



We want to help our families feel secure in their choice to send their students to school at Stonehill Christian Academy (SCA). This UPDATED COVID-19 operational plan is a starting place to prepare our community for the upcoming 2020-2021 school year.

Please be aware that as new mandates are issued by local and state authorities, procedures may change. The following information is based on current information from state and local authorities.

SCA originally planned to return to the classroom for the start of the school year on Wednesday, August 12, 2020. However, due to the recent Health Authority Order of Control Measures for In-Person School Campus Instruction, we may have to begin our school year virtually (religiously affiliated schools can be exempt). Classes may be conducted online for three weeks before we return to the classroom. **To give teachers enough time to plan for possible online learning, we will push the school start date to Monday, August 17.** *More information on virtual or on-site learning will be sent out soon.*

Once we return to campus, the following measures will help prevent the spread of illness and possible school closure, or partial closure, due to COVID-19 during the 2020-2021 school year.

NEW PROCEDURES:

ARRIVAL:

To prevent the spread of germs and keep everyone safe on campus, temperature checks will be done in the drop-off line, as children arrive at the school, ***before they exit the car.***

If the student has an elevated temperature of at least 99.9 degrees Fahrenheit, they will not be admitted to school. They must be clear of a fever for 72 hours with no medication to return to school. If there are other children in the same vehicle, they will be sent home as well.

Students and adults will be asked to use face coverings as they enter the school building. Face coverings must be worn properly, over both the mouth and nose.

FIRST DAY ON SCA CAMPUS:

We realize that it is a joy to walk students to class on the first day of school, so we will have staggered arrival times. This will facilitate parents walking their children to class and photo opportunities to document memories.

We kindly request that you **respect physical distancing** while on campus. Stay six feet away from people not from your household and wear a mask. Physical distancing must be maintained while entering and exiting the building, in the classroom, and with the teachers, students, administration, and parents. Avoid hanging out in the parking lot in small groups to catch up or chat before entering or after exiting the building.

ARRIVAL TIMES FOR FIRST DAY OF SCHOOL:

8:00-8:10 a.m. **Pre-K/Kindergarten**

8:15-8:25 a.m. **Grades 1-4**



8:30-8:45 a.m. **Grades 5-8**

NO MORE DROP OFF LUNCH:

We realize it is a luxury to be able to drop off lunches during the day; however, the risk of COVID-19 increases with more visitors on campus.

For the safety of our students, we ask you to send all lunches at the beginning of the day, instead of dropping off lunch in the middle of the day. If your child has forgotten their lunch, you may drop off the lunch at the door and we will make sure it is given to them.

WATER BOTTLES:

Please send one (or two) FULL reusable water bottles with your students daily.

We will not use the water fountain anymore, because it is community use. Using the water fountains in the school increases the risk of spreading germs; therefore, we will not use them this year.

TISSUE AND SANITIZER:

Each student must have their own tissue box on their desk. This way they can quickly cover coughs and sneezes and dispose of the tissue.

Each student must have their own sanitizer bottle on their desk. This way they have fast access to disinfect their hands or coughed-on inner-elbows without spreading their germs to other students.

FACE COVERINGS:

Students must use a face covering when entering and exiting the building. They should also use a face covering when they leave their classroom, for any errands, and when any "physical distancing" group work is done. Face coverings must be used during music class.

For the purposes of this document, coverings include medical and non-medical grade disposable face coverings, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

INSTRUCTION OUTSIDE:

When weather permits and the lesson lends itself, instruction will take place outside.

PHYSICAL DISTANCING:

At recess, students will have assigned areas where they may play with their classmates while physical distancing to limit interaction between classes. Different classes may be outside at the same time, but they will not be allowed to play together.



DISINFECTING:

The staff will disinfect common use areas throughout the day, including door handles, sinks, restrooms, etc. Teachers will periodically disinfect their classrooms and clean any surface that a student touches during the day.

The last 30 minutes of the day will be used for students to disinfect their personal area. Their teacher will spray the area with a mixture of soap and water, then the students will wipe it clean. While students are cleaning, the teacher will disinfect all surfaces that have community use: sink handles, in-class restroom handles, restrooms, etc. When students leave, the teacher will disinfect the surface of every child's desk and chair using disinfecting chemicals. Each evening, our cleaning team will disinfect all classrooms using an electrostatic sprayer and strong disinfecting chemicals.

HAND WASHING:

Periodic hand washing breaks will be built into the day for students and staff, especially before going outside, after returning from outside, after restroom breaks, and at lunch breaks. At the beginning of the year, with reminders throughout, students will be taught how to wash their hands correctly. Students will be reminded to sanitize their hands at subject changes.

TEMPERATURE CHECKS:

Temperature checks will be performed on arrival and before exiting the car in the car drop-off line. Temperature checks will also be done midday before lunch, but well after any physical exertion or time outside.

BEFORE CARE AND AFTER CARE:

Students will enter Before Care through the front doors of SCA.

Parents will pull up in front of the building (where we do pick-up and drop-off) and message the After Care attendant on Remind to tell the After Care attendant they are there to pick up their child. The After Care attendant will maintain records of what time students were picked up. The After Care attendant will watch the student exit the building until they are safely in the care of their parents.

DISMISSAL:

Dismissal procedure will remain the same, with parents arriving in a pick-up line as students are dismissed outside. The students will be required to wear their face covering while in close proximity to their classmates, until they are safely in the care of their parents.

When weather does not allow us to be outside, students will be dismissed from their classrooms, instead of congregating in the hallway. One staff member will be outside to monitor the cars and let teachers know which students to send out. Students will be asked to wear their face covering to exit the building.



