies will not take place for the immediate future.
- HCS has also suspended band for the 2020-2021 school year and instead students will be taught a music appreciation class.
- During outdoor activities, such as recess, physical distancing will be enforced.
- Students will be required to clean hands before and after outdoor play/playground use.
- In the 6-8th grade there will be no lockers available for use.
- Non-essential visitors, volunteers, and guests will not be permitted on campus.
- **Recess and Lunch.**
  - Students will remain in stable fixed cohorts during recess and lunch times.
  - Recess will be separate for K, 1st-5th and 6th-8th.
  - Recess times will be staggered to limit the number of students with each cohort having a dedicated play area assigned.
  - During lunch, only one cohort will eat at a designated outdoor area.
  - Lunch tables will be spaced throughout the campus.
  - Students will be expected to maintain social distancing during lunch, sitting distanced on only one side of the picnic tables.
  - Students will avoid sharing of foods and utensils and buffet or family style meals will not be permitted.
  - Birthday and party treats will not be permitted.
- Visitors will not be permitted on campus
- All deliveries will be dropped at our main gate

## **7. Limit Sharing**

Extra supplies will be available for all students if needed. The use of shared equipment will be discouraged as much as is feasible. Students' belongings will be individually labeled and stored. If sharing cannot be avoided, items will be disinfected between use. HCS is suspending the use of commonly touched areas, such as drinking fountains. All students will have their personal box of supplies, including math manipulatives and art supplies.

Classroom Chromebooks will be assigned to individual students and will not be shared.

## **8. Train All Staff and Educate Families**

### **Training and Topics**

Clear communication about COVID-19 and what to expect when children and youth return to school will occur in advance of school campus reopening. It is planned that this parent training will take place via zoom and will be conducted in small groups of 20 families at a time. In addition, it will be important that regular updates be provided to children and their parents/caregivers throughout the school year. Weekly safety updates will also be provided to families through our Warrior Weekly.

Most required staff training to start the school year will be done on campus with all safety protocols in place. Classes will include COVID-19 Safety Training, Blood borne Pathogens and Mandated Reporter. Any additional training will be conducted in spaces where six-foot distancing can be observed. Additionally, signage will be placed across campus and in classrooms as reminders of the school safety precautions.

Training topics for students/parents and staff will include: face covering usage, removal and washing, COVID-19 symptom prevention, identification, and minimizing spread, physical distancing procedures on campus to protect children and adults from contracting

the virus, protocol in the case of a positive COVID-19 test, and policies for students and employees when sick. All families and staff will be given a copy of [COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS](#) and [Return to School Guidelines](#)

## 9. Check for Signs and Symptoms

### Anti-harassment Discrimination Policy

In compliance with federal, state, and local laws and consistent with the School's desire of creating an environment of respect for the worth and rights of each individual, the School prohibits bullying or harassment, or intimidation of any student. This policy prohibits harassment, bullying, and intimidation (including through the use of electronic communications) of students during school and during school-sponsored events both on and off campus. It is also the policy of the School to prohibit reprisal or retaliation against individuals for reporting in good faith acts of bullying, harassment, or intimidation or for being victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation. Any student found to have violated the School's policy against harassment, bullying, and intimidation, will be subject to prompt disciplinary action. Violations of this policy may occur between students or between a student and an adult. If a student tests positive for COVID-19 families will be notified of the positive individual, however, the individual's name and grade will not be revealed. For students who are perceived as high risk, will be required to follow all protocols unless advised otherwise by their primary care physician.

### Sick Protocol for Students and Employees

#### Screening to Come on Campus

#### Handcleansing Stations

#### Student or Staff Exhibit Symptoms of COVID-19 During a school day.

Students and employees experiencing cold symptoms of any kind, are simply feeling "under-the-weather," or recently had close contact with a person with COVID-19, must stay home. Please refer to our [COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS](#) and [Return to School Guidelines](#) for guideline and protocols.

### Document and Track Incidents and Notify Health Department



In accordance with CDPH guidance, when a student, staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws
- In consultation with the local public health officials, the head of schools may consider whether school closure is warranted, and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided may need to be closed temporarily as students or staff isolate
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection
- The school will support all students who are quarantined or who are home with illness via remote learning as needed and will be flexible in academic expectations
- The school will have flexible student and staff leave policies during the pandemic
- COVID-19 positive staff and/or students will be notified regarding when it is safe to return to school/work.

