



Jones Creek Adventist Academy®

Educating for Eternity

JCAA COVID-19 Tentative Reopening Plan for 2020-2021 School Year

After carefully and closely monitoring the growing number of COVID-19 cases in the East Baton Rouge area, Jones Creek Adventist Academy (JCAA) plans to begin school Monday, August 17, 2020 via virtual classroom instruction for our students.

Disclaimer: The details in this document are based on the public health contingency as it is understood in the present time. Changes to the public health situation would possibly lead to changes and alternate plans. We will continually monitor updates and follow guidance from the Arkansas-Louisiana Conference, the State of Louisiana, local government, East Baton Rouge School System, and the CDC.

JCAA wants to provide the safest and best education for our students. This school year is a challenge and an unprecedented experience. We know and understand there are a wide range of needs from families, and we want to provide the most convenient and viable options for everyone. We ask in advance for patience and prayers as we navigate this school year together!

The following guidelines are efforts to help with the prevention of a spike and possible future shut down due to COVID-19. Below are the tentative Main Procedures and Guidelines:

Phase I: Virtual Learning Aug. 17 – Oct. 9 (Phase I is divided into two parts as needed) Virtual Classes will be from 9:00 a.m. to 1:00 p.m. and Independent Work from 1:00 p.m. to 3:00 p.m. Parent or Mentor supervision is required.

Phase I Part 1 - Virtual Learning for all students (**Aug. 17 - Sept. 11**)

- JCAA will issue Chromebooks, textbooks, school supplies, necessary materials, and a packet with and instructional guide.
- JCAA will conduct an On-Campus Parent Orientation on **Thursday Aug. 13th from 6:30 p.m.- 8:00 p.m.**, and an On-Campus Student Orientation on **Monday Aug. 17th from 8:00 a.m.-12:00 p.m.**
- JCAA will work individually with families that do not have **Wifi** connectivity in their home.

***NOTE: PreK3 and PreK4 will attend full day classes everyday.**

Phase I Part 2 - Hybrid Learning for all students if COVID-19 conditions improve (Sept. 11 - Oct. 9) Otherwise, we will continue with all virtual classes until further notice.

In-Person Classes:

- PreK-12th grades will attend on-campus school Tuesdays and Thursdays only from 8:00 a.m.- 3:15 p.m.

Virtual Classes:

- K-12th grades will attend virtual classes Mondays, Wednesdays, and Fridays from 8:00 a.m.-12:00 p.m.; Homework, Projects, and Music from 1:00 p.m. - 3:15 p.m.

***NOTE: Deep cleaning and sanitization days: Tuesdays and Fridays**

***NOTE: PreK3 and PreK4 will attend full day classes everyday.**

Phase II: Hybrid Learning Oct.12 – Dec. 18: Thanksgiving Break in between.

In-Person Classes:

- PreK-12th grades will attend on-campus classes only on Mondays, Wednesdays, and Fridays from 8:00 a.m.-3:15 p.m.

Virtual Classes:

- K-12th grades will attend virtual classes Tuesdays and Thursdays only from 8:00 a.m.-12:00 p.m.; Homework, Projects, and Art from 1:00 p.m. - 3:15 p.m.

***NOTE: Deep cleaning and sanitization days: Tuesdays and Fridays**

***NOTE: PreK3 and PreK4 will attend full day classes everyday.**

Phase III: Regular In-School Learning Jan. 4, 2021:

Academy Reopens for regular schooling to all students

Prevention/Screening Protocols

1. Teachers and staff will be required to self-screen for COVID-19 symptoms before coming onto campus daily. This will include checking for the symptoms as listed in this document and taking their own temperatures. Teachers must report JCAA if they have come into close contact with an individual who is lab confirmed with COVID-19 or they have COVID-19 symptoms themselves.

