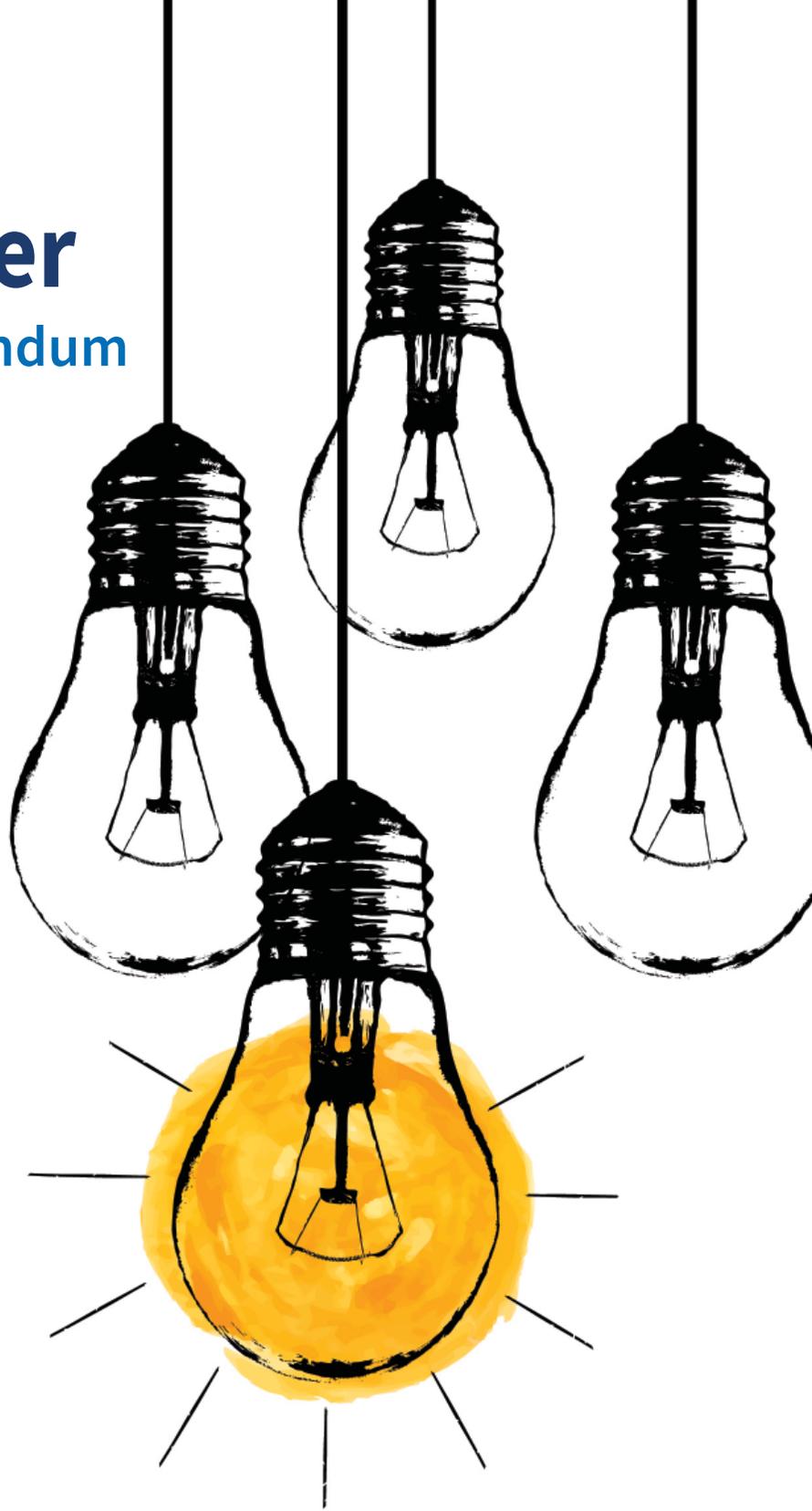


2020-2021

# Second Quarter

Reopening Guide Addendum

October 15, 2020



Spencerville **Adventist** Academy

*Love to Learn, Live to Serve, All for Christ*

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# Letter from Administration



Dear SAA Family,

We are excited for the opportunity to have students return to campus and we want to thank each of you for the support you have given Spencerville Adventist Academy during this pandemic!

