



WHITE MEMORIAL ADVENTIST SCHOOL

# COVID-19 REOPENING PLAN

LAST UPDATED: 03/29/2021

We will be posting the latest information on our website, and making contact with personnel and school families via email, phone calls, and texts. If any questions arise please feel free to contact us, [wmasknights@gmail.com](mailto:wmasknights@gmail.com).

**MESSAGE FROM**  
**ADMINISTRATION**

White Memorial Adventist School will continue to stay informed of the state, county, and conference regulations regarding COVID-19 prevention and control measures. Teachers will resume the distance learning plan appropriate to each grade level in the event of a mandated temporary closure due to a COVID-19 related exposure or illness on campus. WMAS's reopening plan will be evaluated and updated throughout the school year as we see areas that can be improved.

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# HEALTH AND SAFETY

## CLEANING AND DISINFECTING

Frequently touched surfaces will be cleaned and disinfected daily. Hand sanitizers will be made available in each classroom, office, and campus entrances.

The following is a cleaning and disinfecting schedule for White Memorial Adventist School:

- Classrooms: 6:30am and 4:00pm
- Restrooms: 6:30am, 10:00am, 12:30pm, and 2:00pm
- Office: 6:30am and after each visitor

School office will be cleaned after each visitor. Classrooms will be disinfected and cleaned several times daily based upon use. While TK-8 classrooms will be cleaned at 6:30am and 4:00pm. Restrooms will be disinfected and cleaned at 6:30am, 10:00am, 12:30pm, and 2:00pm.

## FACE COVERINGS

Faculty, staff, and students are instructed to wash or replace face coverings daily. They are required to wear a face mask to enter campus. Transitional Kindergarten through 2nd-grade students are strongly encouraged to wear a face mask in the classroom if it can be worn properly. Students in grades 3-8 must wear a face covering while on campus unless they are medically exempt. Face coverings should be washed or replaced daily. Goggles and face shields are optional. Students may remove face coverings while eating, napping, and during breathing breaks. Throughout the day, students will be given socially distanced face mask breaks outside.

## FACE MASK REQUIRED TO ENTER



## WELLNESS CHECKS

Faculty, staff, and students will be required to complete wellness checks daily before entering campus. Wellness checks will be conducted through Google Forms. Faculty, staff, and students will be asked to answer “Yes” or “No” to the following questions:

1. Have you experienced any of the following symptoms in the past 48 hours:
  - a. Fever (99.9F/37.7C or higher) or chills
  - b. Shortness of breath or difficulty breathing
  - c. Muscle or body aches
  - d. New loss of taste or smell
  - e. Congestion or runny nose
  - f. Diarrhea
  - g. Cough
  - h. Fatigue
  - i. Headache
  - j. Sore throat
  - k. Nausea or vomiting
2. Within the past 14 days, have you been in close physical contact with (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?
3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
4. Are you currently waiting on the results of a COVID-19 test?

Faculty, staff, and students that answer “No” to all questions may enter campus. Anyone that responds “Yes” to any question will be asked to: avoid contact with others, go straight home immediately, and call their primary care provider for further instructions, including information about COVID-19 testing. Faculty, staff, and students who are sick or have recently had close, prolonged contact with a laboratory-confirmed COVID-19 case must stay home for a 14- day quarantine, regardless of the testing outcome. Those exhibiting fever must be fever-free for 72 hours before returning to school following an illness. Should an illness occur on campus, families will be notified. We expect everyone to be respectful and supportive of individuals who become sick.

## EXPOSURE PROTOCOL

Faculty, staff, and students exhibiting symptoms will be instructed not to remove their face covering and wait in the designated sick room until they can be picked up. Areas used by any ill person will be closed off and will not be used until cleaned and disinfected. COVID-19 positive faculty, staff, or students and their children or siblings should not return to school until they have met CDC criteria to discontinue home isolation, including 72 hours with no fever, symptoms have improved, and ten days have passed since symptoms first appeared. Students will have access to instruction when out of class due to prolonged sickness.

## TESTING

To ensure all students' safety on campus, the faculty and staff will be tested monthly and monitor their health daily with wellness checks.

## EDUCATION

White Memorial Adventist School will be providing education and training for all faculty, staff, and students on the following items:

Enhanced sanitation practices

- Fogger, disinfectant/sanitizer wipes

Face coverings

- Proper use, removal, placement, and daily washing

Hygiene practices

- Proper handwashing and sanitizing

Social distancing guidelines

Screening practices

COVID-19

- Exposure, spread, and prevention

Campus movement

Training will be conducted through town hall meetings and training videos. As students return to campus, teachers will also spend time educating and training students over the items listed above.