2. Parents/Guardians will be expected to screen their students daily for COVID-19 symptoms before sending them to school and report to JCAA if students exhibit symptoms or have come into close contact with an individual who is lab confirmed with COVID-19.
3. JCAA, in accordance with public health guidelines, will screen students before the beginning of the school year and at the start of each day of on-campus instruction. Questions will be supplemented with temperature checks.
4. Teachers will monitor students for symptoms throughout the school day.
5. Visitors to campus will be limited with meetings taking place virtually when possible. Visitors will be screened to determine if they have COVID-19 symptoms or have been in contact with an individual confirmed to have COVID19.
6. JCAA will prevent any individual who fails screening criteria from being admitted to campus until the individual meets standards for re-entry to campus as stated in this document.
7. While on campus, all staff, visitors, and students will be required to wear face coverings. Accommodation requests must be submitted to the administration and will be addressed on a case-by-case basis.
8. Students must arrive wearing a face covering.

Prevention/Mitigation Protocols

1. Hand sanitizer will be available throughout campus.
2. Staff and students will be expected to regularly sanitize their hands including but not limited to, entering and exiting classrooms, returning from outdoors, before/after restroom breaks, and eating.
3. Students will have their own school supplies with very limited shared supplies.
4. Desks and shared objects will be cleaned after each use/class change. All classrooms, restrooms, and common areas will be cleaned and disinfected daily.
5. Cafeteria/eating spaces will be cleaned after each use during Phase III.
6. Visual reminders of distancing requirements will be used for marking classrooms, hallways, and common areas.
7. Desks/seating areas will be physically distanced as instructionally possible.
8. Teachers will create and teach procedures to limit movement within the classroom. (Ex. Turning in assignments, passing out papers)
9. Appropriate distancing should be maintained during group work.

10. Students will be taught proper hand washing protocols and will be given age appropriate responsibilities to clean personal areas and supplies in the classroom(s).
11. Door knobs and commonly touched surfaces will be frequently cleaned and sanitized.

Physical Education Classes

1. When possible, physical education classes will take place outside to allow for maximum distancing.
2. Visual markers will be placed in the multi-purpose activity center as physical distance reminders.
3. Equipment will be cleaned and disinfected after each use.
4. Students will wear face shields to allow for easier breathing during activities.

Common Areas

1. Classes/groups will be scheduled for use of common areas such as the playground and the library.
2. Visuals will be displayed to remind students to follow appropriate distancing guidelines.
3. Students will continue to wear face coverings in all areas of the school.
4. Where necessary to follow health guidelines, students will eat meals in classrooms.
5. Students will be seated following public health recommendations with assigned seating.
6. Hot lunch meals will be brought to the student if they ordered for the day during Phase II & III.
7. Traffic patterns will be instituted in the Multi-Purpose Center as in other common areas and hallways.
8. Procedures will be in place for students to help clean/sanitize their own spaces in the eating area in addition to cleaning by staff.
9. High touch surfaces will be cleaned and sanitized regularly by staff.
10. Visuals/graphic displays, as well as staff, will reinforce procedures and guidelines.
11. Hand sanitizer will be available in the eating areas, in classrooms, at entrances and exits. (Hand Sanitizer will be given out only by teachers in the PreK class per LDH guidelines)

Restroom Protocols

1. Restrooms will be disinfected with increased frequency throughout the school day.
2. Students will be responsible for washing hands and also using hand sanitizer before entering the classroom and after a restroom break.
3. Classroom guidelines for the PreK class are one student at a time in the in-classroom bathrooms.
4. Classroom guidelines for K - 12 are one person in the bathroom at a time. Hall passes are used and will hang from the door. If there is a hall pass on the door, the student must wait in their classroom for the bathroom to clear.

Transition Periods

1. Students must continue to wear face coverings in hallways.
2. Teachers will coordinate to organize staggered releases from class to limit the number of students in hallways during transition time periods (Music, Art, Science Lab, PE, Chapel, etc.) for all school students.
3. Teachers will be expected to be in the hallways during all transition periods.
4. Students will not be allowed to congregate in the hallways during transition periods.
5. Restroom will not be used during transition periods.
6. Traffic patterns will be marked visually throughout the campus to maintain social distancing guidelines to the greatest extent possible.
7. Students will be asked to stay to the right as much as possible when in hallways and corridors.
8. Elementary students will be guided by teachers during transition periods to follow marked distancing graphics.

Arrival and Dismissal Protocols

1. Parents will not be allowed to walk students into the school or come into the school to pick up students at dismissal.
2. All students must arrive wearing a face covering. No one will be allowed in the building without a face covering.
3. Hand sanitizer will be available at all entrances and exits.

