

NAPLES ADVENTIST CHRISTIAN SCHOOL

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



This plan is a living document and is subject to change.

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the building. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our employees and students, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> • Supplies, equipment • Prepare protocol options for safe reopening • Prepare building for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, FLDOE, Florida Governor, FLCOE, and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, FLDOE, Florida Governor, FLCOE, and applicable local and state agencies • Determine what restrictions/guidelines stay in place

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

NACS will not allow normal visitation to our campus until reopen date. Only NACS staff are allowed on campus during preparation for reopen.

TRAVEL RESTRICTIONS

NACS will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Florida Conference Office of Education (FLCOE) Human Resource department and the office of the Superintendent.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening daily which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

HANDOUT: SELF-SCREENING PROTOCOL

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should get prior approval from FLCOE HR department. You may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID19, they may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and

2. They have improved in respiratory symptoms (cough, shortness of breath, etc.); and
 3. At least 7 days have passed since symptoms first occurred
- If the employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that the employee has COVID19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If an employee or someone they've been in contact with has been exposed to the virus, our first concern is for their health and safety and those around them. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. FLCOE HR department
 - c. Your supervisor
3. Your supervisor will work with the FLCOE HR department to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

STUDENT SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, each student's temperature will be taken each morning before entering the building. Any student with a temperature equal to or above 100.4 degrees will be sent back home with their parent/guardian.

Each student's temperature will be taken again at lunch break. If a student's temperature is equal to or above 100.4 degrees, their parent/guardian will be contacted to pick up their child immediately. Student(s) must be picked up within 2 hours of contact being made with parent(s)/guardian(s). Student(s) will wait in the isolation room and will be provided a mask until they are picked up.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. NACS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will help to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. Employees will be required to use PPE. PPE can include:

Shields/Masks: Shields/Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Employees will be required to wear face shields and/or face masks.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Disposable gloves will be provided to teachers and staff for use when providing minor medical attention, assisting students with personal hygiene issues, etc. Wearing gloves does not diminish the need for hand washing. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, employees will:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow

PERSONAL WORKSPACE/CLASSROOM

NACS staff will use signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. NACS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Staff and Janitorial service will clean all workspaces at their designated cleaning time (See General Disinfection Measures).

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– NACS will be monitoring the number of employees in the office while the risk of infection exists and begins to diminish. Only 2 employees will be allowed in the office at a time.

Office/Copy Room – There will be limited access to the office/copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices (Desks, Chairs)	At the end of each use/day (Mid-day)
Appliances	Refrigerators, Microwaves,	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Common Areas	Lunch Area, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the school opens. The school will be 100% disinfected prior to anyone returning to work/school.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full school, the school may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the principal and the school board. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep clearing, the school may shut down for a period of 72 hours to allow for natural deactivation of the virus, followed by school personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage will be placed throughout the offices and school.



FOOD DELIVERY

Bringing or sharing refreshments is prohibited in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at an assigned space. Personal deliveries such as packages should not be delivered to NACS.

PREVENTIVE MATERIAL INVENTORY

1. The school has confirmed an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues
2. The school has confirmed a supply of gloves and other protective gear
3. Touchless thermometers are on-site for employee and student screening

COVID19 CASE FORM

If an employee or student becomes ill on campus, he/she will immediately report to the school **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The **HANDOUT: Suspected COVID19 Case Form** must be completed and call the local health authority to seek advice regarding transportation and location.
- Wear a protective mask and gloves while working with the suspected infected person.
- Direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- Identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- The principal will advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the FLCOE HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Post handwashing guidelines on the wall. Provide supplies for employees to clean up after themselves in staff only restrooms.

RESTROOMS

While in restrooms, students are to stay 3 to 6 feet from others as a normal practice. As much as possible, send one student to the restroom at a time. There should not be more than 2 students in the restroom at any given time. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

Teachers should coordinate bathroom breaks and recess times to minimize cross student contact. Teachers should ensure proper hand washing after bathroom breaks.

VISITORS ON CAMPUS

The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will not allow visitors inside the school building. Parents are strongly encouraged not to ask to enter the school building. If a situation arises making entrance necessary, the parent's movements will be restricted to the school office.

