

# COLLEGE VIEW ACADEMY

Plans for Reopening

August 2020

## Introduction

The late winter of 2020 introduced the world to a new virus that was named “severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)”. This coronavirus and the resulting illness it causes (COVID-19) proceeded to impact our world in a way none of had ever imagined. Schools, business, travel, economies all shut down and we have been trying to work through that ever since. The impact has been incredible – even devastating to those that have lost loved ones, jobs, businesses, and even our sense of freedom and self-determination.

College View Academy transitioned to a distance learning model in March as the governor ordered a shutdown of schools. We were able to continue to provide quality curriculum advancing instruction for our students as we completed the school year. It was hoped that we could get out ahead of the spread and ‘flatten the curve’ and reduce the spread and impact of the virus. While that may have occurred to some extent, the virus continues to spread and as we make plans for our upcoming school year we are in a position of having to cope with this disease.

This booklet is intended to provide each of our stakeholders with an overview of the plans we have for reopening while coping with COVID-19. It does not include every detail for every procedure and protocol we have developed but it does give a fair amount of information. If you would like to learn more specifics about our plans, please feel free to contact us here in the College View Academy office by calling 402-432-1181 or via email at [principal@cvak12.org](mailto:principal@cvak12.org).

Thank you for your support of CVA and our plans for launching into a new era of education. We could not accomplish this without you.

## Social Contract

We have worked hard to make plans for this school year and we are certain that we can reopen safely and continue to provide the quality education that you have come to expect from College View Academy. We have incredible teachers, outstanding students, strong community support, and a partnership with Union College, all of which contribute to our assurance of success. Above all of these attributes though is the realization that we serve a God that has promised to never leave us nor forsake us (Hebrews 13:5).

A very significant component to our success will be the working relationship between CVA and our families. We must work together and support one another if we are to make this work. College View Academy commits to being transparent with you as stakeholders while still respecting individual and family rights to privacy. Any incidents that occur at school will be openly communicated to you while maintaining the anonymity of specific individuals. If we have a situation in a classroom that may involve COVID-19 we will communicate that primarily with the families in that classroom and secondarily with all other families. We believe that this transparency will provide a platform of trust and comfort for our parents and families to continue having their student attend school in person.

In return we need to be assured that you will also be transparent with us and support our adjustments and modifications to the best of your ability. If your student is showing signs of being or becoming ill, **THEY NEED TO STAY HOME!** And let us know what the symptoms are so that we can plan for their return. This return of transparency provides assurance to all of our families that sending their student(s) to CVA is a safe thing to do.

## Framework for Reopening

This summer a team of CVA board members, teachers and administrators, health care professionals, and other stakeholders met together to determine what school would look like when we are able to reopen in August. We recognize that, while we look forward to our students being in the classroom, it will probably not be business as usual. As a result of these meetings, we developed a Framework for Reopening.

The number one priority in our framework is the health and well-being of our students and teachers. As a place of education we certainly believe that being in school is a part of the well-being as we encourage and guide them in the process of growing and maturing. So we want them in school. But since their health and well-being is our top priority, we will take a cautious approach to reopening and will be gentle in our removal of anti COVID spreading measures (face coverings, social distancing, engaging in close contact physical activities, etc.). We recognize that this will prove to be frustrating to some but believe it to be consistent with our number one priority. Our commitment is to utilize whatever precautions we can that will not negatively impact the learning experience of our children.

We will closely work with our local health district as well as others in the medical community. We have appreciated the valuable input we have received from experts in the medical field and will continue to consult with them as we navigate these uncharted waters. The city of Lincoln and Lancaster County Health Department have produced a COVID-19 risk dial that outlines suggested health and safety protocols for four stages of COVID-19 Risk. These

levels are delineated in their document as Green, Yellow, Orange, and Red. As we considered plans for reopening for the 2020-21 school year, we decided to utilize these same levels as reference points for what CVA would look like upon reopening. (<https://www.lincoln.ne.gov/city/covid19/>)

One thing that has been very evident throughout this pandemic is that status and trends can change very quickly. During the development of this reopening booklet the dial has moved from yellow to orange. We will closely follow that dial but will not necessarily be directly tied to it. When the dial moves to a more restrictive color (yellow to orange for example) we will move with it as quickly as possible. However, when it moves in the other direction, we reserve the right to delay our transition in that direction.