As we transition into a blended scenario we know there will be new challenges to face, but we are confident in our ability to work together toward the common goals of keeping our eyes on Jesus, making individual choices that protect the health and safety of our school community, and providing an excellent education to our children.

Your Administrative Team



## **Spencerville Adventist Academy - Administrative Team**

Brittany Thorp, Business Manager  
Tissiana Bowerman, Head Principal  
Ellenor Paul O'Neil, Secondary Principal  
Judie Rosa, Elementary Principal

# Glossary of Terms

<b>Clean:</b>	To remove dust, debris, and dirt from a surface by scrubbing, washing, and rinsing.
<b>Close Contact:</b>	Being within 6 feet of another person (with or without a mask) for a period of at least 10-30 minutes or more depending upon the exposure.
<b>Contact Tracing:</b>	Helps protect you, your family, and your community by letting people know they may have been exposed to COVID-19, helping people who may have been exposed to COVID-19 get tested, and asking people to self-isolate or self-quarantine.
<b>COVID-19-like-illness:</b>	Any one of the following symptoms: cough, shortness of breath, difficulty breathing, new loss of taste or smell OR at least two of the following symptoms: fever of 100.4 or higher (measured or subjective), chills or shaking chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose.
<b>Disinfect:</b>	To destroy or inactivate bacteria and viruses on hard, nonporous surfaces.
<b>Sanitize:</b>	To reduce the bacteria on surfaces and in laundry.
<b>Self-isolation:</b>	Choosing to separate a sick person with a contagious disease from people who are not sick.
<b>Self-quarantine:</b>	Choosing to separate and restrict the movement of someone who was exposed to a contagious disease to see if they become sick.
<b>Surface Guard:</b>	A 2-step process where an EPA N-list registered disinfectant is used to kill SARS-CoV-2, the coronavirus that causes COVID-19 and 99.9% of germs, bacteria, viruses, fungi, mildew, and mold. Followed by an application of a patented, water-based, antimicrobial technology that inhibits the growth of bacteria, mold, mildew, and fungus. It can be applied to both porous and non-porous surfaces. It forms a covalent bond with the surface and creates a microbistatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attracted, the molecular spikes pierce the cell and rupture its cell membrane, causing that bacterial microorganism to die. Coated surfaces are cleaned daily and every 3 months the process is repeated.

# Quick Reference Guide

## School Hours

- 8:15am-3:00pm Monday-Thursday (on campus)
- 8:15am-1:45pm Friday (on campus PreKindergarten and Kindergarten ONLY)
- Online Schedule Continues to Follow 1st Quarter Format

