

Desert Chapel Christian School K-12

CALIFORNIA PREVENTION PROGRAM

2021 Health and Hygiene Practices

Updated **01-27-2021**

The plan that is outlined below is based on a “Healthy Only” framework for maintaining in-class learning at 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 remaining 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; while 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
<p>Stable Group Structures</p>	<ul style="list-style-type: none"> ▪ Classroom stable groups are limited in number to 15 students and one teacher and aide, enabling us to meet the 6 foot physical distancing requirements. ▪ Individual stable groups are formed by grade level and will remain together within that stable group throughout the day, not co-mingling with other stable groups. ▪ Stable groups will have separate times and zones for breaks, P.E., recess, and lunch. Each area will be sanitized after every use. ▪ Middle and high school electives are limited to one elective per semester, and are separated with one middle school elective and a limited number of high school electives (3 only). ▪ Elementary stable groups are contained in one classroom for the school day. ▪ For middle and high school stable groups, movement between classrooms is limited through scheduling, and when a stable group exits a classroom, the classroom is sanitized before another stable group enters.
<p>Entrance, Egress & Movement within the School</p>	<ul style="list-style-type: none"> ▪ Student drop-off areas and times have been adjusted. All students may be dropped off no earlier than 7:50 a.m. 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 students arrive.

- Dismissal of K-6 students requires all students to remain in their stable group by grade level. Students are led by their teacher to our gymnasium. The gymnasium has specific areas marked for each stable group to await parent pick-up with their teacher. Students are informed of the arrival of their parents and released to their care.

- At MS/HS dismissal, all students will leave their classrooms and depart from the school campus for pick-up. Parents are requested to arrange for the pick-up of their student immediately at dismissal time. No loitering or gathering on the school campus is permitted.

- 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. **Parents must not leave until their student is released to class.**

- Teachers and students must wear a mask while in the classroom, and when moving around the campuses.

- Movement on the campuses will be directed by clearly-marked directional arrows.

- Students may only touch their own learning materials (e.g. textbooks, writing materials).

- Students may not use another person's backpack. Any other items must be disinfected before use by a different student.

- No lockers will be available for use during these protocols.

Guests, Parents, & Visitors:

- All guests, parents, and visitors are required to wear a face covering (mask, gator, face shield with drapes) when entering the school office.

- Grades K - 12 parents are not permitted to enter the campuses at drop-off or pickup, nor during the instructional day.

- Kindergarten parents, wearing a mask, will be permitted to accompany their child to their classroom during the first day of school only.

<p>Face Coverings,& Other Essential Protective Gear</p>	<ul style="list-style-type: none"> ▪ The wearing of masks by students, staff, and teachers will be mandatory, except if medically exempt. <p>Mask guidelines are as follows:</p> <ul style="list-style-type: none"> ● Under 2 years old No mask required ● 2 years old to 2nd grade Required, unless exempt ● 3rd grade - High School Required, unless exempt <ul style="list-style-type: none"> ▪ New school year orientation will include proper instruction for physical distancing, face coverings, and all COVID-19 protocols. ▪ All classrooms will be outfitted with acrylic barriers to ensure optimal safety.
<p>Health Screenings for Students & Staff</p>	<ul style="list-style-type: none"> ▪ Upon arrival to the school, the temperatures of staff and students will be checked and recorded in the Daily Health & Safety Log. ▪ Parents are frequently provided, through the FACTS school operating system, reminders of COVID-19 symptoms. This reminder includes reinforcing the importance to keep at home any student that is not healthy. ▪ Asymptomatic testing of all staff and teachers will occur with 50% of our teachers tested monthly, with all staff and teachers testing completed and logged every two months. ▪ <u>Parents and Employees must complete a Waiver of Liability and Health Screening Agreement at the time of enrollment, with required signatures and notarization releasing liability in regards to COVID-19 and agreeing to only permit non-symptomatic persons to enter the campus.</u> (See below) <p><u>Symptoms Include:</u></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"> ▪ 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 10 days in their home, with no symptoms appearing, prior to returning to school. ▪ 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. ▪ Any employee that exhibits a fever of 100.4+, and exhibits the

