

NAPA CHRISTIAN CAMPUS OF EDUCATION

COVID-19 POLICIES AND PROCEDURES 2020/2021



1. GENERAL MEASURES

- Napa Christian plans to establish and continue communication with local and State authorities to determine current disease levels and control measure in our community.
 - Review the relevant county variance documentation.
 - Consult with our county health officer to provide advice on local conditions.
 - Collaborate with the Northern California SDA Conference.
 - Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.
- Ensure that all renters who use our campus as follow this guidance.
- Develop a plan for the possibility of repeated closures of classes.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop an effective plan to protect employees.



2. HEALTHY HYGIENE PRACTICES

- It is our plan to teach and reinforce **washing hands, avoiding contact with one's eyes, nose, and mouth, and to cough/sneeze inside a tissue** among students and staff:
 - We will teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

- Students and staff will wash their hands before and after eating; after coughing or sneezing; after being outside' and before and after using the restroom.
- Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels dry hands thoroughly.
- Staff will model and practice handwashing.
- Students and staff will use fragrance-free **hand sanitizer** when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Children under age 9 will use hand sanitizer under adult supervision.
- We will develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- We plan to reinforce the use of **masks** or face shields. Face coverings will be used when physical distancing is not practicable, and according to the County's recommendations.
 - All our staff will use cloth **face coverings**. Educator's face masks will only be removed when students are masked or behind plexiglass barriers and phonological instruction is needed.
 - There will be no hot lunch program until further notice.
 - Students will be **required to make use of cloth face coverings**. Napa Christian will provide each student with a soft cloth mask which can be **worn as a scarf, then lifted on the ears when needed**. Napa Christian also has a large supply of disposable and regular cloth masks available in adult and youth sizes.
 - Students and staff will be frequently reminded not to touch their face coverings and to wash their hands frequently.

- Together with the Napa Christian school community, the Northern California SDA Conference will ensure adequate supplies to support healthy hygiene behaviors, including soap, no-touch thermometers, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.



3. CLEANING, DISINFECTION, AND VENTILATION

- We have suspended the use of the drinking fountains. We encourage the use of reusable water bottles only.
- We are increasing the hours spent by our custodial staff in order to clean and disinfect frequently touched surfaces at least daily.
- Frequently touched surfaces in the school include, but are not limited to:
 - Door handles
 - Light switches
 - Sinks handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
- Napa Christian will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- We will limit sharing of objects and equipment, such as toys, games and art supplies. But where allowed, clean and disinfect between uses.
 - All the staff will establish a cleaning and disinfecting schedule in order to avoid both under- and over- use of cleaning products.



- When cleaning, we plan to be careful to air out the space before children arrive, and plan to do thorough cleaning when children are not present.

4. DISTANCING INSIDE AND OUTSIDE THE CLASSROOM

ARRIVAL AND DEPARTURE

- We will teach with open doors and maximize space between students where practicable.
- Our routine will minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- We will stagger time between programs and locations between each cohort in order to minimize drop-off and pick-up for families.
- The administration will designate routes for entry and exit, using as many entrances as feasible.

CLASSROOM SPACE

- Our students will remain in the same space for the duration of the day, for all classes.
- In high school, the students will remain in the classroom, and the teachers will move.
- The high school and elementary will work on a four-day schedule only. Monday through Thursday.
- In elementary school, the teachers will remain with one group of students for the whole day.
- We will maximize space between seating and desks, and distance the teacher desks at least six feet away from students' desks.
- Napa Christian will be securing **plexiglass barriers** on all the students' desks. New desks have been purchased for this purpose.

- We have procedures for turning in assignments online to further minimize contact.

NON-CLASSROOM SPACES

- Napa Christian will limit nonessential visitors, volunteers and activities involving other groups at the same time.
- We must limit communal activities where practicable. Alternatively, we can stagger use, properly space occupants and disinfect in between uses.
- We plan to make use of non-classroom space for instruction, including regular use of **outdoor space**, weather permitting.
- Additional seating and gazebos have been purchased to allow for more outdoor spacing between each student.
- We will take care to minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
- Lunch will be eaten in class cohorts. This will be done either in the classroom, or in a designated area outside (preferred).
- Our recess activities will be held in separated areas designated by class, and staggered times.