## Nurse Information

- Kari Banks
- nurse@spencerville.org
- 240.883.3509

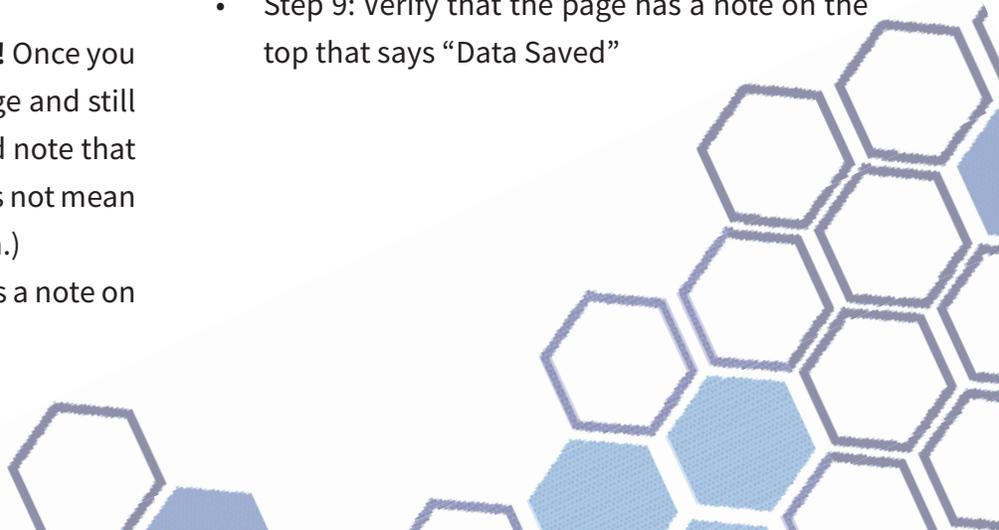
## Daily Screening Access

### COMPUTER INSTRUCTIONS

- Step 1: Open an internet browser and go to [www.renweb.com](http://www.renweb.com)
- Step 2: Selecting ParentsWeb, log in using district code CC-SDA
- Step 3: Click the family menu icon on the left side of the page
- Step 4: Locate the online filing cabinet heading and click on Web Forms
- Step 5: Click on COVID Response Form - Family
- Step 6: Read instructions
- Step 7: Click on COVID Response Form
- Step 8: Enter data
- Step 9: Click Save (**IMPORTANT!** Once you click save it will refresh the page and still show all data, including the red note that all fields are required. This does not mean you need to re-submit the form.)
- Step 10: Verify that the page has a note on the top that says “Data Saved”

### PHONE APP INSTRUCTIONS

- Step 1: Open and log in to RenWeb phone app
- Step 2: Click on School
- Step 3: Click on Web Forms
- Step 4: Click on COVID Response Form - Family
- Step 5: Read instructions
- Step 6: Click on COVID Response Form
- Step 7: Enter data
- Step 8: Click Save (**IMPORTANT!** Once you click save it will refresh the page and still show all data, including the red note that all fields are required. This does not mean you need to re-submit the form.)
- Step 9: Verify that the page has a note on the top that says “Data Saved”



# Hot Topics and FAQs

## Arrival/Dismissal Procedures (Grades K-12)

In order to better control the traffic and number of people entering the building at one time, each Cohort is being split into three 10-minute drop-off and pick-up windows. Parents will select the drop-off and pick-up window they prefer.

All students K-12 should be dropped off in the active loading/unloading area by the auditorium entrance. Please do not park and walk children to the door. Students should remain in the car until they are in the active loading/unloading area at the side of the building.

Student drivers should park, enter from the auditorium side entrance, and go directly to their first class. If a student driver is not scheduled to be on campus until after arrival is over, they should follow the normal protocol and enter through the high school entrance.

**Pre-Kindergarten is to continue following the early childhood drop-off procedures that were used first quarter.**

## Attendance

Teachers will be taking attendance for all students. Students are expected to be in their designated location, whether that is online or on campus. Students scheduled to be on campus should not switch to the online program unless it is necessary for medical reasons.

If a student needs to be signed out early from campus, please notify the office in advance. SAA is currently operating as a closed campus and parents will not be able to enter the office as usual. Upon arriving to pick up your child(ren), park near the front entrance, call the office, and wait for your child(ren) to be brought to the car. Student drivers will follow the normal procedures for leaving campus.



Maintaining a safe and healthy community is a collaborative effort!

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# Hot Topics and FAQs

## Classroom Expectations

Desks have been spaced to allow for social distancing and all classrooms will have assigned seating to meet contact tracing requirements.

Classroom furniture has been coated with a special protective layer to make surfaces uninhabitable for virus cells. Students are not permitted to bring or use any type of disinfecting wipe as they can remove the protective coating. Each classroom has a sanitation station with cleaning products approved to be used on surfaces.

