

2020-2021 CCS Reopening Plans – Updated 12/11/2020

In conjunction with the [CDPH/CalOSHA'S COVID-19 Industry Guidance for Schools and School-Based Programs](#) (released 8/3/2020), the following protocols will be in place to protect the health and safety of the staff, students and families of Community Christian School. This is the second version of our school's plan. It is a "plan in progress," and changes may need to be made during the course of the school year.

1. Cleaning & Disinfection:

Cleaning, sanitizing, and disinfecting will be conducted throughout the day and at the end of each day. Frequently touched surfaces in the classrooms will be cleaned & sanitized throughout the day & at the end of each day (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, faucet and toilet handles, toilets, sinks, school office counters). Staff will be instructed to wash their hands after cleaning. Teachers will reduce the spread of germs by removing items that are not easily cleaned such as stuffed animals and pillows.

Current guidance for cleaning and disinfection for covid-19 from the CDC states that disinfectants must be registered by the EPA for use against the novel coronavirus. CCS will use cleaning products that are currently on List "N" of the EPA's list of approved cleaners.

CCS will follow the disinfectant instructions & product warning labels on the cleaning product label. If using a concentrated cleaning solution, CCS will ensure that we use the proper concentration of disinfectant. We will further ensure that disinfectants are left on the surface for the required contact kill time for the cleaner to be most effective. CCS will use disinfectants in a ventilated space with the proper PPE. Heavy use of disinfectant products will be done when children are not present & the area can air out before children return. Chemicals will be kept out of reach of children.

CCS has hired a second custodian that will help us reach this enhanced level of sanitation. Students will be strongly encouraged to bring their own water bottles to school to limit the need for drinking fountains. Playground equipment & picnic tables will be sanitized after each group of children (if used).

In individual classrooms, students will have their own supplies/materials to limit contact & sharing of items. When this isn't possible, items will be cleaned & sanitized between uses.

2. Cohorting:

CCS students will be kept in small, stable groups of 15 or less (classroom size) with fixed membership during the course of the school day ~ instruction, recess, & lunch. There will be no intermingling between groups during the school day (unless there is an emergency or unforeseen event). These cohorts will remain stable throughout the course of the school year until we are allowed to do otherwise.

3. Entrance, Egress, & Movement Within the School:

CCS' hours of operation are 8:00 – 3:00 pm Mondays through Thursdays and 8:00 – 12:00 pm Fridays. Students will go directly to their classrooms at drop off. Drop off times will be between 7:30-8:00 to allow for staggered entrances. All our classrooms have at least two entrances/exits. We will open both doors to allow parents to use

either one for entry if we need to lesson the amount of traffic. Students will be temperature checked at the doors of all the classrooms, and be directed to wash their hands with soap and water for 20 seconds.

Pick up times will be from 2:55 - 3:15 to allow for staggered pick-ups. Our kindergarten parents will be asked to walk to their student's classroom to directly pick up their student. A back door to kindergarten will be used for pick up purposes to minimize traffic in the outdoor breezeway of our main school building.

In an effort to minimize the amount of foot traffic in our breezeway, our other classrooms will walk outside to a specified area in the parking lot/playground for pick up.

Our 1st and 3rd grade classrooms will be located in a separate building with significantly less foot traffic. Our 1st graders will remain in their classroom until picked up by their parents. Our 3rd graders will walk out to the flagpole in the parking lot to meet parents outside or remain in their class and be released directly to their parent.

Recesses will be staggered by classroom groups ~ if children are able to use the lunch tables and/or playground equipment, it will be cleaned & disinfected between groups of children.

Students will stay with their same cohort of 15 or less for the duration of the school day.