	<p>symptoms mentioned above, will be directed to leave campus immediately. COVID testing is recommended.</p> <ul style="list-style-type: none"> ▪ 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. The individual must provide a doctor’s note of health. ▪ In order for a student/staff who test positive for COVID-19 to be allowed to return to campus they must be able to answer affirmatively to the following questions; <ol style="list-style-type: none"> 1. Has the individual fulfilled the required 10 day quarantine, commencing the date of the test results? 2. Has it been 3 days since the individual had a fever (without using fever-reducing medicines)? 3. Has it been at least 3 days since the individual’s symptoms have improved, including cough and/or shortness of breath? ▪ Absences due to Health Screening restrictions will not be counted as school day absences for staff, and will be excused absences for students.
<p>Health & Hygiene Practices</p>	<ul style="list-style-type: none"> ▪ All classrooms have been equipped with acrylic desk shields for each individual student’s desk. Hand sanitizer dispensers, disinfectant spray, alcohol wipes, spray bottles with diluted bleach and paper towels are available in each classroom and office setting. Bathrooms, classrooms, and play areas have proper signage for healthy hygiene practices. ▪ Common areas, including the lunch tables, will be cleaned and sanitized by our maintenance staff regularly throughout the day. ▪ Teachers are provided cleaning supplies to ensure frequent cleaning throughout the school day of acrylic barriers, desks, chairs, light switches, doors, other classroom surfaces, and Chromebooks. ▪ Chromebooks are assigned to individual students, preventing the sharing of computers. ▪ Evening commercial cleaning services will be cleaning and disinfecting the entire campus.
<p>Identification & Tracing of Contacts</p>	<ul style="list-style-type: none"> ▪ If a case of 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

	<p>the disinfectants, using proper protective equipment, and proper ventilation.</p> <ul style="list-style-type: none"> ▪ 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"> - Administration 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. - 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. - Close off the classroom or office where the affected individual was based and do not use the area until cleaning and disinfection. Wait 24 hours, or as long as feasible, before cleaning. - 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. - Implement communication via the FACTS school operating system to students, parents, teachers, and 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.
<p>Physical Distancing</p>	<p><u>Drop Off / Dismissal:</u></p> <ul style="list-style-type: none"> ▪ Student drop-off begins at 7:50 AM 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. Students are directed to go immediately to their classroom.

- 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.
- Late arrivals must report to the School Office, wherein their temperatures will be taken before being admitted to class.
- All students will be reminded to wear a mask and to maintain proper physical distance as they enter the school campus.
- Upon entering the campus, elementary students will go directly to their classrooms, and middle/high school students will go directly to their first period class.

Parents must remain until the student is released to enter the campus.

Early Check Out:

- Parents will call the School Office to request their student to check out during the school day.
- The child will be released when the parent enters the School office to sign out the student. A mask must be worn to enter the School Office.

Classroom:

- A mask must be worn inside the classroom.
- 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 distance of six feet will be maintained in the classroom, with desk and chair arrangements accommodating this distance.

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 and bathrooms, for both students and staff, which includes:

1. Stay 6' apart, when possible.

	<ol style="list-style-type: none"> 2. Properly and frequently wash hands 3. Tips on how to stop the spread of germs 4. Wearing proper face coverings <ul style="list-style-type: none"> ▪ 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.
Staff Training & Family Education	<ul style="list-style-type: none"> ▪ All staff, students, and families have been provided the Desert Chapel Christian School Health and Safety Plan. ▪ Parents of each Desert Chapel student have submitted a signed and notarized COVID-19 Waiver of Liability and Health Screening Agreement. ▪ Regular communication via the FACTS school operating system is sent to staff, students, and families, when new or pressing information arises.
Testing of Staff	<ul style="list-style-type: none"> ▪ 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. ▪ If a staff member has a positive result for COVID-19, the following procedures will be implemented: <ul style="list-style-type: none"> - Proper quarantine procedures will be required, with the current guideline mandating a 10-day quarantine period. - The school operating FACTS system’s notification system is initialized. - Contact tracing with other staff and students based on the schools protocols is engaged. - Mandated sanitation practices are implemented.
Testing of Students	<ul style="list-style-type: none"> ▪ Students who report exposure to COVID-19 are required to stay home from school. ▪ A COVID-19 test is requested. ▪ If the student tests positive for COVID-19, the student is required to follow the 10-day quarantine period.