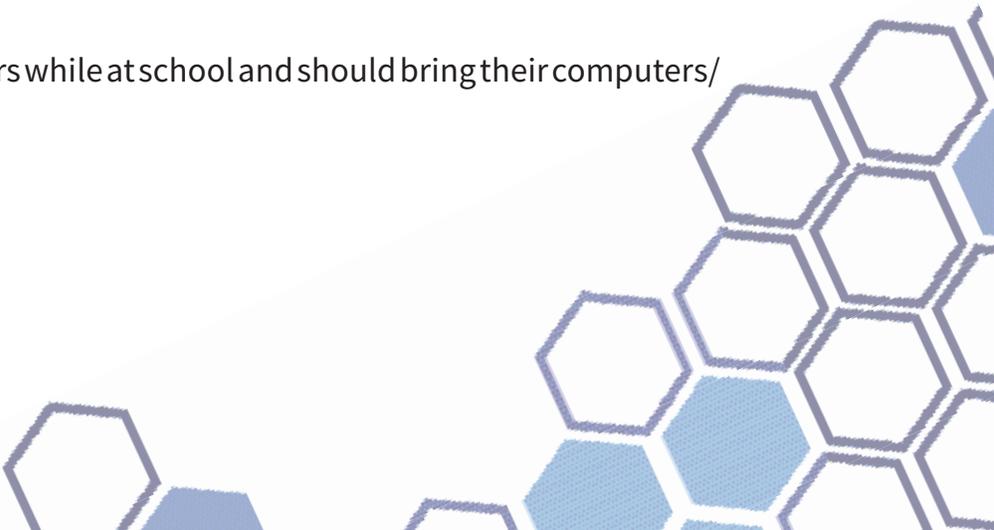
## Cohort Groups

Students have been placed in an A (M/T on campus and W/TH online), B (M/T online and W/TH on campus), or Online (M-TH online) cohort. These groups were created based on a number of factors (e.g. class sizes, carpooling, sibling groups, parent work schedules, and friend requests). We have met as many requests as we could based on the limitations we have.

In order to plan appropriately and to provide a strong, consistent program, we have asked families to select the program of their choice by quarter. At the beginning of each quarter we will give parents an opportunity to move their child(ren) from the online program into the blended program. If your child(ren) are in the blended program and there's a need to move them back to the online program or your family is in an unusual situation, please contact administration right away. Students who are unable to attend school because they or someone in their family are ill will be temporarily moved to the online cohort.

## Computers

Students will be using computers while at school and should bring their computers/devices to class fully charged.



# Hot Topics and FAQs

## COVID-19 Communication

In an effort to keep our school community informed while maintaining confidentiality for each of our students, the following communication plan will be used:

1. If a member of our on campus program has a COVID-19-like-illness while on campus, an email will be sent to our school community asking everyone to take extra caution in monitoring family members.
2. If a member of our on campus program tests positive for COVID-19, a notification email will be sent. All contact tracing will be done through the county and state Health Departments. The school nurse will be in communication as requested by the Health Department but is not permitted to share detailed information. Families should give extra care to monitoring family members. If a community member has been in close contact, defined as being within 6 feet or less for more than 15 minutes, of the individual who has tested positive for COVID-19, the family will be contacted by the Health Department.
3. If a classroom, program, or the school has to temporarily close due to COVID-19 exposure OR having staff absences without having enough substitutes available, a notification email will be sent.

## Daily Health Screenings - RenWeb Questionnaire

Using RenWeb, all students, faculty, and staff are required to complete a brief health survey each day before arriving on campus to attend school and any other school-related event. This screening is only required once a day. Surveys must be completed between 5am and campus arrival. Anyone who is sick or experiencing COVID-19 symptoms OR is from a household where a member is sick or experiencing COVID-19 symptoms, is not permitted on campus and must notify our school nurse immediately.

This screening process is monitored and is part of our contact tracing procedures with the Health Department should a campus community member contract COVID-19. Parents will be contacted if a student is on campus without a completed survey. After a second incident of non-compliance, the student will be sent home for the day. After a third incident, SAA reserves the right to move the student to the online program for the remainder of the quarter.

# Hot Topics and FAQs

## General Schedule

Students in the blended program will attend school on campus based on their Cohort assignment and are expected to attend online the days they are not on campus. Students enrolled in the online program will continue to attend classes as they have been. Schedule-specific updates will be sent for each program outlining any modifications and showing the Friday schedule. PreKindergarten will continue to operate as it did during first quarter. In alignment with our reopening guide, the Kindergarten program has also been moved to a full M-F campus program.