4. Face Coverings & Other Essential Protective Gear:

In accordance with the CDPH guidelines, CCS will teach & reinforce the use of face coverings during school hours. All CCS students' **age two & above** will be required to wear a facial covering unless they have an exemption on file with the school as explained in the CHDP guidelines. **Students age two and above and staff** will be asked to wear their facial covering unless they are actively eating, outside for PE purposes, or outside & able to maintain appropriate social distance from others during recess breaks. Students will be reminded throughout the day not to touch their face covering & to wash their hands often. If a family has a medical exemption for the use of face coverings, those need to be emailed, mailed, or hand delivered to the school office.

For those individuals who cannot wear a facial covering, CCS will ask those individuals to consider wearing a face shield. Distancing of 6' will be essential for those without a facial covering, and the use of physical barriers will be considered to establish additional separation.

Face coverings are now mandatory for students **preschool through 8th grade**.

All CCS staff will be provided with different facial coverings including masks & shields. All CCS staff will wear their face coverings throughout the school day unless they have an exemption on file with the school. Any staff or adult serving food will wear gloves in addition to face coverings.

Teacher & student safety will continue to be paramount at CCS. CCS will ensure staff are not unknowingly transmitting covid-19 to one another by ensuring appropriate social distancing, wearing facial coverings, and enhanced cleaning procedures. During teacher meetings, staff will be socially distanced & wearing facial coverings. Meetings will be held outside (weather permitting).

Information will be provided to all staff & families on the proper use, removal, & washing of cloth face coverings. CCS will have back up, disposable, masks available in the school office for students or adults who forgot to bring theirs, or if something happens to theirs while on campus.

5. Health Screening for Students & Staff:

All CCS staff will be asked a series of covid-19 related symptom questions & have their temperatures checked & logged daily with a no touch thermometer.

CCS staff will take students' temperatures at the door of the classroom & have a visual wellness check daily before allowing entry. Temperatures will be kept in a written log daily. CCS staff will also ask students a series of covid-19 related symptom questions before allowing entry.

CCS is discouraging parent volunteers in the classrooms this year. Any adult who is allowed in the classroom & plans on staying for 15 minutes or longer, will have their temperature checked & logged, their symptoms checked, and will be asked to wear a facial covering. If a student or adult staff member acknowledges covid-19 related symptoms, they will be asked to go home immediately. Students & staff will be monitored throughout the day for signs of illness. Students will be sent home if they have a temperature of 100.4 or higher.

Students who develop a fever of 100.4 degrees or higher, cough, or other covid-19 symptoms, will be isolated in an unused, empty classroom located in the west wing of the main church building until their parent or authorized adult arrives to take them home. They will be asked to go home immediately & will be supervised by CCS staff. The classroom will be cleaned & sanitized. Individuals coming to pick up the student will be asked to wear a face covering while walking in the building.

Students & staff will be directed to a lab in the county or one contracted by CCS (or their primary care physician) to test for covid-19 if they are exhibiting symptoms of fever, cough, shortness of breath, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell. CCS will notify Amador County Public Health immediately of any positive case of covid-19 & exposed staff & families as relevant while maintaining confidentiality as required by state & federal laws.

6. Healthy Hygiene Practices

Hand sanitizers will be available in different locations throughout all classrooms. Students will be asked to wash their hands for twenty seconds with soap upon arriving, before & after recess, lunch, and using the restroom. CCS staff will teach & reinforce avoiding contact with one's eyes, nose and mouth as well as covering sneezes and coughs with students' elbows. Teachers will also be asked to wash their hands & use hand sanitizer throughout the day. Personal health & good hygiene practices will be included in each grade's curriculum.

There are sinks available inside four classrooms which will be used for handwashing. Classrooms that do not come equipped with sinks inside of them will utilize bathroom sinks. There are multiple bathroom facilities onsite.

Windows & doors to the classrooms will be left open (weather permitting) during the school day. Teachers will be encouraged to be outside as much as possible. CCS is blessed to have several outdoor areas on school grounds that can be utilized for outdoor learning.