Parent access into the building will be by appointment only. Before entering the school building, the parent must submit to a temperature check, complete and sign a virus self-screening checklist, wear a face mask and sanitize their hands. Account payments can be made by notifying the office by phone prior to arrival at the school. After doing so, the School Administrative Assistant will meet the parent at the front door upon arrival and accept their payment. Parents will not be allowed to access the bathrooms, including the adult staff only bathroom in the lobby.

VISITOR SELF-SCREENING FORM/ Self Declaration by Visitor

LUNCH AREA AND MEAL PERIODS

Teachers and Staff are responsible for cleaning the table tops and seats after their class uses the area for snack, lunch, and/or recess.

MODIFIED ARRANGEMENTS

Remove all rugs from classrooms.

Remove all common area tables and chairs.

Space seating/desks at least 6 feet apart when feasible.

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.

Assign textbooks to each student to be kept at the student's desk or in an area specifically designated for sole use by the student, such as a cubby or bin.

As much as possible, students will be assigned to use the same device.

Tablets, desktop keyboards, and laptop keyboards are to be cleaned by the Teacher and/or Staff with provided, electronics safe disinfectant cloths after each student use

Kindergarten naptime mats will be assigned to each student and stacked in a separate area to be cleaned nightly by the Janitorial Service.

P.E. equipment to be cleaned between each P.E. class. (P.E. equipment is designated for P.E. use only)

Shared Student Materials, like erasable white boards, magnetic letters should be assigned for sole use by a student as much as possible and kept at the student's desk; otherwise, materials should be cleaned after each student.

All water fountains will be closed. Students will bring their own water bottles to be used throughout the day.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Possible: Close common areas such as outdoor lunch areas and playgrounds with shared equipment if possible; otherwise stagger use and clean and disinfect between uses.

STAFF TRAINING

1. Pre-return to school training-

Presented remotely to ensure understanding and preparedness to align with this manual

2. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Teams or Zoom

3. Janitorial Service Protocols

Disinfection methods, comprehensive cleaning checklist

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School checklists
3. Response Teams
4. Disinfection Measures
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols

HANDOUT: PowerPoint for First Day Orientation

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Parents need to join and check Remind 101
3. Visit our school and conference website
4. Canvas, Seesaw, and/or Teams

SECTION II. ACADEMICS AND HOME-BASED LEARNING

NACS will organize and develop systems to be put in place for the school's reopening and possible school closures in the future due to COVID-19.

The areas of focus will be:

1. Optimize Professional Development

The professional development will highly consist of **Math training and technology-based training**, such as Canvas, Google Classroom, SeeSaw, ConnectEd, Google Drive, etc.

A professional development survey will be developed to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this area of focus is to develop leveled training for all teachers to better equip them for situations that may arise and affect traditional instruction.

2. Optimize Instructional Services

Re-entry Plan: We will gather data through a beginning of year (BOY) baseline assessment such as NWEA MAP, DIBELS, Reading A-Z, Big Ideas Math, and/or Dreambox.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level priority standards with our BOY instruction. This will allow us to start closing instructional gaps while staying on track to cover our required grade levels standards.

At Home Learning Packets, Online Learning: Should this ever happen again, we would like our instruction to be uniform across the board. NACS will be creating packets for each grade level that we will use as "Emergency Go-Packets." We took into consideration parent complaints/suggestions, and decided using NACS and FLCOE resources would eliminate the constant change and confusion for parents and teachers. It would also give administrators instant access to download extra copies should the need arise. We could convert these packets to digital copies for Canvas as well.

3. Optimize All Available Resources

A needs assessment will be created to help the school understand the technology needs of the families. Grants will be actively pursued to purchase any additional technology components for student use while at home.

INSTRUCTIONAL DELIVERY OPTIONS

NACS will be offering three (3) instructional delivery options: **In Person Instruction on Campus**, **Structured Virtual Learning**, and **Flexible Virtual Learning**. These options are available to all students in grades K-8 and NACS families will be able to choose the best option that fits their health and safety needs. These options will be available for Fall 2020 and may be subject to change based on guidance from the FLDOE, FLCOE, FLDOH, and/or the CDC. For optimal instructional continuity, it is strongly encouraged that students complete at least an entire quarter/grading period in their selected method of instructional delivery before switching to a different delivery method. However, if a student is not progressing in their chosen delivery method, a change will be necessary. Below are the details about each option:

1. In Person Instruction on Campus

This instructional delivery option will have students attend school daily on campus following a set schedule. Students will have to follow the safety protocols outlined in this plan and will also be required to wear masks at all times. NACS will provide each student with two (2) masks. The masks will be 3-ply, washable, reusable masks. Any additional masks will be at the parent's expense.

