



## School Re-opening Plan

Adventist Christian Academy will re-open for school by following the guidelines as outlined below. Due to the changing nature of the Covid-19 pandemic, the school will adjust procedures and protocols to follow current CDC, State, and local county guidelines whenever possible. Safety for our students and teachers is the goal for these guidelines.

### EDUCATIONAL OPTIONS

ACA will offer two options for parents and students. The school will offer traditional Face-to-Face instruction at the school while following safety precautions, or parents may select to participate virtually through an online program which will mirror what is happening within the classroom. Both options will start on August 24, 2020. This date may be adjusted to match current conditions.

Parents selecting the online option are responsible for their child's attendance and participation. Students must have a stable Internet connection and are expected to attend class in real time with the class as they meet at school. Attendance will be taken daily and participation grades will be given. The online option will have the same requirements as Face-to-Face instruction.

During the registration process, parents must choose one primary option for their child due to the complexities of switching back and forth between the two options. Still, teachers will work with families to facilitate emergencies, illnesses, and other unforeseeable events that may cause a change in the educational format. Parents will be asked to reconfirm their decision on a quarterly basis.

### GUIDELINES FOR FACE-TO-FACE INSTRUCTION

Adventist Christian Academy of Charleston will implement practical, best practices for opening schools in the Covid-19 environment as outlined in this document. Under general principles of liability law, schools are freed from being responsible if they are deemed to be taking reasonable steps to protect students.

### **GENERAL SAFETY GUIDELINES AS ESTABLISHED BY THE CDC FOR SCHOOLS:**

- Require staff and/or students to stay at home when sick
- Social distancing (staying at least 6 feet apart from others in a shared space)
- Frequently washing hands and/or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Wear cloth or approved face coverings/masks whenever possible
- Avoid touching eyes, nose, and mouth
- Cleaning and disinfecting frequently touched objects and surfaces (based on frequency of use)

The following guidelines were developed by consulting CDC guidelines, the Charleston County Schools “Safe Start” document, South Carolina AccelerateEd report and Carolina Conference guidelines. Since the Covid-19 pandemic is a fluid situation, these guidelines will be adjusted if conditions change.

1. Daily Temperature Screening of Students
  - a. Before entering the school bus or exiting their car at the school parking lot, students will be screened for illness by having their temperature taken by a non-contact thermometer. This screening will be done by a teacher or a Screening Volunteer. Students with a temperature above 100.4 degrees will not be allowed in school. If students develop a temperature during school hours, the child must be sent home.
2. Parents will be given a copy of a Covid-19 screening questionnaire included in this document and will be asked review the questions with their child on a daily basis.
3. ACA will be guided by the latest health and safety conditions to provide a healthy environment for students and staff. Flexibility and adaptability will be necessary to ensure the success of reopening our school.
4. The classrooms will be in separate buildings with K-4 in the main school building and grades 5-8 in the classroom in the church. Teachers will teach only one group of students and there will be no or limited interaction between student groups. The amount of contact between groups will be adjusted based on current conditions. The actual classes will be adjusted based upon enrollment.
5. If a **confirmed** case of Covid-19 occurs with either a student or teacher, parents will be notified that a confirmed case has occurred. The school will not release the names of those involved. Those testing positive will be required to quarantine themselves from school following the guidelines in place at the time, usually for 10 days with at least 24 hours of being fever free. Students from the same family will be asked to quarantine at the same time. The building where the student attending class will be closed for deep cleaning, and opened the third day. All parents in both buildings will be given the opportunity to switch to the online program for two weeks. Since the health guidelines for schools are still evolving, these guidelines will be adjusted to meet the best practice at the time.
6. Desks will be arranged to maximize distance between desks with the goal of 6 ft between desks. Portable clear dividers will be used at the desk to maximize social distancing. The use of larger clear dividers will be used whenever the 6 ft goal is not possible.
7. Students and staff are expected to wear face coverings at all times when 6 ft social distancing guidelines can not be observed. Students will wear their face coverings when they enter the building or move around the building. Students may remove their face coverings when they are seated at their desks. Clear face shields (provided by the school) may be used in place of a clear desk divider if one is not available. Students with documented medical conditions that would prevent wearing of masks are not required to wear face coverings. The parents and students are to provide the face covering for their child. Proper care of the face covering is expected with a fresh or clean face covering being available each day.