7. Identification & Tracing of Contacts:

CCS Principal will be the designated point person to remain in contact with our local health department and support contract tracing. The principal will create & submit lists of exposed students & staff to the local health department if a student or staff member has a confirmed case of covid-19. Exposed contacts will be quarantined &

excluded from school for 14 days. Teachers will develop a continuing education plan for students who are quarantined.

8. Physical Distancing:

Groups of students will not mix during school hours. CCS will space students' desks & chair to chair distance to at least 6'. Student desks will not face each other to minimize exposure. CCS has purchased additional individual student desks in order to eliminate the need for group tables in kindergarten. Class sizes have also been limited in order to accommodate this. Certain combination classes have been split into straight grades. "Community furniture" (i.e. large group work tables) will be removed from the classrooms to help facilitate more space. Any shared items or equipment that cannot be removed that teachers want to remain in their classrooms will be cleaned & sanitized between uses. Teachers will stress the importance of students' remaining in their individual workspace throughout the day.

Teachers will be encouraged to have as much class time outside as possible (weather permitting).

Staff meetings will be conducted outside (weather permitting) and/or conducted in the facilities sanctuary or multipurpose room to allow for 6' between individuals if we are not able to have our meeting outside. All staff meetings will be conducted with social distancing in mind to ensure we reduce the risk of transmission between adults.

If any activity involves singing, individual classes must be outside and students & staff will continue to use social distancing.

Drop off times will be staggered from 7:30-8:00 to help facilitate distancing among parents when arriving. Kindergarten students will remain in their classroom for pick up and use a back door to lesson foot traffic in the breezeway of our school building. Other grades will walk to a designated outside area at staggered times to wait for parent pick for younger grades while older grade students will be taken to an area outside & away from the building and allowed to walk to their parent's car.

Our 1st and 3rd grade classrooms will be located in a separate building with significantly less foot traffic. Our 1st graders will remain in their classroom until picked up by their parents. Our 3rd graders will walk out to the flagpole in the parking lot to meet parents outside or be dismissed directly to their parent from the classroom.

9. Staff Training & Education:

CCS teachers & staff will be met with prior to the start of school to discuss this plan in length, specifically in the following areas: enhanced sanitation procedures, physical distancing guidelines, how covid-19 is spread, covid-19 symptoms, procedures to follow when a student or adult becomes sick at school. Periodically throughout the school year, CCS staff will go through additional training as there are updates to our plan if needed.

All CCS teaching staff & families will be given written information on the application & enforcement of this plan. Families will have written access to the above information as well. CCS students will be taught healthy hygiene habits to practice throughout the school day to use at school and home.

Staff meetings will be conducted outside (weather permitting) and/or conducted in the facilities sanctuary or multipurpose room to allow for 6' between individuals if we are not able to have our meeting outside. All staff

meetings will be conducted with social distancing in mind to ensure we reduce the risk of transmission between adults.

During staff meetings, staff will continue to wear their face covering in accordance with CDPH guidelines & Cal/OSHA standards. CCS will strongly recommend & advise teachers to remain cautious of social distancing standards & recommend no inter mingling of staff before, during, or after meetings.

10. Testing of Students & Staff:

As recommended by the CDPH, CCS has established procedures for how the school will handle an exposure based on the current rules for community testing standards in Amador County. Being a smaller rural county, Amador does have a limited number of testing facilities, even fewer with rapid testing results.

CCS will develop a testing/exposure agreement for all parents to sign prior to the start of the school year stating they agree to adhere to the CDPH guidance of students not returning to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared. CCS will identify the date of return based on the exposure. If a parent would like their child to return to school prior to the date identified by CCS, a negative covid-19 result will need to be produced by the parents to CCS.

