

# Desert Chapel Christian School K-12

## COVID-19 Health & Safety Plan

2020-2021 Return to School

Updated 09/27/20

The plan that is outlined below is based on a “Healthy Only” framework for reopening the DCCS campuses. This framework requires parents and employees to ensure that **only healthy individuals are entering our campus**. A **“Healthy-Only”** framework provides the greatest level of “normalcy” but depends on students and employees to remain at home if they display any flu-like symptoms.

The school will have extra levels of cleaning and sanitizing, as well as increased containment of groupings of students. However, the disruption to typical classroom routines will be minimized to the greatest extent possible to support student and staff healthy well-being, as well as providing the best possible environment for instruction.

Plan Item	Protocols
<b>Athletics &amp; PE</b>	<ul style="list-style-type: none"><li>▪ DCCS will comply with all guidelines provided by the Riverside County Health Department, and CIF Southern Section.</li><li>▪ If interscholastic sports are not permitted, DCCS will explore the development of an intramural program with other local schools.</li><li>▪ There must be no shared athletic equipment (towels, clothing, shoes, or sport-specific equipment) between students.</li><li>▪ Students must wear their own appropriate workout clothing (do not share).</li><li>▪ Individual clothing/towels must be washed and cleaned before every workout/game.</li><li>▪ All athletic equipment including balls must be cleaned after every use and prior to the next workout/game.</li><li>▪ Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual.</li></ul>
<b>Cohorting</b>	<p>Classroom cohorts are limited in number to meet the 6’ physical distancing requirements. Student grade cohorts will remain together throughout the day and will not co-mingle with other cohorts.</p> <p>Cohorts will have separate times for breaks, PE, recess, lunch, and each area will be sanitized after use.</p>

<p><b>Lunch Areas and Snack Shack</b></p>	<ul style="list-style-type: none"> <li>▪ All use of self-service foods or beverages has been discontinued.</li> <li>▪ Only items pre-packaged for sale or bagged/boxed lunches from a restaurant will be offered.</li> <li>▪ K - 6: Lunch will be consumed in the classroom</li> <li>▪ MS/HS lunch will be eaten outside, and students will exercise proper social distancing when eating lunch outside.</li> <li>▪ Masks will be worn at all times, except when eating food.</li> <li>▪ MS/HS Snack Shack will allow a maximum of 5 students to purchase pre-packaged foods at a time. Masks will be worn while purchasing food. Students will exercise proper physical distancing while waiting to enter.</li> <li>▪ Snack Shack workers will be wearing gloves, sanitizing frequently touched surfaces, and wearing masks at all times.</li> <li>▪ All lunch-time seating areas will be properly spray sanitized, and frequently touched areas will be wiped down following each lunch period.</li> </ul>
<p><b>Classroom and Facilities</b></p>	<ul style="list-style-type: none"> <li>▪ All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes or paper towels.</li> <li>▪ Common areas including the lunch tables will be cleaned and sanitized by our maintenance staff throughout the day.</li> <li>▪ Evening commercial cleaning services will be cleaning and disinfecting the entire campus.</li> <li>▪ Student drop-off areas and times have been adjusted. <b>All students may be dropped off no earlier than 7:50 a.m.</b> All grades K-6 will drop off at the entrance to the small gym. MS/HS students will be dropped off at the front gate of the middle and high school office. Areas for drop off will be clearly marked as you arrive.</li> <li>▪ All students upon arriving at school must be wearing a mask. Temperatures will be taken at the car, with parents waiting for their student to be cleared to enter the campus. Students will then proceed immediately to their classroom. <b>Parents must not leave until their student is released to class.</b></li> <li>▪ Teachers and students may wear a face shield while in the classroom.</li> <li>▪ Movement on the campuses will be directed by clearly-marked directional arrows.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Students may only touch their own learning materials (e.g. textbooks, writing materials).</li> <li>▪ Students may not use another person's backpack, or any other items without first disinfecting the item.</li> <li>▪ No lockers will be available for use during these protocols.</li> </ul>
<p><b>Guests, Parents, &amp; Visitors</b></p>	<ul style="list-style-type: none"> <li>▪ All guests, parents, and visitors are required to wear a face covering when entering the school office.</li> <li>▪ Grades 1-12 parents are not permitted to enter the campuses during drop-off, pickup, or during the instructional day.</li> <li>▪ Kindergarten parents, wearing a face covering, will be permitted to accompany their child to their classroom during the first day of school.</li> </ul>
<p><b>Health Screening on Campus, Waiver of Liability, and Home Health Screening agreement.</b></p>	<ul style="list-style-type: none"> <li>▪ Temperatures of staff and students will be checked, and recorded in the Daily Health &amp; Safety Log, upon arriving at school.</li> <li>▪ <u>Parents and Employees must complete a Waiver of Liability and Health Screening Agreement at the beginning of the school year with required signatures and notarization releasing liability in regards to COVID-19 and agreeing to only permit non-symptomatic persons to enter the campus. (See below).</u></li> </ul> <p><b>Symptoms Include:</b></p> <p>Fever, cough, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion and runny nose, nausea or vomiting, diarrhea, new loss of taste or smell.</p> <ul style="list-style-type: none"> <li>▪ It is recommended that any person who has traveled out of the country or to a COVID-19 “hotspot” self-quarantine for no less than 14 days in their home with no symptoms appearing prior to returning to school.</li> <li>▪ Any student that exhibits a fever of 100.4+ will be held in the isolated office area and parents will be notified to pick up their child.</li> <li>▪ Any employee that exhibits a fever of 100.4+, and exhibits the symptoms mentioned above, will be directed to leave campus immediately. COVID testing is recommended.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If a student/staff has a negative COVID-19 test, they may return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours and must provide a doctor’s note of health.</li> <li>▪ In order for a student/staff who tested positive to COVID-19 to be allowed to return to campus they must be able to answer Yes to the following questions;             <ol style="list-style-type: none"> <li>1. Has it been 10 days since the individual first had symptoms?</li> <li>2. Has it been 3 days since the individual had a fever (without using fever-reducing medicines)?</li> <li>3. Has it been at least 3 days since the individual’s symptoms have improved including cough and/or shortness of breath?</li> </ol> </li> <li>▪ Absences due to Health Screening restrictions will not be counted as school day absences.</li> </ul>
<p><b>Instructional Transition Classroom to Home-Based Learning.</b></p>	<p><u>Closure:</u></p> <ul style="list-style-type: none"> <li>▪ If a case COVID-19 appears on the campus, DCCS will close off the area used by the individual. The area will be completely cleaned and disinfected. Protocols will be used to safely apply the disinfectants, using proper protective equipment, and proper ventilation.</li> <li>▪ When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at school the following steps will be implemented:             <ul style="list-style-type: none"> <li>▪ The Head of School or the School Secretary will immediately move the individuals to the quarantine areas as previously defined, reducing the possibility of greater exposure to the school campus..</li> <li>▪ The Head of School in consultation with the local public health department, will decide whether to issue a school closure, versus cleaning the impacted areas of the campus and quarantining of exposed persons, and if any other intervention is warranted, including the length of time necessary, based on the risk level within the specific community.</li> <li>▪ Close off the classroom or office where the patient was based and do not use the area until cleaning and disinfection. Wait 24 hours or as long as feasible before cleaning.</li> <li>▪ The Head of School, and the School Secretary will identify and record those individuals that may have been affected, and record the names, and the date of possible infection.</li> </ul> </li> </ul>

