

North County Christian School
6225 Atascadero Mall
Atascadero, CA 93422
COVID-19 Safety Plan (CSP)
Reviewed and Updated October 9, 2020

Reviewed, Updated, and Posted on educatingforeternity.org

Please note:

The following plan is subject to change in response to new guidelines that may occur at any time. The goal of the school’s “Health and Safety Plan” is to keep in place protocols that best support instructional quality without compromising student safety.

General Information:

All individuals entering the school campus must wear a face covering. It is imperative that all parents and employees adhere to the requirement that only healthy individuals may enter the school campus. Additionally, school facilities will necessarily receive increased levels of cleaning and sanitizing with an aim toward minimizing disruption of usual classroom functions. The above is dependent on students and school employees remaining at home when exhibiting cold or flu-like symptoms. Violators risk losing the privilege of returning to campus until the conclusion of the pandemic.

The following plans are in consideration of recent state mandates and guidelines in response to the COVID-19 pandemic.

Plan A (Full 100% On-Site Instruction)—full day onsite classroom instruction of permitted cohorts as directed by the county health department in adherence to the health and safety guidelines listed within this reopening plan.

Plan B (Variable Schedule Instruction)—mixed morning/afternoon classes following the guidelines prescribed for school reopening. Plan B becomes necessary in the event that adequate classroom spacing is not possible with full simultaneous cohort attendance.

Plan C: 100% On-line Learning with Structured Support—(distance learning model) in the event that onsite school attendance discontinues by health department directive.

NCCS staff is fully committed to support our families in the following ways:

- School-wide training on our adopted Learning Management System (LMS) through Factsrenweb.com
- Monday Morning Check-In – Elementary Level
 - Parent(s) pick up information, worksheets, etc. that are needed for the upcoming week (Per appointed time).
- Teacher Office Hours – teachers will be available by phone, or zoom meetings by appointment.
- Specialized lesson Videos
 - Videos will be available for various lessons (posted on family portal).
- Additional Zoom check-in meetings (live and recorded)
- In Person Training and Technology Support for Parents by appointment.

Criteria for Switching to Distance Learning (Plan C):

- High community transmission rates and/or positive cases among staff and students.
- Multiple cohorts have cases or 5% of students and staff test positive within a 14-day period.
(Note: NCCS in a lone campus/district)
- Decisions about school closure will be made in consultation with local health officers
- After 14 days, the school may return to in-person instruction with the approval of the local public health officer.

Communication:

As with cases of infectious diseases, parents and staff will be notified via email concerning cases and exposures at the school by the school office. The name(s) of those individual cases will not be publically identified consistent with FERPA and state and federal privacy requirements. Parents will be directed to notify school's Health and Safety Officer (Lucy Hutchinson: lucyh@nccsonline.org; (805) 466-4457 Ext. 100) immediately if their child tests positive for COVID-19.

The following guidelines are for the primary purposes of serving Plans A and B (onsite instruction options)

Face Coverings:

- Face coverings are required of staff, parents, students above 2nd grade, and any on-campus visitors.
- Children between two years old and 2nd grade are encouraged to wear cloth face coverings or face shields.
- Face shields may only be worn by those with medical reasons exempting them from wearing cloth face covers and by children between two years old and 2nd grade.
 - Exemptions from face coverings require a doctor's note. The note need not disclose the person's health condition, but must indicate that wearing a face covering could be harmful to the individual's health or mental wellbeing.
 - Persons with school approved exemptions from wearing a face covering due to a medical condition must wear a face shield with a drape on the bottom edge, as long as their condition permits it.
 - Face coverings with an exhalation valve or vent, including mesh face masks, are not acceptable.
- Face coverings may be removed when outdoors if maintaining 6 feet of distance from others and participating in a structured outdoor classroom, or permissible youth sports, such as PE classes.
- Face coverings may not be removed during recess or other unstructured outdoor time.

- Signage at the school entrance, along with staff, student and family education will be used to enlist compliance with the face covering requirements.
- No individuals refusing to comply with the face covering requirements will be permitted to continue on the school campus.
- Students who will not or cannot wear face coverings will be provided with the necessary tools to continue in the school educational program via distant learning as outlined in the school's "Plan C".

