

Gem State Adventist Academy

COVID-19 RESPONSE PLAN



School Reopening Plan for 2020 Pandemic

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**COVID-19 Response Plan
For
Gem State Adventist Academy**

Overview:

For the foreseeable future, the COVID-19 pandemic is likely to affect our daily school routines. Prudence calls for prayerful, thoughtful, and coordinated planning as we learn how to best respond to this short-to-medium-term challenge.

Our mission to provide a Christ-centered academic experience for Christian families in the Treasure Valley is best fulfilled when teachers and students come together on campus and in classrooms. However, until the COVID-19 pandemic has been abated, an open school building requires special precautions and protocols in order to safeguard the health and well-being of our students, faculty, staff, and community. We have developed these protocols in close coordination with local, regional, and state officials.

It is our intention to open the school building when conditions permit. For the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, we may also need to resort to a distance learning model.

Thank you for your patience and your prayers as we persevere through this unprecedented challenge.

Staff and Volunteer Self-Screening Procedures:

All employees, including Substitutes and Volunteers, shall ask themselves the following questions daily before entering the school:

Since your last day of work, or last visit to the school facility, have you had any of these symptoms that are not attributable to another condition:

- Fever or Chills:
Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). A fever is considered having a temperature of 99.1° F or greater using an oral thermometer.
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or runny nose
- Nausea, Vomiting or Diarrhea
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell

If you have answered yes to any of these questions, please notify the office, and do not come to school.

- Are you ill, or caring for someone who is ill?
- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading?

Parental Responsibility:

Parents/guardians; knowing that a child is sick, adds potential infection, concerns, and paranoia to other students, parents, and teachers. In order to minimize potential contact with any illness, the school must have the full cooperation of parents. The school is put in a difficult spot and has to trust that our parents are going to be forthcoming with essential communication. No COVID-19 Plan can be successful without the cooperation and compliance of our student's information and following COVID-19 Guidelines as outlined by GSAA, Idaho Conference Education Office, and in accordance with public health agencies.

GSAA will expect parent cooperation in the following illness situations:

1. Parents will not knowingly send a sick child to school.
2. A sick child and his/her siblings will stay home until 72 hours after the illness symptoms/fever has passed.
3. Any potential exposure (within six feet) by a family member with a known and/or suspected COVID-19 infection will:
 - a. Report the incident immediately to the GSAA Office.
 - b. Self-quarantine school age children up to 14 days unless otherwise directed by the school (as directed by the local public health agency).

Coordination with State and County Agencies

The agency primarily responsible for overseeing the opening of private schools is the Idaho Department of Health and Welfare's health districts. We fall under the Central District Health (CDH) district. This plan follows the recommendations of that agency.

Central District Health School Guidance

Gem State Adventist Academy School protocols align with and follow the school guidance document issued by CDH on April 22, 2020. GSAA will synchronize with CDH guidance in the following manner:

CDH Categories	Community Transmission	GSAA Learning Model
I	None	Normal Learning
II	Minimal to Moderate	Hybrid Learning
III	Substantial	Distance Learning

If, after reopening, GSAA has a confirmed case of COVID-19, we will implement a short-term closure for 2-5 days (and move back into the distance learning model) per SDH guidelines.

Student Re-Entry Protocols:

SDH has informed us that all private schools within its purview should consider conducting regular student medical screenings well beyond the end of the current school year. By implementing these policies now, we are getting ourselves accustomed to what will be the "new normal" until the COVID-19 pandemic abates.

Amendment to our schools Medical Policy:

An interim modification will be made to our Parent/Student Handbook Medical Policy section. Students who are ill will **NOT** be allowed to return to school if any other family member exhibits any COVID-19 related symptoms. If the student has been ill, they will **NOT** be allowed to return to school until 72 hours have passed with no medicine and no symptoms.

Student Screenings:

Our school will be performing regular screening for fever before entry is allowed. This procedure will be implemented until conditions have abated as to the recommendation of public health agencies. Students whose temperatures are above 100° F (and their siblings) will be sent home and not permitted to enter any building on the GSAA campus until their screening is complete.

