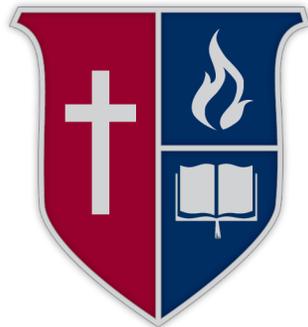


South Baldwin Christian Academy

RETURN-TO-SCHOOL SAFELY PLAN

IN RESPONSE TO COVID-19



South Baldwin

CHRISTIAN ACADEMY

Rev. August 6, 2020

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to South Baldwin Christian Academy (SBCA). The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

Please see below for a summary of the phases and timelines associated with this plan.

Phase	Timing	Items
Phase 1	July	<ul style="list-style-type: none"> ● Purchase essential supplies, equipment ● Prepare detailed work schedule for phases ● Prepare building and transportation for reopen with thorough cleaning ● Expand use of school based on recommendations and data from CDC, Alabama Governor, and applicable state and local agencies
Phase 2	August	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, Alabama Governor, and applicable local and state agencies

GUIDING PRINCIPLES

In order to ensure the continued well-being of our students and employees the following guiding principles have been included in the scope of this plan:

1. TRAINING & COMMUNICATION
2. PROTOCOLS: STUDENTS
3. PROTOCOLS: STAFF
4. PROTOCOLS: CLEANING & DISINFECTING

5. PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

STAFF TRAINING & COMMUNICATION

STAFF TRAINING

1. **Pre-return to School Training**

Presented to ensure understanding and preparedness to align with this plan

2. **First-Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols

3. **Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training will be provided to all custodial staff

It is very important that all employees understand the safety requirements, protocols and expectations included in this plan to ensure staff, students and their families stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all staff – including teaching and non-teaching staff.

Content Covered:

1. All training topics can be reinforced with signage in the buildings
2. Drop-Off/Pick-Up procedures
3. School checklists
4. Response Teams
5. Disinfection Measures
6. Isolation protocols
7. On-site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION

Prior to students returning to SBCA, parents/families will be directed to review a copy of this plan on the SBCA website (www.SouthBaldwinCA.org).

As part of this process, SBCA will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school if they are exhibiting symptoms. SBCA will require, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children daily before sending them to school.

To stay updated on the most current information, teachers, students, and parents are encouraged to:

1. Check their email often
2. Visit our school website
3. Follow us on our social media platforms (Facebook and Instagram)
4. Ensure phone number is up to date to receive school-wide text messages

Parents are encouraged to email us at covid19@southbaldwinca.org with any questions or concerns related to any of the content contained within this plan.

PROTOCOL: STUDENTS

BEFORE SCHOOL ARRIVAL

AT-HOME DAILY HEALTH SCREENING, REPORTING AND PROTOCOLS

For the health and safety of other students and of teachers and staff, parents/guardians are required to screen students for the below symptoms each morning before school, should self-report symptoms, and must keep students at home if any symptoms are present or if they have a household member who has contracted COVID-19. COVID-19 symptoms include:

- Fever (100.4 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Change in congestion or runny nose not related to allergies
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19.

Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Parents/guardians are required to report a positive COVID-19 test for a student, or any person residing with a student to the SBCA Office.

All screening information will be kept confidential by the SBCA Administrative Office.

SCHOOL ARRIVAL

DROP-OFF PROCEDURES

Upon arrival at school, a staff member will conduct a temperature check and visually check each student for symptoms during drop-off. Any student with a temperature of 100.4 degrees or higher, visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent home.

To reduce exposure risk, students will be dropped off and picked up from school without parents getting out of the car, with very limited exception and with expressed permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation.