Health Screening:

- Students, employees, parents, and visitors must have temperature checks as part of a health check upon entering the school campus via the booth located at the window of room 106. Space is provided for social distancing while passing through health check process. Health check questions include the following:
 - Have you had symptoms of COVID-19 including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell?
 - Have you been exposed to anyone with COVID-19 symptoms?
- To help expedite the screening process, a health check app through the school's Factsrenweb school management platform will be available for parents and staff to complete a daily self-checklist survey prior to arriving at school. A designated school staff member will check for compliance on the survey administrative app as part of the screening process.
- Staff, students or family members presenting with a temperature of 100.4 degrees or higher, or who are symptomatic, will not be permitted to continue on the school campus. Such individuals will be directed to get tested for COVID-19, immediately. Parents and staff will be referred to their health care provider for testing or to ReadySLO.org for current list of testing sites.

- Parents and employees are required to complete and sign a “Waiver of Liability” and a “Health Screening Agreement” at the beginning of the school year, which releases NCCS from any liability in regards to Covid-19 with the additional agreement allowing only non-symptomatic persons on campus. With that, parents must agree to keep their children home when they exhibit flu-like symptoms.
- Staff and students will be monitored throughout the day for signs of COVID-19 symptoms.
- Students who later register a fever of 100.4 degrees or higher or demonstrate Covid-19 symptoms, will be held in the isolated sick room (room 106) and parents will be notified to arrange for their pick-up. In such a case, parents will be directed (as noted above) to have the student tested for Covid-19 prior to their return to school depending on the latest county health department guidance.
- Staff members who register a fever of 100.4 degrees or higher or demonstrate COVID-19 symptoms, will be isolated until arrangements for medical care or transportation home can be arranged. Staff members may be directed to have a COVID-19 test based on current guidance from the county health department.
- A student or employee who tests negative for Covid-19 may return to campus only after symptoms have significantly improved and no fever for 24 hours (without using fever-reducing medicine).
- The latest county health department guidelines will be used to determine when a sick student/employee may return to school when they test positive for Covid-19 or do not get tested, as currently noted in the following:
 - CDC criteria must be met before discontinuing home isolation, including at least 24 hours with no fever (without using fever-reducing medicines).
 - Symptoms have significantly improved, and it has been at least 10 days since symptoms first appeared.

- Student absences due to health screening protocols will not result in the loss of school credit.
- Teachers will follow procedures to accommodate students unable to attend on-site classes due to health screening absences.
- Staff absences resulting from health screening attendance limitations, will not be counted as personal (sick) days.
- All guests, parents, and visitors are required follow health screening protocols along with a temperature check upon school entry.
- North County Christian School reserves the right to limit visitors in the interest of protecting the health of students and staff.

Identification and Tracing of Contacts:

In the event of a positive COVID-19 test within the school staff or student cohorts, North County Christian School will notify Public Health of such confirmed cases and provide necessary contact information to the county health department in cooperation with efforts to identify and trace contacts of infected individuals. That information will include the submission of line lists of exposed students and staff, accurate attendance records. Communication with staff and families as to current COVID-19 current infection status.

Responses to Covid-19 Exposure:

In direct cooperation to the county health authorities, the level of exposure and necessary response to positive Covid-19 cases will follow the direction of county health authorities. Specifically, determination as to the need to close any area of the school operations and the proper response to the need for school-wide deep cleaning. If necessary, NCCS will switch to Plan C, the distant learning model if on-site school attendance is deemed unsafe. Teachers will necessarily switch to the distant learning platforms established at the beginning of the school year. In some instances, a short instructional pause may be necessary depending on logistical circumstances.

Based on recommendations by the SLO County Health department, COVID-19 testing may be required of employees of NCCS based on the most recent health department guidelines. It is furthermore understood that staff and student testing may be necessary should there be a confirmed case of COVID-19 in the school. The school supports the need for regular screening of staff and rapid testing of students and staff should there be a confirmed case of COVID-19 in the school. Such screening testing would involve serial screening of all school staff (including teachers) on a rotating basis in which a rotating 25% of staff get tested every two weeks so that 100% of the staff are tested every two months. Changes are possible with such a schedule depending on local epidemiological data.

School Arrival and Dismissal: (Elementary and Secondary Students)

- Students will be health screened upon arrival to school utilizing the school's health screening platform as detailed above in "Health Screening".
- Students are separated into their respective supervised cohorts upon arrival and in preparation for classroom entrance. This will be accomplished using assigned areas outside classrooms or inside cohort's classroom when more practical.
- Cohorts will meet parents for dismissal outside the campus gates . Students will be directed to their respective family vehicles by school staff, individually.