4. Students in PreK - 4th will be dismissed from their classrooms through the front door.
5. Students in middle school and high school will be dismissed from their classroom doorway.
6. Parents who need to pick up students during the school day will be asked to call ahead so that students may be sent or accompanied to parent vehicles when they arrive.

After School Programs

1. After school care and clubs (Robotics) will still be offered and will follow the same health protocols as followed for the regular school day with appropriate distancing, face-covering requirements, and disinfecting during Phase I Part 2 and Phase II.
2. Parents picking up students from after school care will pick up at the main entrance area.

Isolation Protocols

1. As a reminder, any student or staff member exhibiting symptoms for any illness should stay home and not come to campus.
2. Once on campus, if a student displays symptoms of COVID-19, the student will be separated from peers immediately and parents/guardians contacted.
3. Remaining students will be relocated to a different room/area to allow for sanitation to take place.
4. The isolated student should be picked up within 30 minutes and no later than 1 hour from the time contact is made.
5. Staff who display symptoms of COVID-19 will leave the campus immediately.
6. JCAA will communicate with the parents of students who came in contact with a COVID-19 positive student or staff member.

Responses to Confirmed Exposures to COVID-19

1. If an individual who has been in the school is lab-confirmed to have COVID-19, JCAA will notify the local health department in accordance with applicable federal, state, and local laws and regulations including confidentiality requirements of the Americans with Disabilities Act and Family Educational Rights and Privacy Act.

2. As with other communicable diseases, JCAA will notify staff and families of students if a lab-confirmed COVID-19 case is identified among students, teachers, or staff. The confidentiality of the infected individual will be maintained.
3. Any student or staff member who is lab-confirmed with COVID-19 or has symptoms of COVID-19 must remain home throughout the infection period as designated by the CDC. They may only return to campus when the criteria for returning is met.
4. The criteria for returning includes, but is not limited to, a letter of good health from a physician's office.
5. Areas used by the individuals with confirmed COVID-19 will be thoroughly disinfected before being used again.
6. If the designated number of cases is reached within the school, JCAA will go to virtual learning during Phase II and Phase III for the CDC required quarantine period.

Responses to Suspected Exposures to COVID-19

1. Students, staff, and teachers who have had close contact, as defined by CDC, with someone who is lab-confirmed with COVID-19 should stay home for the maximum incubation period as stated by the CDC unless cleared by medical professional and/or a negative COVID -19 test.
2. If an individual with symptoms is not evaluated by a medical professional or is not tested for COVID-19, the individual is assumed to have COVID-19 until cleared by a medical professional and/or a negative COVID -19 test.

Students Selecting to Attend Virtually (Phase I Part 2, Phase II, and Phase III)

1. Students who wish to attend classes virtually during In-School Learning must let the school know one week before classes begin meeting physically.
2. Parents of students attending virtually are responsible for providing and maintaining proper internet, scanning/uploading, and printing capabilities.
3. To be considered in attendance, students must log in to view class virtually during each scheduled class time (synchronous learning). They must be visually seen on the screen at all times. The room needs to be clear of distractions of any kind.
4. Virtual students will be required to turn in work on the same schedule as in class students. Teachers will stipulate the method they will accept turned in work.
5. Students will not be allowed to go back and forth between in person and visual learning. Parents must contact the office to make arrangements to transition from one style of learning to the other. JCAA will always take the COVID situation into account when transitioning back and forth.

Attendance/Enrollment

As stated in the Louisiana Education Code, students must attend 90% of a course in order to receive credit for the course and be promoted to the next level. This requirement will remain in effect during the 2020-21 school year, even for distance/virtual learning.

COVID-19 Symptoms

As outlined by the CDC, to evaluate whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following symptoms?

1. Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit
2. Loss of taste or smell
3. Cough
4. Difficulty breathing
5. Shortness of breath
6. Headache
7. Nausea and Vomiting
8. Chills
9. Sore throat
10. Shaking or exaggerated shivering
11. Significant muscle pain or ache
12. Diarrhea

Screening questions should require only “yes” or “no” responses to overall questions.

***JCAA is grateful for your understanding, patience, cooperation, and support to make this school year a successful one! We appreciate your prayers! Feel free to contact the school for any questions or clarifications.**