After drop-off, students will proceed to go directly to the their assigned classroom. Staff members will assist younger children to ensure that they arrive to their classroom safely.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SBCA employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- **Student Teams:** To avoid contact and exposure to large groups, students will be kept in student teams and every effort will be made for students to only interact with others within their own team. Students will be divided into the following teams:
 - Team 1: K3, K4 and K5
 - Team 2: 1st, 2nd, 3rd grades
 - Team 3: 4th, 5th and 6th grades
 - Team 4: Middle and high school
- **Traffic Flow:** Taped lines on the floor will mark the walking direction throughout the facilities where possible in order to maintain the social distancing requirement of 6 feet.
- **Classrooms:** Classrooms will space seating/desks at least 6 feet apart when feasible. Desks will also face the same direction, or students will sit on only one side of tables, spaced apart.
- **Playground:** Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations. Each team will be restricted to using the playground equipment assigned for their team's use.
- **Sports Equipment/Supplies:** Each Student Team will be provided with a designated supply of sports/recreational supplies (e.g. balls, jump ropes, etc.).
- **Lunch Eating Areas:** SBCA will use a multiple number of spaces during lunch including eating in classrooms, in the outdoor courtyard, and gymnasium. Students will be seated in their Student Teams and prohibited from sharing lunch items with each other. Students may bring their own meals or be served individually boxed meals. SBCA will use disposable food service items.
- **Bathrooms:** Students will enter bathrooms individually or in small groups no larger than the number of stalls/urinals in the bathroom, and will be provided with face masks if social distancing cannot be accomplished. Posters reminding students of proper handwashing techniques will be displayed.
- **Locker Rooms:** While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Contact with others, such as handshakes, will be discouraged.
- **Front Office:** Plexiglas dividers have been installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE the school will be using includes:

Masks: Face coverings will be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Staff and students will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

- **Note:** Cloth face coverings will **not** be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

In addition to using PPE, please remember to:

- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

HAND WASHING

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

STUDENT BELONGINGS/MATERIALS

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school.

FIELD TRIPS & ACTIVITIES

Field trips will be evaluated on a case-by-case basis. Teachers will be encouraged to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), school-wide assemblies will be held virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Open House" will be evaluated on a case-by-case basis or reconfigured in order to maintain physical distancing.

SPECIALIZED CLASSES/AFTER-SCHOOL PROGRAMS

Because electives and special area classes are vital to the social and emotional well-being of many students, they are permitted. Some classes, such as music and PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. After-School Care and enrichment programs will be available to our established Student Teams.

PICK-UP PROCEDURES

Students will be picked-up from school without parents getting out of the car, with very limited exceptions and with expressed permission from a site administrator that is provided for good cause.

VISITORS & VOLUNTEERS

SBCA will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask. Parent volunteers will not be used in the classroom. Those who are contracted to assist with the operation and supervision during the school day, (i.e., substitute teachers), must follow all protocols including completing a self-screening questionnaire verifying that they have not been exposed to COVID-19 and attest to not having any of the defined symptoms. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitor access is restricted only to areas of the

campus that are absolutely necessary for them to access to accomplish the purpose of his/her visit.

PROTOCOLS: STAFF

AT-HOME DAILY HEALTH SCREENING, REPORTING AND PROTOCOLS

Prior to employees returning to campus, they will be directed to review a copy on the of this plan on the SBCA website (www.SouthBaldwinCA.org). As part of this process, SBCA will send communication to all employees that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms. SBCA will require, as part of the employee orientation, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- Fever (100.4 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Change in congestion or runny nose not related to allergies
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19.

Additionally:

An employee will take his/her temperature, if feasible, at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work.

Employees are required to report to the Head of School if they are experiencing any of the above symptoms or a person who resides with them has tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the Head of School.

HANDWASHING

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

ENHANCED PHYSICAL DISTANCING

Employees are required to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a student's or other person's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help or is having a physical emergency), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

SCHOOL VISITORS

SBCA will limit nonessential visitors at each of each sites except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front

office, and not go beyond unless it is absolutely necessary and must follow all safety protocols. Educational partners (e.g. tutors, school counselors, etc.) will need to follow all protocols when visiting the school.