## MATERIALS LIST

The following items will be used to disinfect, clean, and maintain a safe and healthy environment for faculty, staff, and students:

- Isopropyl alcohol (at least 70%)
- Bleach (5.25%-8.25% sodium hypochlorite)
- Clorox/Lysol disinfectant bleach germicidal wipes
- Hand sanitizer (at least 70% ethyl alcohol)

# ENTRY AND EXIT ON CAMPUS

For drop off and pick up, families will enter campus through the “drive-thru gate” on New Jersey Street and proceed to the blacktop area. During drop-off, parents and students will remain in the car until a faculty or staff member has taken the student’s temperature and confirmed the wellness check’s completion.

Students who walk to school or take the bus will enter through the pedestrian gate also on New Jersey Street.

The entry gate for the drive-through will be open beginning at 7:30 am. Students arriving before 7:30 am will enter the usual main entrance on New Jersey street and will be supervised in prearranged cohorts.

- 3rd-8th grades will go into their classrooms
- Tk-2nd will be placed and spaced in the main hallway

Students arriving through the drive-through between 7:30 am, and 7:50 am will go directly to their classrooms. Students in grades TK-2 will enter through the customary classroom door from the upper blacktop. Students in grades 3-8 will enter through the double doors located next to the “blacktop map” at the main building’s rear.

For pick up, starting at 3:00 pm, parents will enter through the drive-thru gate on New Jersey Street, proceed to the staff member with a walkie-talkie who will call their student’s name. Parents will remain in their cars until the student is sent out.

There is no after-school care. Parents need to have their children picked up from school before 4 pm.

# CLASSROOMS

Students will remain in their classroom cohort with the same teacher for the whole day, including lunch, recess, and PE. Classroom set-up is arranged for social distancing, where all student and teacher desks are separated by 6 feet.

Chapels and assemblies will be seen virtually from home. There will be no in-person school on Fridays.

## LUNCH

Lunch will be eaten in each respective classroom. Hot lunch will not be served. There will also be no microwaves available for students. If a student is to eat a hot lunch, they will have to bring it in a thermos or a thermal lunch bag.

## RECESS

Recess activities will be held separately for each cohort when practicable.

## FIELD TRIPS

Field trips will be on hold until further notice.

## CAMPUS MOVEMENT

All hallways and walkways have been labeled with floor markings to indicate the direction of traffic. All doors have been marked to indicate entry or exit only. Along with floor markings, signage has been placed throughout campus to help faculty, staff, and students navigate safely and correctly to each classroom. A campus map may be found in the Appendix of this document.



# OFFICE PROTOCOL

Entry to the campus office will be by appointment only. Virtual Zoom appointments are encouraged. Before arrival, we ask that all parents, guardians, and visitors complete the wellness check, which is available on our website. Upon entering, your temperature will be measured and recorded. If your temperature is above 99.5o (37.5o ), we will reschedule your appointment for two weeks from your original appointment date. We can reschedule your appointment for an earlier date should you choose to meet virtually via Zoom. Hand sanitizer will also be available at the counter.

We will be admitting one adult (or one student and their accompanying parent/ guardian) at a time. Those that are waiting to be called in for their appointment may wait outside on the designated floor markings or in your vehicles. You will receive a call or text message when it is time for you to enter the front office. To schedule an in-person or Zoom appointment, you may call (323) 268-7159 or email [wmasknights@gmail.com](mailto:wmasknights@gmail.com).

# CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

White Memorial Adventist School will monitor state, local, and health department notices about transmission in the area or closures and adjust operations accordingly. If a faculty, staff, or student tests positive for COVID-19 and has exposed others at school, WMAS will:

- Consult with the local public health department and decide whether a classroom or school closure is warranted, including the length of time necessary, based on the risk level as determined by the local public health officer. (See CDPH Framework)
- Implement communication plans for classroom or school closure to include outreach to parents, guardians, students, faculty, staff, and community.
- Maintain regular communications with the local public health department.

## COMPLIANCE TEAM

- David Olivares, Principal
- Michele Cortner, Faculty
- Patricia Garcia-Flores, Faculty
- Michelle Negrete, Faculty
- Jewels Ruge, Administration Assistant to the Principal
- Lupe Ruge, Treasurer/Office Aide
- Jhon Ruge, Physical Plant Manager

## DISTANCE LEARNING

In the event we are unable to begin school in-person, White Memorial Adventist School will continue with distance learning. Once we return to school in-person and need to close for an extended time, WMAS will transition back to distance learning.

# APPENDIX

## DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



Shortness of breath  
or problem breathing



chills



sore throat



loss of taste  
or smell



muscle pain

### OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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# APPENDIX

**SLOW THE SPREAD OF COVID-19**  
[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



The infographic features three circular icons on a green background with faint virus particles. The first icon shows a person wearing a red and white polka-dot cloth face covering. The second icon shows two people standing apart with a double-headed arrow between them, indicating a 6-foot distance. The third icon shows hands being washed under a faucet with water and soap bubbles.

- Wear a cloth face covering in public spaces
- Stay at least 6 feet from other people
- Frequently wash your hands

# APPENDIX