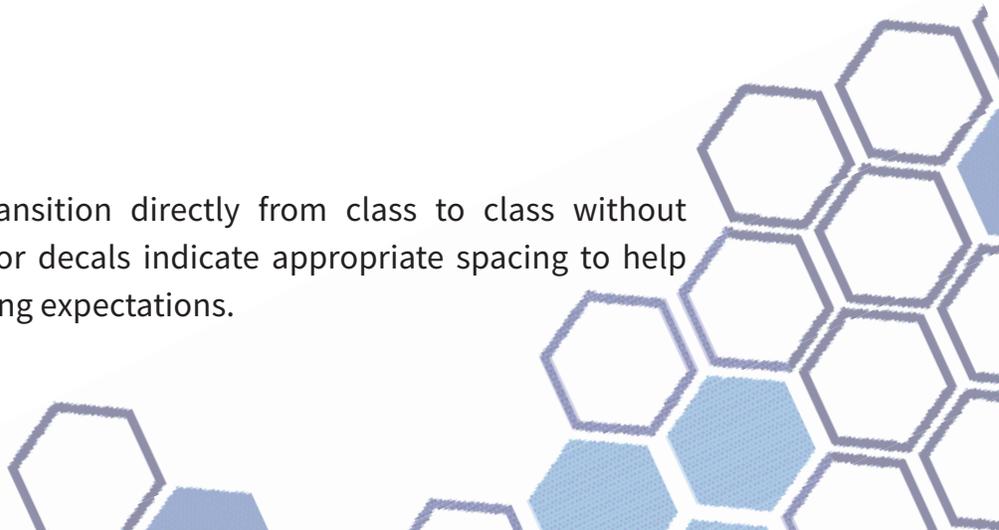
All students attending class online (full-time or part-time) will continue to follow the schedule from first quarter. Students moving to the blended program are expected to be on campus by 8:15am and will be dismissed at 3:00pm. Content being taught will be unique each day, it is not being repeated for each Cohort attending on campus. Students are expected to attend school every day.

School will be in session from 8:15am - 3:00pm. Unfortunately, we are not able to offer our usual Before Care or After Care program and we need your help to make sure students are dropped off and picked up on time. Morning drop-off will begin at 7:45am and the building will close at 3:30pm each afternoon. High school students who do not have a first period class may arrive later and should use the high school entrance. High school students who do not have a class for the last period of the day may leave (if they are a student driver) or be picked up at 2:30pm.

**Pre-Kindergarten and Kindergarten classes run on campus Monday-Friday with a 1:45 dismissal on Friday.**

## Hallways

Students are expected to transition directly from class to class without congregating in hallways. Floor decals indicate appropriate spacing to help students follow social distancing expectations.



# Hot Topics and FAQs

## Illness

Strict protocols are in place should anyone become ill while on campus. Students, faculty, and staff members are expected to stay home if they, or anyone in their household, are experiencing any symptoms of illness. Anyone home with COVID-19-like-illness (see glossary of terms) should notify the school nurse by 9am that same day.

If a student begins exhibiting COVID-19-like-illness symptoms while on campus they will be moved to an isolation room and parents will be required to pick them up within 60 minutes of being notified. Faculty or staff members who develop COVID-19-like-illness symptoms while on campus will be sent home immediately and are expected to follow the COVID-19 Decision Tree shown on page 15.

If a teacher is out sick and the school is unable to get the class(es) covered, students may be temporarily moved to our online program. Students who are self-isolating or self-quarantining will be able to attend from home, health permitting.

## Lockers

Elementary students will only have access to lockers at the beginning and end of the day to store coats and other winter items. They will have their backpacks kept beside their desks. Lockers are being used for middle school and high school, but students will have limited access. Lockers have been treated with the same protective coating as classroom furniture and have been intentionally assigned to meet social distancing expectations.

## Lunch

The hot lunch program will begin on October 26, 2020. The first week back on campus will be limited to lunches brought from home. Please remember that microwaves and refrigerators are NOT available. Lunches containing items that need to be kept cold should be packed in thermal containers or with ice packs.

All lunch periods will take place in individual classrooms or outside. Boxed lunches ordered through our lunch program will be delivered directly to classrooms. Hand sanitizer will be available to students. Students will remain in assigned seating to meet contact tracing requirements.

# Hot Topics and FAQs



**IMPORTANT: Due to our current operation as a closed campus, outside deliveries and parent drop-off lunches are not permitted.**

## Masks

Masks must be correctly and consistently worn by all students, faculty, and staff while on campus. The only exceptions include: eating lunch, a staff member working in their office alone with the door closed, or other situations as approved by administration.