Please note that at each level of operation we will be taking steps to help reduce the risk of COVID-19 transmission. These steps include the elimination of as many common touch points as possible; i.e. hands free soap, paper towels, and faucets in the bathrooms, keeping classroom and entry doors open as much as possible, using only the water bottle fill portions of drinking fountains. We will be providing appropriate hand sanitizer accessed via hands free dispensers throughout both buildings. We will increase the responsibility of our cleaning company to ensure that the classrooms and buildings are cleaned and remaining touch points are regularly disinfected. We will also be putting significant emphasis on educating and training our students in accepted and desired hygiene practices, especially hand washing and appropriate use of hand sanitizer. One last thing: In an effort to keep us all safe, we ask each family to be cautious in all situations and avoid undo potential exposure to COVID risk – even outside of CVA school hours.

## Level 1

Lincoln/Lancaster dial on Green  
Generally School as Normal

- I. **Personal health** - Please do not come to school if you have a fever, a persistent cough, are feeling extra tired, or are otherwise sick.
  - a. **Hygiene** – Wash hands thoroughly and often and use hand sanitizer when needed; before and after going to the bathroom, after touching common touch points, etc.
- II. **Entry Procedures**
  - a. Normal – use any door
  - b. No temperature check
- III. **Face Covering** – The wearing of a face cover is optional for students and teachers.
- IV. **Physical Distancing** - Normal classroom setting. Class movement and recess as normal.
- V. **Visitors** – All visitors, including parents, must check in at the front desk to sign in and receive a visitor's pass.
- VI. **Music Classes** – As normal as deemed possible.
- VII. **PE Classes** – As normal as deemed possible.
- VIII. **Hot Lunch Supplement Program** – We will continue with our lunch program as we have in the past.
- IX. **After School Care** – Available for all that qualify and register.
- X. **Sports Program** – As normal as deemed possible.
- XI. **Recess** – Recess will continue to be enjoyed as usual.
- XII. **Retreats/Field Trips** – Operate under normal guidelines.
- XIII. **Social Contract** (see page 3) – In place for all. We commit to supporting one another and being extra cautious in protecting the health and well-being of our students and staff. Please do not drop off your kids at school if they are presenting a fever, vomiting, significant coughing, fatigue, or other signs of illness.
- XIV. **Cleaning/Disinfecting** – CVA will utilize a cleaning company to clean and sanitize buildings and classrooms.
- XV. **Touch Points** – Elimination of as many common touch points as possible.
- XVI. **Hand Sanitizer** – Touch free hand sanitizer stations placed throughout both buildings and outside of each classroom.

## Level 2 /3

Lincoln/Lancaster dial on Yellow/Orange  
School in session with modifications

- I. **Personal health** - Please do not come to school if you have a fever, a persistent cough, are feeling extra tired, or are otherwise sick.
  - a. Hygiene – Wash hands thoroughly and often and use hand sanitizer when needed; before and after going to the bathroom, after touching common touch points, etc.
- II. **Face Covering** – Wearing a face covering will be required for all students and teachers while in the school building and at other times when in close proximity to others.
  - a. Exceptions may be made for students/teachers with respiratory ailments.
  - b. Breaks from wearing face coverings will be provided throughout the day – ex. outside for recess or PE while maintaining physical distancing, lunchtime.
  - c. It is recommended that students have extra face coverings at school or in their backpack in case a unique need should arise.
  - d. Please note that acceptable face coverings are multi-layer cloth masks or disposable masks that cover the mouth and the nose.
- III. **Entry Procedures**
  - a. Elementary
    - i. Grades 1, 4 & 6 – Use Main Door #1
    - ii. Grades 5, 7 & 8 – Use Side Door #10
    - iii. Grades K, 2, & 3 – Use Rear Door #8
  - b. Secondary
    - i. Grades 11 & 12 – Use Rear Door #9
    - ii. Grades 9 & 10 – Use Main Door #1
  - c. Temperature check done for all students.
    - i. If student – elementary or high school – presents with a temperature above 100.4°F or exhibit other COVID-19 symptoms (see screening process on page 12) they will be escorted to the **Fruit Room** in the elementary building. Parents will be contacted and arrangements must be made for the student to be picked up (within 30 minutes of being notified).
- IV. **Physical Distancing** – Desks spaced in each classroom for maximum physical distancing. Students are expected to abide by all physical distancing guidelines – remain 6 ft. apart when moving between classes, follow traffic flow patterns and directions, keeping desks where placed in the classroom, no gatherings in the hallways or classrooms or outside, etc. **Please note:** In the high school students will switch rooms when switching classes. Desks will be wiped down and disinfected between each class. Elementary classes will not move from room to room.
- V. **Visitors** – Visitors, including parents, allowed into the school building will be extremely limited. Parents must report at the front desk to drop something off for their student(s). All pastors, mentors, tutors, mental health providers, classroom assistants, and aides must be vetted through administration before they will be permitted entrance to the building and will be screened upon entering. Home & School leaders and PTSO