	<ul style="list-style-type: none"> ▪ At the end of the 10-day quarantine period, the student may return to school only if a doctor’s note or negative COVID-19 test result is provided to the School Office. ▪ If the student tests negatively for COVID-19, the student may return to school only if there are no symptoms exhibited.
Communication Plans	<ul style="list-style-type: none"> ▪ Communication regarding COVID cases and exposures are issues through the FACTS school operating system. ▪ The name of student is not revealed, although grade level is indicated. ▪ The name of staff members is revealed only to the impacted classes. A more general statement is sent to either the elementary, middle, or high school populous, as it impacts each populous.
Lunch Areas and Snack Shack	<ul style="list-style-type: none"> ▪ All use of self-service foods or beverages has been discontinued. ▪ Only items pre-packaged for sale or bagged/boxed lunches from a restaurant will be offered. ▪ K - 6: Lunch will be consumed outside, and students will remain within their stable group. ▪ MS/HS lunch will be eaten outside, and students will exercise proper social distancing when eating lunch outside. ▪ Masks will be worn at all times, except when eating food. ▪ 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. ▪ Snack Shack workers will be wearing gloves, sanitizing frequently touched surfaces, and wearing masks at all times. ▪ All lunch-time seating areas will be properly spray sanitized, and frequently touched areas will be wiped down following each lunch period.
Transition of Learning to In-Class to Distance Learning	<ul style="list-style-type: none"> ▪ 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 stable groups or the entire school.

- Per CDPH guidance, in-person instruction would be discontinued when 5% of a stable group (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 stable group has not reached the 5% threshold.
- Students in a stable group that are 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 stable group, 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 a 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 affirmatively to the following questions:
 - Has it been 10 days since the individual first had symptoms?
 - Has it been 10 days since receiving a positive COVID-19 test result?
 - 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.

	<ul style="list-style-type: none"> ▪ SIS – FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information, and be a tool for parent/teacher communication. <p><u>Computers:</u></p> <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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.
Personal Items	<ul style="list-style-type: none"> ▪ All personal items brought to school by a student or staff member must be disinfected daily prior to being introduced to DCCS campus. ▪ No personal items may be shared (e.g., backpacks, clothing). ▪ Learning materials will only be shared between student and teacher unless the item has been disinfected first (e.g., textbooks, tablets, Chromebook). ▪ All personal items (including textbooks) must be labeled with the student’s name (e.g., water bottles, notebooks, backpacks).
Water	<ul style="list-style-type: none"> ▪ Water fountains will not be operational. ▪ Students must bring their own water bottles, labeled with their name. ▪ If a student does not bring a water bottle, a disposable water bottle will be provided, and the student’s account may be charged.

<p>Athletics & PE</p>	<ul style="list-style-type: none"> ▪ DCCS will comply with all guidelines provided by the Riverside County Health Department, and CIF Southern Section. ▪ There must be no shared athletic equipment (towels, clothing, shoes, or sport-specific equipment) between students. ▪ Students must wear their own appropriate workout clothing (do not share). ▪ Individual clothing/towels must be washed and cleaned before every workout/game. ▪ All athletic equipment including balls must be cleaned after every use and prior to the next workout/game. ▪ Individual drills requiring the use of athletic equipment are permissible, but the equipment will be cleaned prior to use by the next individual.
<p>Transportation</p>	<ul style="list-style-type: none"> ▪ Hand sanitizer will be used by each student prior to boarding. ▪ Vehicles will employ physical distancing rules to the greatest extent possible. ▪ Masks must be worn for all transportation to events. ▪ Field trips and athletic competitions carpooling is temporarily postponed.