Students will receive one school-branded mask. Additional masks may be purchased. Personal masks may be worn in place of school-branded masks, but they must be fully closed. Bandana-style masks, face shields (in place of masks), scarves, gaiters, etc., are not permitted. Mask patterns and styles must be in harmony with the mission of the school. Masks with messages that are out of harmony or otherwise offensive are prohibited. SAA reserves the right to move students to a full online status for non-compliance.

## Parent Meetings

All parent meetings will continue to be held online. If you need to meet with a teacher, counselor, or administrator, please contact them directly or call the main office to schedule an appointment.



# Hot Topics and FAQs

## Positive COVID-19 Test

SAA will work closely with the local and state Health Departments should any member of our campus community test positive for COVID-19. If the Health Department recommends closure of any specific area or the entire campus, SAA will close and move the impacted class(es) to our online program. All COVID-19-like-illness situations will be handled in accordance with the Decision Tree shown on page 15.

## Restrooms

Electrostatic machines will be used to disinfect bathrooms three times a day. Maximum occupancy has been reduced to 50% capacity. Every other sink, urinal, and toilet have been turned off to encourage social distancing habits. Signs are on display to remind students to follow best hygiene practices and bathrooms are being designated for specific grades.

## Simultaneous Teaching

Teachers will be teaching on campus and online simultaneously. Teachers have been provided with new equipment that allows them to share content online and in the classroom at the same time as well as a microphone system to ensure quality sound for all students.

If a teacher has to be moved to the online program, a substitute will be placed in the classroom. Please keep in mind that there are a limited amount of human resources and while we will do our best to avoid it, we may have to temporarily move a full class to the online program.

## Travel

It is strongly recommended that school families refrain from non-essential travel and comply with state and local governments' travel advisories. Travel to an area with COVID-19 rates of 10% or more in test positivity may require a person to self-quarantine. The CDC link below is a provides a quick reference for test positive rates.

[https://covid.cdc.gov/covid-data-tracker/#testing\\_totalpercentpositive](https://covid.cdc.gov/covid-data-tracker/#testing_totalpercentpositive)

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# Hot Topics and FAQs

## Water Fountains

All traditional water fountains have been temporarily shut off. Bottle filling stations remain in operation. Students, faculty, and staff should bring individual, refillable water bottles.

## Wellness Pledge

Protecting ourselves and others during a pandemic is a community effort. Making a commitment to honor best health practices aids in the prevention of spreading COVID-19 within our community. Prior to moving into a blended scenario, we require all students, faculty, and staff to read, sign, and commit to the SAA Community Wellness Pledge.