leaders must report to the office and be screened upon entering. Visitors for lunch, classroom, building tours, and outside volunteers will not be permitted into the building while on level 2/3.

- VI. **Music Classes** – Music program will be modified to limit exposure of students and teachers to potential COVID spreading environments.
  - VII. **PE Classes** – PE program will be modified to limit exposure of students and teachers to potential COVID spreading environments.
  - VIII. **Sports Program** – Sports program will be modified while on level 2/3.
  - IX. **Hot Lunch Supplement Program** – We will continue with our lunch program as we have in the past. It will be delivered and eaten in the homeroom classroom.
  - X. **After School Care** – Students will be grouped into cohorts and will continue with the same grouping each and every day. This will help to reduce mingling with others as much as possible.
  - XI. **Recess** – Recess will continue to be enjoyed as usual. Please note that students will be allowed to remove their masks during recess but will be encouraged to actively move about during this time. Groups of students gathered to talk or otherwise socialize will not be allowed. Common touch points such as hand rails will be sanitized regularly.
  - XII. **Retreats/Field Trips** – Overnight retreats/trips will not be taken while on level 2/3. Day trips will follow distancing and masking guidelines.
  - XIII. **Social Contract** (see page 3) – In place for all. We commit to supporting one another and being extra cautious in protecting the health and well-being of our students and staff. Please do not drop off your kids at school if they are presenting a fever, vomiting, significant coughing, fatigue, or other signs of illness.
  - XIV. **Cleaning/Disinfecting** – CVA will utilize a cleaning company to clean and sanitize buildings and classrooms.
  - XV. **Touch Points** – Elimination of as many common touch points as possible.
  - XVI. **Hand Sanitizer** – Touch free hand sanitizer stations placed throughout both buildings and in outside each classroom.
- Please note that when the Lincoln-Lancaster COVID dial is on orange there is an increased possibility of short term closure (in case of spikes in occurrence of COVID cases, deep cleaning of classroom/school). If that were to occur, CVA would clearly communicate the expectations and would provide distance learning opportunities for our students during any such closures.

## Level 4

Lincoln/Lancaster dial on Red  
School in session via distance learning only.

### A. Student Section

- a. Students will receive their lessons and instructions online.
- b. Methods may vary but will likely consist of SeeSaw for the younger grades and Google Classroom for the upper grades and/or Zoom video.
- c. Students are expected to connect and engage in the learning process on a daily basis.
- d. Hours scheduled during distance only learning will be determined in conjunction with the Nebraska State Department of Education and the Kansas-Nebraska Conference of Seventh-day Adventists.

### B. Parent Section

- a. For those parents that were engaged in distance learning with their students at the end of last school year, you will recognize how this works. However, we have been planning for this year throughout the summer and have our experience from last year to build on. So while we don't want to have to go to distance learning, we believe that our program will be even stronger this year.
- b. For those that are new to parenting a distance learner, please work closely with your teacher to make sure you are able to connect and engage with the teacher and program.

- c. If you have difficulty in connecting to the classroom distance learning platform, please contact the CVA office. We may be able to help with devices with which to connect and may have contacts that can assist with internet accessibility as well.
- d. Hours scheduled during distance only learning will be determined in conjunction with the Nebraska State Department of Education and the Kansas-Nebraska Conference of Seventh-day Adventists.

### C. Teacher Section

- a. Teachers will deliver online instruction to all of their student via the chosen platform.
- b. Teachers will generate a schedule that will enable them to remain in contact with all members of each class and will take regular attendance.
- c. Hours scheduled during distance only learning will be determined in conjunction with the Nebraska State Department of Education and the Kansas-Nebraska Conference of Seventh-day Adventists.