We will refer to the the following recommended documentation documents

[Symptomatic Student Documentation](#)

[Confirmed COVID Case Documentation](#)

[Notification of Close Contact](#)

### **Disease/Illness.**

Please refer to the following documentation

[COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS](#)

[Return to School Guidelines](#)

### **Note from Healthcare Provider for Students with Chronic Illness.**

A signed note from a licensed physician who manages the student's chronic condition will be accepted if it contains the following information:

- The note confirms the diagnosis (cites labs, date of record when diagnosed)
- Includes provider's contact information
- Explains how symptoms are unrelated to COVID

## **10. Plan for When a Staff Member, Child or Visitor Becomes Sick**

Please refer to our [COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS](#) . and [Return to School Guidelines](#) for guideline and protocols.

cases.

## **11. Maintain Healthy Operations**

**Trained Back-up Staff.** HCS has a strong pool of extremely qualified substitute teachers as well as onsite substitutes to fill in if a teacher needs to stay home. It is understood that students with COVID-19 or who have household members with the virus may be required to miss school for an extended period of time. The school will implement multiple methods including but not limited to distance learning and an eased attendance policy to accommodate these extended absences. All students will have access to remote learning instruction during periods of isolation. For students who have pre-existing health concerns or are in close contact with "high-risk" family members, there will be an opportunity for them to continue learning at home using virtual technology for a limited time.

**Diagnosed with a Different Communicable Disease/Illness.** If a staff or student receives a diagnosis other than COVID-19 (such as norovirus, strep throat etc.) that explains the symptoms and COVID-19 is ruled out with a negative PCR test, they must stay home until:

- They are fever free for 24 hours without fever reducing medication and symptoms have improved
- A doctor's note identifies the disease and clears them to be able to be at school
- Siblings and household members do not need to stay home

**Staff Liaison.** HCS Administrative team will act as the staff liaison responsible for responding to COVID-19 concerns. These individuals are trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

**Self-report and notifications.** Using our communication systems that are in place, we will promptly notify families and employees of COVID-19 exposures and closures, while maintaining confidentiality of all involved. Please note, Kings County Health Department and Hanford Christian School will not reveal information about these individuals for the sake of patient confidentiality. As a community, this is what we can do – pray and adhere to social distancing.

## 12. Considerations for Reopening and Partial or Total Closures

### Daily Check Health Orders for Updates

HCS constantly monitors state and local orders and health department notices about transmission in the area or closures and will adjust operations accordingly.

### COVID-19 Exposure at School

Please refer to our [COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS](#) . and [Return to School Guidelines](#) for guideline and protocols.closed.

**Continuity of Education.** In the event that we are required to close campus or a section of campus, we will resort to our Distance Learning mode. Distance learning is designed to provide the utmost quality, remote learning instruction for all students.

Taking the lessons learned from this past spring, we've built upon and made great improvements to this online format. Teachers will also utilize Zoom to daily conduct class, will do pre-recorded lessons, and will follow-up with specific tutorials. Students can expect clear objectives, expectations and guidelines for grades and deadlines. Sixth through eighth grade will follow a block schedule rotation, with four classes a day, five days a week, they will interact with their teacher via technology for a portion of every class. In K-5th grade, students will learn five days a week, both with the entire class and in small groups. Parents and students will be provided with clear objectives and well-defined expectations as well as guidelines for grades and deadlines.

HCS does not provide nutrition and other services in the regular school setting, therefore there is no need to establish alternate mechanisms for these services to continue.

**Regular Communication with Local Health Officials.** HCS will receive daily updates from Kings County along with CAHAN alerts from the State of California.

## Summary

This document provides guidance surrounding the reopening of Hanford Christian School as it relates to the measures to mitigate risks. As discussed, the risks of infection and transmission in children, which appear to be minimal, need to be balanced with the harms of school closure which is impacting their spiritual, emotional, physical, and mental health. It is important to note that these recommendations reflect the evidence available at the present time and may evolve as new evidence emerges and as information is gathered from other jurisdictions that have opened schools safely.