# SAA Community Wellness Pledge

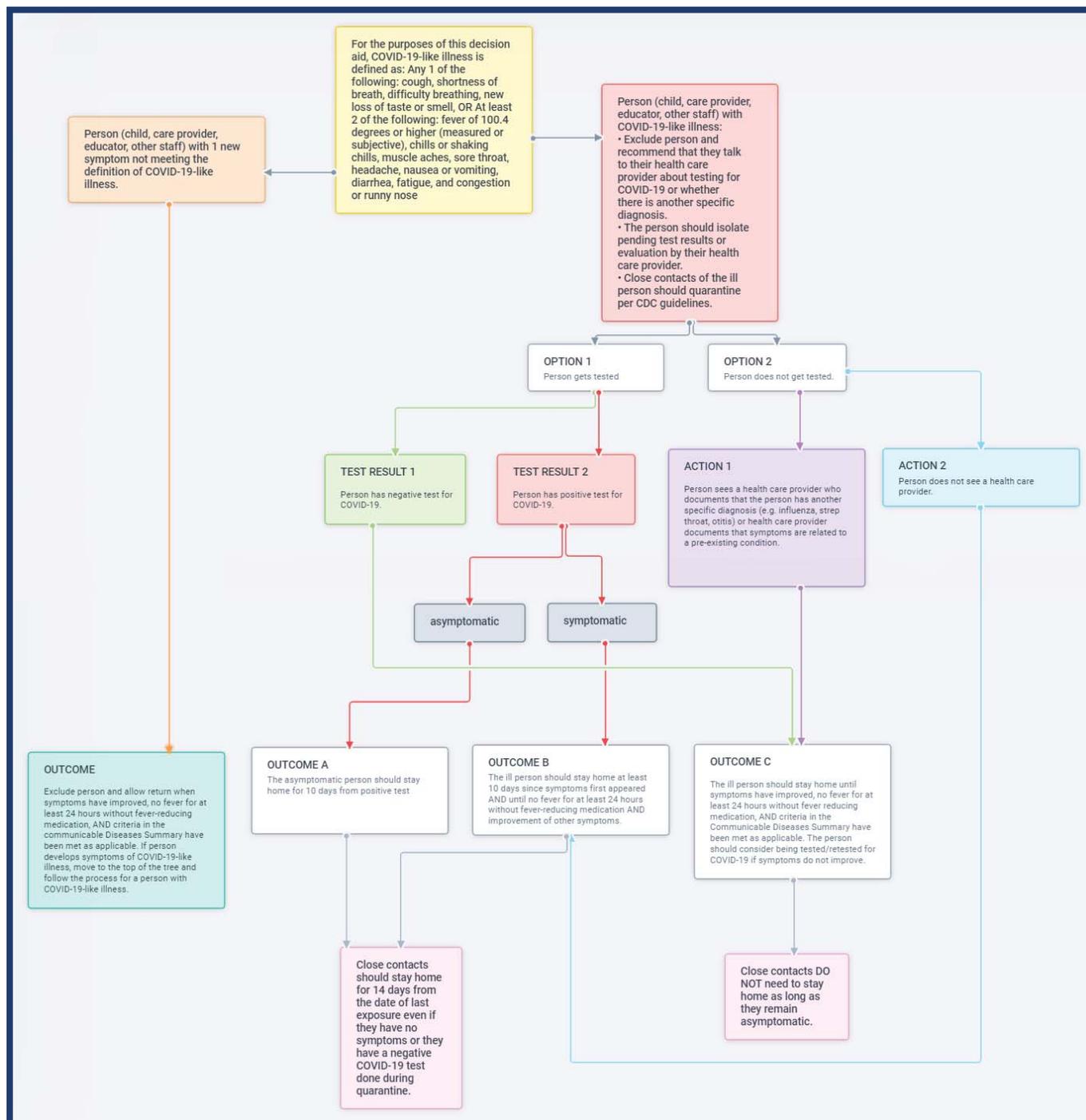
We recognize that our individual decisions have an impact on both the physical safety and the social and emotional well-being of every member of the school. Being part of a community brings a collective responsibility. We believe it is important for students, families, and employees to demonstrate positive attitudes and to uphold community norms that promote the health and well-being of all. We have developed a SAA Community Wellness Pledge that all our SAA community members must sign, recognizing, and accepting the shared responsibility to follow protocols and best practices set forth in the Community Wellness Pledge to aid in our collective goal of keeping our community safe.

As a Community Member I commit to:

- Monitor my health, completing and submitting the daily health questionnaire through RenWeb every morning (after 5am and prior to entering the building) on days when attendance at school is expected or when a student, faculty, or staff member will be attending a school-related event, whether held on or off campus.
- Comply with testing protocols required by the State of Maryland and Montgomery County.
- Stay home and notify SAA's nurse if I, or any member of my household, is experiencing any symptoms of illness, been directly exposed to someone who has tested positive for COVID-19 or have personally tested positive for COVID-19.
- Self-quarantine and/or self-isolate for the recommended period advised and participate in any necessary contact tracing.
- Wear a face covering that fits snugly over my mouth and nose when on campus or while attending an SAA event.
- Practice physical distancing, maintaining six feet of distance from other individuals.
- Follow hygiene habits, washing my hands frequently throughout the day with soap and warm water, or using hand sanitizer if a hand-washing station is not available.
- Consult with my healthcare provider about the flu vaccine in Fall 2020 and vaccine(s) for COVID-19 as they become available.
- Wash my hands upon entry to school, after bathroom use, before and after eating, recess, and PE. Hand sanitizer can be substituted when a sink is not available.
- Limit non-essential travel and comply with state and local governments' travel advisories.
- [Parents] Pick up my child within 60 minutes of being notified by the school that they need to be picked up.

\*This agreement was created with the guidance of the Maryland Department of Health Response to Outbreak (updated August 28, 2020).

# COVID-19 Decision Tree





Spencerville  
**Adventist** Academy