## Hybrid Learning

College View Academy will also be providing a hybrid learning opportunity for our students and families during this pandemic. This approach will be available at each of levels 1-3 (it is totally online for level 4) and is established for the following:

1. Students that are health compromised and being present in the school building with their classmates is not a positive health choice;
  2. Students that are from families that include individuals that represent COVID at-risk demographics. The risk of becoming exposed and then bringing it home to the at-risk individual(s) is again not a positive health choice;
  3. Students that become sick or show symptoms of COVID infection and need to be quarantined from the classroom/school building until a determination of illness is achieved;
  4. Students from a classroom that is compromised and are required to be quarantined even if they themselves are symptom free.
- The hybrid learning approach will provide the student that is not able to participate in the classroom with access to the classroom experience via methods that might include: live-streaming, recorded and uploaded videos, reference to existing online materials providing instruction on the subject, or other similar methodologies.
  - Teachers will do their best to provide opportunities for interaction with the at-home student.
  - Students engaged in the hybrid learning approach will be held to the same standards as the students that are in class.
  - Consistent attendance is always the goal and switching between the two modes would only be done for direct cause.

## Screening Process

- I. **Self-Screening** - It is strongly recommended that parents and/or students self-screen each day prior to coming to school. The following symptoms are common to those infected with COVID-19. If a student exhibits any of the following, they should not come to school and should self-quarantine until they are symptom free for 72 hours. You may also want to consider being tested for the corona virus.

- a. **Presenting a fever over 100.4 degrees F.**
- b. **Shortness of breath or difficulty in breathing**
- c. **Unusual dry cough**
- d. **Loss of taste or smell**

In addition to these common COVID-19 symptoms, if a student is exhibiting other symptoms of being ill (**fever at any level, nausea, vomiting, sore throat, etc.**) they should not come to school, but may return the following day if their symptoms are no longer present. We want to be EXTRA cautious in protecting all of our families from undue exposure to any illness.

- II. **Screening at School** – CVA will do a temperature scan of everyone prior to entering the building. Teachers will also keep a watchful eye and ear to all of their students to help monitor their health. If students, at any time of the day, present any of the symptoms common to those infected with COVID-19:
- a. **Fever over 100.4 degrees F.**
  - b. **Shortness of breath or difficulty in breathing**
  - c. **Unusual dry cough**
  - d. **Loss of taste or smell**

or if they exhibit other symptoms of being ill (**fever less than 100.4, nausea, vomiting, sore throat, etc.**) we will isolate them at school and make contact with the family to come and take them home.. We want to be EXTRA cautious in protecting all of our families from undue exposure to any illness.

We know this will present an inconvenience, but parents, please have a plan in place for the eventuality of the student not being able to attend school in person. It is expected that the student should be picked up as soon as possible but no longer than **30 minutes** after notification.

- III. **Student/Staff with a positive COVID-19 diagnosis** – If a student or staff member is diagnosed as having COVID-19, the following steps will be followed:

- a. Quarantine from school for at least 10 days from the onset of symptoms; AND
- b. 72 hours symptom free before returning to school;
- c. Cleared by a doctor.

- IV. **Exposure to COVID-19** - If a student is known to have been in close contact with a COVID-19 positive individual (family member, significant exposure without face-mask protocol being followed, etc), then the following steps will be followed:

- a. Quarantine from school for at least 14 days;
- b. Monitor for COVID symptoms (fever above 100.4, shortness of breath, dry cough, etc.);
- c. If symptoms arise, see your doctor to be tested for COVID-19;
- d. Avoid exposing others and putting them in danger of contracting COVID-19.

**Please Note:** Any student that is not able to attend school in person because of illness/COVID-19 protocols will be able to engage in the educational process via our hybrid learning model.

## Reporting Process

If a student or staff member is diagnosed with COVID-19, the following will happen:

- I. Parents – Please contact the school immediately if your child or a family member is positively diagnosed with COVID-19.
- II. College View Academy will communicate with the Lincoln-Lancaster County Health Department (LLCHD)
- III. LLCHD will direct all contact tracing.
- IV. All families and teachers will be notified when there is a positive case, and we will follow the direction of the LLCHD. Please note that all privacy laws and guidelines will be followed.