Hygienic Practices:

Parents are expected to keep sick students and their siblings home for at least 72 hours after a fever subsides without the use of fever-reducing medicines. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

- Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward
- washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet
- keeping hands away from nose, mouth, and eyes and
- avoiding the sharing of food, drinks, and personal care items (e.g. lip balm, combs, brushes, clothing, etc.)

Bus Protocols:

- GSAA will modify seating to accommodate social distancing. (as outlined by the local health dept.)
- GSAA will require students and staff to wear a mask when riding the bus.
- GSAA will use multiple buses, Vans, or parental transportation.
- Before and after each use, the bus seats, van seats, handles, windows and driver's area need to be wiped down with disinfectant. The cleaning will be notated in the vehicle's logbook.

Daily Sanitation Protocols

School-Wide Disinfections:

We utilize a combination of CDC-approved products disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.

For students and staff members with asthma use products with ingredients such as hydrogen peroxide, citric acid or lactic acid.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Additional Daily Protocols:

- GSAA will have face masks available for medically vulnerable students and staff members. It is recommended that each has a cloth facemask that can be taken home and washed. Staff duties and student activities requiring close contact will be modified, as necessary.
- Ventilate rooms when possible by opening windows and outside door and use fans to circulate air out of the room. Don't use fans in closed rooms because that only recirculate germs around the room.
- When weather permits some classes will be encouraged to meet outdoors.

Hand Sanitizer Stations:

- Teachers, staff, and students will keep their hands sanitized using the dispensers that are easily accessible to staff and students.
- Students and staff will also be encouraged to have their own bottle of hand sanitizer.

Holding Room for Sick Students

GSAA has designated rooms which will be utilized as a holding area for sick students that are waiting to be picked up.

Cafeteria Seating:

- GSAA will modify the seating to accommodate social distancing in the cafeteria.
- No self-serve food items such as salad bar, cereal bar etc. will be available.
- Servers will be required to wear masks, gloves, and follow food service protocols.

Resident Hall procedures:

Sanitation Protocols:

- GSAA resident halls will utilize a combination of SDC-approved products disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, bathroom fixtures, phones, and customer service areas every day.
- GSAA resident halls will promote hygienic practices that will include:
 - Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward
 - washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet
 - keeping hands away from nose, mouth, and eyes and
 - avoiding the sharing of food, drinks, and personal care items (e.g. lip balm, combs, brushes, clothing, etc.)
- GSAA resident halls will practice social distancing in all aspects from room assignments, study halls, social gatherings in the lobbies ETC. (until state and or local health departments lift restrictions).

Sports:

Physical Education classes:

- P.E. classes will be limited to individual sports such as tennis, golf, badminton ETC. (until state and or local health departments lift restrictions).
- GSAA will modify the activity to accommodate social distancing.
- All equipment will be sanitized with a solution of bleach or a recommended product.

Sports teams:

- GSAA will suspend tournaments.
- GSAA will modify the seating to accommodate social distancing.
- GSAA will clear and clean the gym between games. (Varsity/Jr Varsity games)
- GSAA will group people into tiers from essential to non-essential and decide which tiers will be allowed at an event.
 - Tier 1 (Essential): Athletes, Coaches, event staff, medical staff, security.
 - Tier 2 (Preferred): Media
 - Tier 3 (Non-essential): Spectators, vendors.

Only Tier one and two personnel will be allowed to attend events until state and or local health departments lift restrictions on mass gatherings.

Music:

Choir:

- GSAA will modify to accommodate social distancing plus four feet (ten feet social distance).
- Students and conductors will be required to wear face shields.
- Shield will be sanitized after every use.

Band:

- GSAA will modify to accommodate social distancing.
- The brass instruments will have disposable spatial containers that will be disposed of after every use.
- Instruments will be sanitized after every use.

Library, Assemblies, and Chapels:

The library will be opened with appropriate social distancing. For assemblies, students will sit in the Chapel with appropriate social distancing. Chapels are an integral part of GSAA and we will require appropriate social distancing.

Visitors and Volunteers:

We will suspend some of our volunteer programs during hybrid learning to limit the number of people inside our buildings. We will also be limiting visitors who enter the office to help maintain social distancing.

Hybrid Learning for Students:

We respect the right of families to keep students at home in the interest of their health and safety during this pandemic. We also expect to require some students to stay at home, if only for a short period of time, as a precautionary measure-for example, if their questionnaires indicate exposure.