Classroom Logistics: (Elementary and Secondary Cohorts)

- Students will be trained through instruction and practice how to follow protocols both inside and outside the classroom. Such training will emphasize hand washing procedures and the use of hand sanitizers, face covering guidelines, proper cough/sneeze response, and social distancing entering, inhabiting, and exiting classroom or office spaces.
- Student seating will be spaced to the greatest extent possible. Unnecessary furniture will be removed from the classroom to help extend spacing.
- Face to face seating will be eliminated to assist in maintaining maximum spacing between students and the teacher at a minimum of six feet.
- Where shared tables are used, clear or “windowed” dividers will be utilized in order to separate student work space.
- Assigned seating will be directed by the teacher at all times.
- Utilizing face coverings will follow current health department guidelines and exceptions based upon age, health and grade levels.
- All staff are required to wear face coverings at all times to the extent possible while still communicating with students and fellow staff members, including a minimum of 6 feet in distancing.
- Reminder: Compliance with face cover guidelines is necessary for any one entering and remaining on campus.
- Teachers will administrate classroom entry and exit maintaining prescribed student spacing.

Recesses and Lunchtime:

- Using maximum seating limits, student spacing at lunch tables/benches will be maintained with the elimination of face-to-face seating.
- Eating in the classrooms is not permitted except where weather conditions prevent outside dining.
- The separation of cohorts must continue outside the classroom by staggering recess schedules or separating student cohorts in outside areas. Separate PE classes will enable the separation of cohorts.
- Contact sports will not be allowed at PE or during recess. Shared sports equipment will be regularly cleaned and disinfected.
- Students will utilize hand washing stations, located adjacent to elementary classrooms, as per handwashing training prior to returning to classrooms after restroom use, recesses, and lunch breaks.

Personal Items:

The sharing of non-disinfected or personal items is not permitted. Furthermore, the sharing of classroom equipment is discouraged. In the event that objects are shared, those items will be cleaned and disinfected, immediately.

Lost Items:

Please label personal items such as coats, lunchboxes (bags), reusable water bottles. Unclaimed items may not be stored beyond a grading period (quarter).

Shared Equipment:

Shared equipment will be cleaned utilizing surface cleaning protocol, between every use, following product instructions, using EPA-approved list “N” disinfecting products indicated for use against COVID-19. The sharing of electronic equipment is not be permitted unless capable of proper disinfection.

Larger Group Gatherings:

- Wednesday elementary grade level chapels are divided into cohort groups while also maintaining proper distancing.
- Other group gatherings will require prior administrative approval with health and safety in mind taking into consideration group size, event location, and planned event process. If following guidelines, particularly pertaining to maintaining cohorts are not possible, such gatherings are not allowed.

Sports and Extra Curricular Activities (Suspended): North County Christian School typically participates in a local sports league for students in fifth grade and above. Given the current pandemic conditions, all such athletic activities currently, are suspended. Additionally, group fundraisers and annual events such as the Christmas Program will not be held while health and safety restrictions remain in place for our area unless they can be held in a “distance or on-line” avoiding conflicts with distancing guidelines.

Sanitation of Facilities: North County Christian School does not have bus or transportation services, nor does the school provide food or kitchen services.

- Designated trained staff will sanitize classrooms and offices on a daily basis, following product instructions, using only EPA-approved list “N” disinfecting products indicated for use against COVID-19.
- Teachers or other trained personnel will sanitize high-contact surfaces a minimum of three times per day, including door handles, light switches, tables, student desk surfaces, and chairs at each break and lunch period using school supplied spray bottles of disinfectant, disposable towels, and hand sanitizer.
- Students will wash hands thoroughly after using the restroom and will be required to wash hands at stations, located outside each classroom prior to entering their classroom. Additionally, hand sanitizer will be provided inside each classroom, office area, and outside student restroom egresses.
- Trained staff will clean restroom areas a minimum of twice a day.
- To enhance classroom air circulation, doors and windows will be opened weather permitting or filtered air conditioner fans utilized throughout the school day.
- All HVAC units in the school will utilize MERV 13 or 14 filters or the highest rated MERV available to the school.
- The drinking fountain have been removed from service, and replaced with water-filling stations. Disposable water bottles will be supplied and billed for students not equipped with their own labeled water bottle.
- Areas of the school used by individuals who are suspected of being infected with COVID-19, will be isolated from use until cleaning and disinfection of that area has been completed.