PERSONAL WORKSPACE/CLASSROOM

SBCA staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SBCA has alcohol-based hand sanitizers available throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects (e.g. copy machines, laminators, etc.) and surfaces such as telephones and keyboards. Use of the Staff Lounge is currently limited for the fall 2020 semester. An update about use of this facility will be provided prior to the spring 2020 semester. The SBCA Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

PROTOCOLS: CLEANING & DISINFECTING

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Vans	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Kitchen, Workroom, Gym,	At the end of each use/day; between groups

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Head of School. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, SBCA may shut down the campus for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage will be placed throughout the offices and school to encourage social distancing and to indicate which areas have been sanitized or are in need of sanitation.

PREVENTIVE MATERIAL INVENTORY

1. SBCA will have an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Disposable masks and gloves will be available for staff and student use
3. Touchless thermometers will be available on-site for employee and student screening

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health department's guidelines at that moment in time. Because guidelines in this area change regularly, please visit the [CDC website](#) to confirm timeframes for returning safely to school. Current CDC timeframe recommendations as are follows:

SUSPECTED COVID-19 CASES

The Head of School must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided.*

Staff

If an employee becomes ill on campus, he/she will immediately be relieved and leave campus.

- Staff must complete the **Suspected COVID-19 Case Form** and call the local health authority and seek advice regarding transportation and location.

- Advise employees that they may have been in contact with a suspected employee or student to get tested for COVID-19, and based on the results, contact the Head of School.
- The suspected employee's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee.

Employees who were not tested for the Coronavirus but who had symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
- The improvement of symptoms, such as coughing and shortness of breath.
- At least 14 days have passed since symptoms first appeared.
- If a staff member has had a negative COVID-19 test, he/she can return to school once there is no fever without the use of fever-reducing medicines and he/she has felt well for 24 hours.

If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to work until the three criteria listed above have been met.

Students

If a student becomes ill on campus, he/she will immediately report to the **Student Care Center** (i.e. **isolation room**) and a **Suspected COVID-19 Case Form** case form will be completed.

Once the student arrives at the Student Care Center (i.e. isolation room), immediately provide them with a mask and gloves. Explain that this is to help protect SBCA staff and students and prevent the spread of the potential virus.

- Staff and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- Staff will call the parent of the student to be picked up and go home.

- The isolation area and suspected student's classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.

Students who were not tested for the Coronavirus but who had symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
- The improvement of symptoms, such as coughing and shortness of breath.
- At least 14 days have passed since symptoms first appeared.
- If student has had a negative COVID-19 test, he/she can return to school once there is no fever without the use of fever-reducing medicines and he/she has felt well for 24 hours.

If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to school until the three criteria listed above have been met.

POSITIVE COVID-19 TEST

Staff

Employees who test positive for COVID-19 should self-quarantine for 14 days and contact the SBCA Head of School to confirm the results of the test.

If the employee is tested to determine if they are still contagious, they also can return to work after these three things have happened:

- At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
- Other symptoms have improved (for example, when the cough or shortness of breath have improved).
- At least 14 days have passed since symptoms first appeared.

Students

Students who test positive for COVID-19 should self-quarantine for 14 days and contact the SBCA Office at (251) 968-1230 or Covid19@SouthBaldwinCa.org to confirm the results of the test.

If the student is tested to determine if they are still contagious, they also can return to school after these three things have happened:

- At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
- Other symptoms have improved (for example, when the cough or shortness of breath have improved).
- At least 14 days have passed since symptoms first appeared.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Staff and students are to stay home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - a. Your healthcare provider
 - b. The SBCA Office at (251) 968-1230 or Covid19@SouthBaldwinCa.org
3. The Head of School will determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

CONTINUED INSTRUCTION FOR COVID-19 CASES

Remote learning opportunities will be provided for students who test positive for COVID-19. Remote instruction may include instructional materials that will be available for parent pick-up or online curriculum to allow students to continue instruction.

Note: SBCA will not give out attendance awards for the duration of the COVID-19 health crisis. All absences due to suspected or confirmed cases of COVID-19 will be considered excused.