In addition to GSAA Handbook, the following attendance categories are in effect:

- Absent (due to COVID-19 illness): no attendance penalty or academic restrictions
- Absent (due to parent COVID-19 health concerns): no attendance penalty or academic restrictions.

We will offer the following flexibilities to accommodate students who are required to, or choose to stay home during this phase of Hybrid learning:

- Teachers will offer daily "live" tutoring sessions (via Google Classroom, Zoom, etc.) as appropriate. While these sessions will not cover all the in-class material, they will provide students with the help to stay up on their core academic skills. All students will be expected to complete and submit classwork distributed to them by their teachers.
- Attendance policies will take into account the special circumstances of the COVID-19 pandemic.
- School materials will be made available to students. Details will be coordinated with each student's family.

Hybrid Instruction for Teachers

We respect the right of teachers to stay at home in the interest of their health and safety during this pandemic. Teachers will be allowed to Distance Teach from home and using, Google Classroom, and Zoom to deliver content to their students.

Transition to Distance Learning Protocol

In the case where the school needs to be closed, whether for a short time or extended closure. GSAA will determine which students have the technology at home for video conferencing, printer/scanner, and other equipment. For those students that do not have the necessary technology GSAA will, to their best ability, loan computers or tablets for students to use until the school reopens or the end of the year.

Procedure for Positive or Suspected COVID-19 Case

The following procedure is to be used if a student or employee is identified as COVID-19 positive or suspected positive.

- Student or employee is respectfully asked to isolate in the holding room.
- For students, the office will call parents or legal guardian for pickup.
- For employees, the office will coordinate with school leadership to manage follow-up effects.
- A student or employee will be provided appropriate personal protection equipment and any employee interacting with the confirmed or suspected case will be provided with a mask and gloves.
- Front office traces list of potential exposures (employees and students).
- The front office will coordinate (as appropriate) with parents/legal guardians of the student or directly with the employee to build a list of potential exposures.
- School leadership decides on the length of the short-term.
- School leadership will provide SDH with appropriate details and exposure information.
- School leadership will coordinate the closure decision with SDH.
- School leadership will coordinate the closure decision with the GSAA Board of Trustees.
- Points of Contact:
 - GSAA Administrator: John Soule
 - GSAA Board Chairman: David Prest
 - GSAA Superintendent of Education: Pat Frey

- School leadership communicates appropriate details to the school community.
- School leadership will update the school community (parents/guardians) via mass communications system (email/text/voice) with appropriate incident details.

Return to School when:

- After 72 hours without fever or vomiting AND without fever reducing medications.
- After obtaining medical clearance to return to school AND in consultation with GSAA administration.

Decision Matrix for Parents & Students:

Situation	My student has a fever <u>or</u> is vomiting	My student has COVID-19 symptoms <u>or</u> came in contact with a confirmed COVID-19 case	I have a unique family circumstance
What's Next	The student must stay home	Student <u>and</u> siblings (if applicable) must stay home	Choose to keep your student(s) home?
Next Steps	Inform the school's office of student illness and coordinate with teacher to obtain and complete assigned schoolwork	Inform the front office of the student obtain medical diagnosis or recommendation, and move to distance learning	Inform the front office of the situation and move to distance learning model
Return to School	After 72 hours without fever or vomiting <u>and</u> without fever-reducing medication	After obtaining medical clearance to return to school <u>and</u> in consultation with front office	When ready <u>and</u> in consultation with the front office

Decision Matrix for Employees:

Situation	The employee has a fever or is vomiting	The employee has COVID-19 symptoms <u>or</u> came in contact with a confirmed COVID-19 case	The employee has a unique family circumstance
What's Next	The employee must stay home	Employee <u>and</u> children (if applicable) must stay home	Does the employee feel compelled to work from home?

Next Steps

Inform School administration of employee illness and coordinate with the admin for alternative teaching arrangements (if applicable)

Inform administration of the situation, obtain medical diagnosis or recommendation, and coordinate with administration for alternatives

Inform administration of the situation and coordinate with the school for alternatives

Return to School

After 72 hours without fever or vomiting **and** without fever-reducing medication

After obtaining medical clearance to return to school **and** in consultation with school administration

When ready **and** in consultation with school administration

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