BATHROOM USE AND CLEANING

- All students will disinfect their hands and make sure their masks are secured in place prior to entering the bathroom.
- All students will wash their hands with soap and water after exiting their bathroom stall.
- All students will disinfect their hands a second time upon exiting the bathroom, prior to returning to class.
- All bathrooms will be disinfected twice a day by a staff member.



5. LIMIT SHARING

- We will keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Personal belongings are to be taken home each day to be cleaned.
- In order to ensure minimize sharing of high-touch materials, we are stocking each classroom with their own art supplies, cleaning products, vacuum cleaners, manipulatives, etc.
- We are taking care to avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.
- The computer lab has been disbanded. Grades 3 through 12 must bring their own laptops to school or one will be provided (on loan) by Napa Christian.



6. TRAINING STAFF AND EDUCATING FAMILIES

- The administration will continue to train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screenings practices
 - COVID-19 specific symptom identification



7. CHECK FOR SIGNS AND SYMPTOMS

- Napa Christian will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- We actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- We have implemented screening and other procedures for all staff and students entering the facility, by doing the following:

- Conduct visual **wellness checks** of all students and take students' temperature with a no touch thermometer.
- Parents are checking individuals at home, prior to coming to school, for COVID-19 symptoms. When presenting with COVID-19 (or other flu like) symptoms within the last 24 hours or if they have had contact with anyone in their home who has had COVID-19 symptoms or a positive test, they will self quarantine for 10 days.
- Make available and encourage use of hand-washing areas of hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- We will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms
- Our policies will in no way penalize students and families for missing class.



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

- We have created an **isolation room** in the administrative office to separate anyone who exhibits symptoms of COVID-19, including a bathroom.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in

the isolation room until they can be transported home or to a healthcare facility, as soon as possible.

- *We will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate when an individual is exhibiting COVID-19 symptoms:*
 - *Fever*
 - *Cough*
 - *Shortness of breath or difficulty breathing*
 - *Chills*
 - *Repeated shaking with chills*
 - *Muscle pain*
 - *Headache*
 - *Sore throat*
 - *New loss of taste or smell*
- *We are required to notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.*
- *The following procedures will take place immediately after a staff member/student shows any symptoms:*
 - *Everyone in that class/cohort will be sent home and students will be asked to get tested.*
 - *Napa Christian will contact Dr. Andi Clarke from Kaiser to come on site and test all staff members in hope of getting faster COVID-19 results.*
 - *Staff members with negative results can return within 2 days of being sent home.*
 - *Students with negative test results can return within 10 days of being sent home.*
 - *A positive identified individual can return after they have met CDC criteria to discontinue home isolation, including*

3 days with no fever, symptoms have improved, and 14 days since symptoms first appeared.

- We will close off areas used by any sick person and may not use before cleaning and disinfection. To reduce risk of exposure, we plan to wait 24 hours before cleaning and disinfecting.
- Napa Christian will provide students, virtual learning, independent study, and other options when required.



9. MAINTAIN HEALTHY OPERATIONS

- All subbing will remain in-house.
- Our office manager, Heather Rogers, will be responsible for responding to COVID-19 concerns, and managing sick children and staff. She has been trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families.
- We will provide complete support to students who are at higher risk for severe illness or who cannot safely distance from household contacts at high risk, by providing options such as virtual learning or independent study.



10. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

- We will continue to check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- During remote learning, students will be invited onto campus to join small **tutoring** groups for short periods of time.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, we will implement the following:

- *In consultation with the local public health department, the Principal may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.*
- *Given standard guidance for isolation at home for at least 10 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.*
- *Additional close contacts at school outside of a 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 disinfections.*
- *We will immediately contact all our families to let them know how to proceed.*
- *Napa Christian will then continue teaching remotely with tutoring in person, by invitation only.*
- *We will maintain regular communication with the local public health department.*