2. Structured (Synchronous) Virtual Learning *(Device & Internet Connection Required)*

This option will have students learning online full time with a virtual synchronous model. Students will be receiving live virtual instruction on a schedule similar to the regular school schedule. Daily attendance is expected and a distraction-free environment is strongly encouraged. All activities, assignments, quizzes, and tests will be completed online and teachers will conduct ongoing progress monitoring.

3. Flexible (Asynchronous) Virtual Learning *(Device & Internet Connection Required)*

With the Flexible (Asynchronous) option, students will have more flexibility with their schedules. However, parents must ensure students are maintaining the weekly pacing guide which will be guided by their teacher. Daily attendance is expected. Students will be able to access pre-recorded instruction by their teacher and will interact with their teacher regularly through phone calls or video conferences. All activities, assignments, quizzes, and tests will be completed online and teachers will conduct ongoing progress monitoring.

Before selecting a virtual instructional delivery option, it is strongly encouraged to consider if your child has the following characteristics:

- Self-motivated
- Disciplined
- Comfortable with technology
- Independent learner
- Effective Communicator
- Able to set personal deadlines
- Strong written and verbal communication skills

Parents must select their preferred instructional delivery method before the start of the 2020-2021 school year. Parents will receive more information through email about how to make their selections, as well as information on how to borrow a school device if needed.

HOME-BASED LEARNING (POSSIBLE SCHOOL CLOSURE)

In the event that the school does not reopen or has to close in the 2020-2021 school year due to COVID-19, we would like our instruction to be uniform across all grade levels as much as possible. NACS will be creating digital, "Emergency Go-Packets" for each grade level, using the Canvas application.

NACS is developing the use of Canvas for grades K-8, as well as, SeeSaw for K-2. Canvas and SeeSaw will be another communication method for parents to contact the classroom teachers.

If the family has internet access, effectively all learning activities can be done online, which will eliminate any public health risk associated with providing in-person instruction. If a family does not have internet access, the parent should contact the School Principal to make arrangements for alternative learning methods.

A Home-Based Student Handbook is still being developed.

ONLINE INSTRUCTION

Teams, Swivl, and/or Seesaw is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with tutorials in the same week.

An online instruction schedule will be provided on our [school's webpage](#).

SECTION III. AFTERCARE PLANNING

EMPLOYEE AND STUDENT SAFETY

EMPLOYEE SCREENING AND PROTOCOLS

The employee will be required to complete a self-screening daily prior to the start of aftercare which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

HANDOUT: SELF-SCREENING PROTOCOL

HEALTH PROTOCOL

- If the employee becomes ill at work or is exhibiting symptoms of COVID19 at work, they must contact the principal immediately.
- The employee may be asked to leave work and go home or to the nearest health center.

If the employee has been diagnosed with COVID19, they may return to work when all 3 criteria are met:

4. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 5. They have improved in respiratory symptoms (cough, shortness of breath, etc.); and
 6. At least 7 days have passed since symptoms first occurred
- If the employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that the employee has COVID19 and may not return to work until the three criteria listed above have been met.

STUDENT SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, students staying for aftercare will be subject to another temperature screening before entering the aftercare area.

If a student's temperature is equal to or above 100.4 degrees, their parent/guardian will be contacted to pick up their child immediately. Student(s) will wait in the isolation room and will be provided a mask until they are picked up.

Aftercare late fee charges will apply if the student(s) is not picked up within 45 minutes of contact being made with the parent/guardian.

RESTROOMS

While in restrooms, students are to stay 3 to 6 feet from others as a normal practice. As much as possible, send one student to the restroom at a time. There should not be more than 2 students in the restroom at any given time. Students should avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

MODIFIED ARRANGEMENTS

Aftercare should be confined to the outdoor play area as much as possible weather permitting.

Aftercare activities will be limited with homework completion being the first priority.

Space seating/desks at least 6 feet apart when feasible.

Group activities should be avoided unless they can be done without person-to-person contact or with objects that can easily be disinfected after use.

All outdoor tables will be cleaned and disinfected nightly by the Janitorial Service.

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