- Implement communication via RenWeb to students, parents, teachers, staff regarding exposure at school and potential school closures.

- Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning should DCCS close the campus.

**Trigger Criteria Home based Instruction:**

- After confirming a positive COVID-19 case, conducting contact tracing, isolating/quarantining necessary staff or students, and contacting the RCPHD, the Head of School will evaluate the breadth of confirmed cases to determine whether it is necessary to cease in-person instruction based on individual cohorts or the entire school.

- Per CDPH guidance, in-person instruction would be discontinued when 5% of a cohort (including associated staff) is confirmed with COVID-19 within 14 days.

- Per CDPH guidance, in-person instruction would be discontinued school-wide when 5% of the total population (staff and students) test positive within 14 days even if any individual cohort has not reached the 5% threshold.

- Students in a cohort that is quarantined will be recommended for testing. Those same students will be required to test should they present symptoms within 14 days.

- When a classroom, grade-level cohort, or school is closed for in-person instruction due to reaching the trigger criteria, in-person instruction may not resume until:

- a. The school has been cleaned and disinfected.
- b. There has been public health investigation
- c. Consultation has taken place with Riverside County Health Department.

- In order for a student/staff member who tested positive for COVID-19 to be allowed to return to campus they must be able to answer Yes to the following questions:

- Has it been 10 days since the individual first had symptoms?

- Has it been 24 hours since the individual had a fever 100.4 or above (without the use of fever-reducing medicines)?
- Has it been 24 hours since the individual's symptoms have improved including cough and/or shortness of breath?

Software:

- To ensure a smooth transition at any time in the future, that school may need to shift from on-campus to home-based learning.
- **LMS – Google Classroom:** This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments.
- **SIS – FACTS/RenWeb:** This Student Information System (SIS) will host all grade-book information, and be a tool for parent/teacher communication.