Independent Study Participation Option:

Families enrolled at NCCS will have the option to keep their student at home when school is in session should they have concerns about having their child participate physically on campus. The following guidelines are intended to assist in the distant learning process as follows:

- Parents of Independent Study Students would agree to be their primary instructor as far as content delivery and assessment.
- Teachers would provide curriculum and guidance regarding pacing and due dates and information on access to live/recorded classroom instruction.
- Parents would agree to work closely with the designated NCCS ISP coordinator for support.
- Tuition for the ISP and on-site participation would remain the same, except by agreement with the administration and school board.

Club Crusade Camp: K-5th grade students needing continuing services after school dismissal will be automatically signed into the school's after school camp. The on-duty camp director, utilizing the school's outdoors campus spaces, will continue maintaining student and staff social distancing. Students, utilizing outside spaces will be able to work on homework, enjoy a scheduled snack, and enjoy outdoor recreation. **Students will be moved inside when outside air temperatures reach 95 degrees Fahrenheit or higher (based on campus temperature readings) or when the air quality becomes unsuitable for outside recreation.** Social distancing will continue to be maintained as much as possible. The camp director will sign-out and escort students to waiting vehicles upon dismissal.

Health and Safety Coordinator:

One staff person, Lucy Hutchinson (lucyh@nccsonline.org; (805) 466-4457 Ext. 100), is designated as NCCS's Health and Safety Coordinator and county health department's school contact person with the following responsibilities:

- Isolating a student, staff member, or visitor who develops symptoms while on campus
- Notification of necessary family members for school pick-up
- Following up on students and staff who are affected by the Health Screening restrictions to ensure that testing and return protocols are followed
- Review all screening, sanitation, and screening protocols to be sure they are being optimally implemented
- Coordinate with school administration and staff the needed accommodations for students and staff at higher risk of infection
- Communicate health information to staff, school families and the county health department.
- Serve as the school's contact person in response to county health department requirements.

Faculty and Staff Safety Education:

As part of the school's new school year orientation, all faculty and staff will be trained in the areas of health and safety prior to the beginning of the school year. Care will be taken to be sure that all faculty and staff have a clear understanding of the practices outlined in this document with an emphasis on the protection of our employees who have a greater risk should they be exposed to a virus such as COVID-19. That emphasis includes continuous safe distancing from students and staff, awareness of increased risks, as well as paid leave time when a greater risk of disease spread is known or suspected based on county health department epidemiological information.

Provision for virtual work options for higher risk staff will be instituted whenever possible in the following ways:

- Office and other non-teaching staff will be provided with electronic equipment that enable them to continue their regular work assignments as much as possible.
- Teaching staff will continue to direct their classroom through their substitute teacher distantly through the school's classroom platform.

Additionally, during the new school year orientation, staff will review the school's procedures for responding to medical emergencies especially on the school campus.

Family Education:

Prior to the start of school and as an on-going process, families will be provided educational information via email and direct media informing them of school procedures in response to current protocols relating to student health checks, school drop-off, responses to symptoms of illness, and student pick-up at the end of the day. In addition, NCCS will encourage seasonal flu vaccinations in the fall among staff, students and their families via newsletters and email updates in support of Public Health efforts in our county.

- Parents or visitors may not access the school campus without a health check clearance whether they are volunteering on campus or conducting business with the office.
- Parents dropping off student items, such as classroom materials or lunches must make arrangements ahead of time in order for a staff member to meet them outside the school entrance.
- Parents are required to complete daily morning health check questionnaire app prior to dropping their children off at school.
- A student exhibiting symptoms of illness may not be dropped off at school, including students who have required anti-pyretic therapies for the previous 24 hours in response to temperatures above 100 degrees.
- Students will be dismissed individually outside the school fenced campus to parents at the end of the day or at the student pick-up zone located in the ABC church drive-way. Parents may not walk directly to the cohort lines to receive their children but must wait from a distance for the teacher to dismiss students to them.
- As noted above, the Club Crusade Camp director will bring students to parents at the school's entrance gate.