-----Operational Plan-----

Training: At the beginning of the year, staff and students will be trained on virus mitigation, the importance of practicing hand hygiene and covering coughs and sneezes, and how to minimize the spread of viruses in our school. This will cover new policies about hallway etiquette, classroom behavior, and new measures to minimize physical contact at SCA.

Touch Free Procedures: SCA will implement a no-touch door procedure. All interior doors will remain open throughout the school day. Hand sanitizer stations will be placed in the SCA halls and in the bathrooms.

Distancing In Classroom: Desks/tables will be placed at the maximum distance allowable in each classroom, and will be turned to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing). Small group instruction will include distance seating when possible. Students will be strongly encouraged to stay at their own desk/table areas whenever possible.

Classroom, Bathroom, and Sanitation: We will add surface sanitation to our regular daily cleaning procedures. In addition, surfaces will be disinfected multiple times each day. Hand sanitizer will be placed in every room, including hallways and at entry and exit.

Limit Nonessential Visitors: We will limit the presence of volunteers for classroom activities, mystery readers, and other activities.

Updated Sickness Policy: *Due to the issues surrounding COVID-19, we are updating our sick policy.* All students will be scanned for temperature before entering the building. Any student with a fever will NOT be admitted to school that day. Students who have been identified with a fever, or have had an illness, must be fever free, with no medication, for 72 hours before they return to SCA, or they must have a doctor's note.

The student may work from home using the digital platform and eLearning until they return. If they are actively participating in the core lessons using technology, they will not be counted as absent.

Quarantine Procedures: If a student becomes sick while on campus, they will be taken to an isolation room with all of their SCA work and personal items. Their desk area and common surfaces will immediately be sanitized.

Please provide multiple phone numbers and contact details so that in case of emergency, SCA can easily contact and find someone to pick up the sick child. Parents will pick up their child, then the isolation room will be sanitized.



Pick-Up Procedures: Pick-up procedures will remain the same, with parents arriving in a pick-up line as students are dismissed outside. The students will be required to wear their face covering while in close proximity to their classmates, until they are safely in the care of their parents.

When weather does not allow us to be outside, students will be dismissed from their classrooms, instead of congregating in the hallway. One staff member will be outside to monitor the cars and let teachers know which students to send out. Students will be asked to wear their face covering to exit the building.

Practices to Prevent the Virus from Entering SCA

COVID-19 Screening Questions for Before Campus Access

1. SCA requires teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed at the end of this document. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the administration if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and if so, they must remain off campus until they meet the criteria for re-entry, as noted below. Additionally, they must report to the administration if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and if so, must remain off campus until the 14-day incubation period has passed.
2. *Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19, until the 14-day incubation period has passed. SCA may consider screening students for COVID-19 by asking a student's parent if that parent will be dropping off or picking up their child.*
3. All visitors will be screened to determine if the visitor has COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry, as noted below.

Individuals Confirmed or Suspected with COVID-19

1. Anyone who **is** either: (a) lab-confirmed to have COVID-19; or (b) has experienced the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until SCA screens them to determine if the below conditions for campus re-entry have been met.

In the case of a person who was diagnosed with COVID-19, they may return to SCA when ALL three of the following criteria are met:

- i. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);



- ii. the person has improvement in symptoms (e.g., cough, shortness of breath); and
- iii. at least 10 days have passed since symptoms first appeared.

In the case of a person who has symptoms that could be COVID-19, and who is not evaluated by a medical professional or tested for COVID-19, such person is assumed to have COVID-19, and they may not return to the campus until they have completed the same three-step set of criteria listed above.

If the person has symptoms that could be COVID-19 and wants to return to SCA before completing the above stay-at-home period, the person must either obtain a medical professional's note clearing them for return based on an alternative diagnosis, or an assessment of risk.

Respond to a Lab-Confirmed Case at SCA

Required Actions if Lab-Confirmed Cases Have Been at SCA

1. If a person who has been at SCA is lab-confirmed to have COVID-19, SCA will notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. SCA must close off areas that are heavily used by the person with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than three days have already passed since that person was on campus.
3. Consistent with SCA's notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, SCA will notify all teachers, staff, and families of all students at SCA if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate on any on campus activities. **Likewise, parents must report to the administration if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and if so, must remain off campus until the 14-day incubation period has passed.**

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, SCA will consider the following questions:

- Have they recently begun experiencing any of the following in a way that is not normal for them?
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea



Close Contact

This document refers to “close contact” with a person who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on while not wearing a covering or face shield); or
- being within six feet for a cumulative duration of 15 minutes, while not wearing a covering or face shield.

If either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

In Case of Partial or Complete SCA Closure

In the case of a partial or complete closure due to COVID-19, we will have the following in place to assist students.

In case of partial closure: One of the possible options to help combat a second COVID-19 outbreak is staggered live education. This idea is primarily used to minimize group size and direct contact with others. If that were to be mandated by the state of Texas, the following procedures would apply:

Staggered Schedule:

Monday/Wednesday Students

Tuesday/Thursday Students

Homework: Modified Homework Load.

In the Case of a Complete Closure: Live Digital Instruction (example)

Instruction: 9 AM - 1 PM (Core Class Live Instruction)
Built-In Breaks and Supervised Homework Time
1 PM - 3 PM Supplementary Classes in the afternoon Art/Music/PE

Curriculum: Elementary - books available
Middle school – books available (also available digitally)
Paper packets of weekly work available (for Elementary) with weekly drop off
Digital submission for Middle school (or optional for Elementary)
All assignments for the week listed online on Mondays

Homework: Modified homework load

As always, please feel free to contact the SCA administration via email or phone with any questions and concerns.

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