Computers:

- The Elementary School has computer carts available for each teacher's use. Each teacher will follow a protocol for continual surface cleaning.
- In the case of Home-Based instruction Chromebooks may be made available for students in need.
- The Middle & High School students also have computer carts available for classroom instruction. Each teacher will follow a protocol for continual surface cleaning.
- Shared equipment in computer labs will be maintained with a protocol of surface cleaning between each use.
- In the case of Home-Based instruction Chromebooks may be made available for students in need.

**Lost and Found**

- This year, it will be very important for all school items, including jackets and other clothing items, to be labeled with the first and last name of the student.
- All lost time will be secured in the school Admin office where they will be sanitized and held for one week only.
- After one week, all items will be donated to a local charity.

**Masks**

- The wearing of masks by students, staff, and teachers will be mandatory, except if under grade 3 or medically exempt.
- Mask guidelines are as follows:**

	<ul style="list-style-type: none"> <li>● Under 2 years old                      No mask required</li> <li>● 2 years old to 2nd grade              Strongly encouraged</li> <li>● 3rd grade - High School              Required, unless exempt</li> </ul> <p>▪ The new school year orientation will include proper instruction for physical distancing and face coverings.</p>
<b>Personal Items</b>	<ul style="list-style-type: none"> <li>▪ All personal items brought to school by a student or staff member must be disinfected daily prior to being introduced to DCCS campus.</li> <li>▪ No personal items may be shared (e.g., backpacks, clothing).</li> <li>▪ Learning materials will only be shared between student and teacher unless the item has been disinfected first (e.g., textbooks, tablets, Chromebook).</li> <li>▪ All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).</li> </ul>
<b>Physical Distancing-</b>	<p><u>Drop Off / Dismissal:</u></p> <ul style="list-style-type: none"> <li>▪ Student drop-off begins at <b>7:50 AM</b> at designated areas. Elementary students will be dropped off at the entrance to the small gym. Middle and high school students will be dropped off at the entrance to the school office.</li> <li>▪ A student's temperature will be checked as they exit the car, and when temperature has been assessed below 100.4, the parent will be free to leave.</li> <li>▪ Late arrivals must report to the Admin Office, wherein their temperatures will be taken before being admitted to class.</li> <li>▪ Middle/High school students will be reminded to wear a mask and to maintain proper physical distance while awaiting entrance to the school campus.</li> <li>▪ Upon entering the campus, middle/high school students will go directly to their first period class.</li> </ul> <p><b>Parents must remain until the student is released to enter the campus.</b></p> <p><u>Check Out:</u></p> <ul style="list-style-type: none"> <li>▪ Parents will call the Admin Office to request their student to check out.</li> <li>▪ The child will be released when the parent enters the Admin office. A mask must be worn to enter the office.</li> </ul>

Classroom:

- A mask or face shield must be worn inside the classroom (with the exception of K - 2nd Grade, where it is recommended).
- Upon entering the classroom students will sanitize their hands.
- Students will be instructed not to share items with their classmates.
- Proper physical distancing of a target distance of six feet, when practical, will be maintained during classes, recess, and passing periods.

P.E. & Recess:

- Contact sports will not be allowed during P.E. classes or recess times.
- Recreational and sports equipment will be regularly cleaned and sanitized.
- Reminders will be displayed throughout the school classrooms, bathrooms, for students and staff:

1. Stay 6' apart when possible
2. Proper and frequent handwashing
3. How to stop spread of germs
4. Wearing proper face coverings

- Fire, earthquake, and lockdown drills will be modified to maintain proper physical distancing to the greatest possible extent.
- Chapel services will be held in the Sanctuary with physical distancing in place.\*
- Chapel seating will be sanitized following each service.\*
- **\*K-12 Chapel will be postponed for 1st semester.**

**Testing COVID-19**

- DCCS will test all staff members every two months as testing is available and practical. Approximately 25% of the staff will be tested every two weeks or 50% every month. Testing will be performed through our insurance provider. Information will be stored in the "COVID-19 Testing Log" spreadsheet, positive results for COVID-19 will require proper quarantine procedures, RenWeb notification system initialized, contact tracing with



	other staff and students based on the schools protocols, and cleaning, disinfecting procedures engaged.
<b>Transportation</b>	<ul style="list-style-type: none"><li>▪ Hand sanitizer will be used by each student prior to boarding.</li><li>▪ Vehicles will employ physical distancing rules to the greatest extent possible.</li><li>▪ Masks must be worn for all transportation to events.</li><li>▪ <b>Field trips and athletic competitions carpooling is temporarily postponed.</b></li></ul>
<b>Water</b>	<ul style="list-style-type: none"><li>▪ Water fountains will not be operational.</li><li>▪ Students must bring their own water bottles, labeled with their name.</li><li>▪ If a student does not bring a water bottle, a disposable water bottle will be provided, and the student's account may be charged.</li></ul>