8. High touch surfaces will be disinfected at least twice a day. The last cleaning will be at the end of the day and undisturbed until the following morning. Additional deep cleaning will happen at least once a week.
9. Water fountains will be disabled with only the water-bottle filling station available. Students are expected to bring their own water bottle. Students in the church classroom may use the faucet in the classroom to fill their water bottle.
10. Teachers will develop procedures to minimize the foot traffic in the common areas of the school. The areas include the use of microwaves for lunch, bathrooms, water bottle filling areas, and hallways.
11. Classrooms will incorporate the use of fresh air as much as possible. This will be established by opening classroom windows, using shade sails for outdoor classes, and more frequent breaks from the classroom so that students may spread out and get fresh air.
12. Students will bring their own lunch and no sharing will be allowed. If possible, students should bring items that do not require the use of a microwave. If microwaves are used, the controls will be wiped down between users. Unfortunately no pizza on Fridays until things calm down and is deemed safe.
13. Parents and visitors will have limited access to the classrooms. In general, visitors may drop off items at the front door of either building, and the items will be brought in. The only exception will be for parents needing to pay in the office, but parents are encouraged to use the mail, online options, or give the payment to the teacher when the temperature screening is happening.
14. Bus riders will sit in their assigned spots with the bus filling up from the rear of the bus. Windows will be open on the bus whenever it is not raining to allow fresh air. Face coverings must be worn whenever there is a student in the row in front or behind. Family members will sit in the same seat with as much social distancing from other students as possible. The bus will be disinfected after each bus route. Parents will be asked to sign that they understand that social distancing may not be possible on our short bus, but every effort will be made.
15. All students will take MAPS testing during the first two weeks of school. The results will be used to guide the teacher in the selection of activities and topics for students. The goal of the first nine weeks or even the first semester is to go "Back to the Basics" and address any academic slide that might have taken place in the spring or over the summer. Students with academic gaps will be placed at the instructional level needed to address learning gaps and deficiencies.
16. The social and emotional needs of our students will be addressed as teachers incorporate appropriate activities to bond the online and traditional classes into one. New procedures and changes in a school routine can be frightening, and the teachers will adapt procedures in a way to minimize anxiety.
17. Students will be given many opportunities to have as much physical activity and time outside as possible. Appropriate modifications will be used to minimize possible cross contamination and maximize disinfection of shared equipment. There must be a balance between the benefits of physical activity and safety concerns.

18. A statement similar to the following statement will be included on the student application.

*I understand that although \_\_\_\_\_ (school) has taken state recommended steps to operate safely, the nature of schools, the facilities and the children involved, it is not possible to entirely eliminate all risk of COVID-19 or other contagious illnesses. I understand the assumption of risk that I am making by enrolling my child and will not hold the school liable. \_\_\_\_\_ Initial*

19. Procedures will be put in place to limit the sharing of items, including school supplies. Parents are asked to purchase their own supplies of pencils, pens, crayons, colored pencils, tissues, paper, etc....for their child's use at home or at school until the pandemic is over. At that time, the school will begin issuing supplies again. Parents are asked to label the items so that it will be easily determined who owns what. As far as possible, students will be assigned the use of a specific computer or laptop. Any devices that must be shared will be disinfected before another student uses the device.

Adventist Christian Academy is determined to provide as safe as possible venue for face-to-face instruction, along with offering a quality online program that mirrors what is going on in the classroom. If it is determined by the state, county, or local school board that it is no longer possible to offer face to face instruction, we will immediately switch to our online program and continue to offer quality Christian education to our students and community.

# COVID-19

## ***FOR THE SAFETY OF ALL ---- HOW DO YOU RESPOND TO EACH OF THE FOLLOWING?***

1. Have you been in close contact\* with someone who has a laboratory confirmed COVID-19 diagnosis in the last 14 days?
2. Do you currently have a fever of 100.4 degrees or higher or the chills?
3. Do you have a frequent cough or sore throat?
4. Are you experiencing shortness of breath or difficulty of breathing?
5. Do you currently, or have you recently experienced a headache or body aches or pain?
6. Have you experienced a recent loss of taste or smell?

\*According to the Center for Disease Control and Prevention (CDC), close contact is defined as: a) Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (defined as greater than 15 minutes); or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