As recommended by the CDPH, CCS will direct parents to their primary care physician and private medical insurance or local resources to have their child tested for covid-19. Parents will document the insurance information for each child attending CCS in their application paperwork. If a student shows signs of covid-19 or was in close contact with a confirmed covid-19 case, testing will be strongly recommended. In the event a child has Medical coverage, they can be seen & tested at Wellspace in Jackson, or if acute symptoms are present, they can be tested at Sutter Amador Hospital. It would not be the primary responsibility of CCS to facilitate or coordinate treatment/testing on behalf of its' students. CCS will support a family seeking testing by contracting with a facility in the event they are unable to obtain testing through their private insurance.

As recommended, CCS will agree to routine testing of asymptomatic teachers through the Amador County testing facility (St. Katherine) or other local collection & testing center, or through their primary care doctors/insurance. There will be a written agreement with teachers for 50% of the staff to test every month in order to rotate testing of all staff over a two-month period. All CCS teachers provide their own private medical insurance, & will be asked to utilize their insurance or county provided testing first. In addition, CCS will seek a covid-19 approved collection & testing center to conduct rapid testing for staff & students who have symptoms of covid-19 or have been exposed to someone with covid-19 & are unable to use local resources in the county or their own insurance (Stem Express in Folsom, CA). Students & staff will be asked to self-quarantine while waiting for results if they are suspected of having covid-19.

11. Triggers for Switching to Distance Learning

CCS Principal will consult with Amador County Public Health Department if there are repeated outbreaks of covid-19 at CCS to determine if & when the school needs to physically close on-site instruction. On-site instruction may close if there are multiple cases in multiple classes, or when at least 5% of the total number of teachers/students/staff are cases within a 14 day period. CCS Teachers will have written plans for their grades' distance learning/independent study options available to parents at the start of the school year.

If students or staff exhibit covid-19 symptoms (including fever, cough, loss of taste or smell, difficulty breathing), they will be screened according to the symptom screening per CA School Sector Specific Guidelines. Students or staff will be sent home, recommended to obtain testing (If positive, the public health department will be notified & individual will be excluded from school for 10 days from symptom onset or test date, contacts will be identified, quarantined, & exposed contacts excluded (likely the entire cohort) for 14 days after the last date the case was present at the school while infectious. If negative, individual may return to school 3 days after symptoms resolve & school/classroom will remain open). The classroom & school may remain open & no action will be taken regarding communication with families.

If a student or staff member is in close contact* with a confirmed covid-19 case, they will be sent home & quarantined for 14 days from the last exposure. CCS will recommend testing, but will not shorten the 14-day quarantine period. The school & classroom may remain open. School community notification to families will occur through phone calls, emails, written notification, or text messages.

If there is a confirmed covid-19 case infection, CCS will notify the local public health department & isolate the individual case and exclude that person from school for 10 days from symptom onset or test date. CCS will identify contacts*, quarantine & exclude exposed contacts (likely the entire cohort**) for 14 days after the last date the case was present at school while infectious. CCS will recommend the testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine). CCS will disinfect & clean the classrooms & primary spaces where the case spent significant time. The school may remain open & will notify families of a known case of covid-19.

If a student or staff member tests negative after symptoms, they may return to school 3 days after symptoms resolve. The school/classroom may remain open. CCS will send out school notification to families if prior awareness of testing exists.

(*A contact is defined as a person who is 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(**) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

12. Communication Plans

The CCS staff plan on remaining in close contact with our school families. If there is a confirmed case or a known exposure to covid-19 on campus, notification will occur immediately to parents through our phone tree system, as well as through text, cell & home phone calls, and written communication.

Teachers will develop written plans for distance learning and/or independent study packets for parents if our school model switches from on-site learning. These will be provided to parents before school starts. Teachers will also develop & provide parents with written plans for continuing education during quarantine periods.

CCS Principal will be in contact with other private Christian & Catholic schools throughout California to collaborate ideas & strategies & share resources to navigate this unprecedented school year. This plan will be given & discussed with CCS staff, and given to CCS parents & families. CCS will continue to be in contact with the Amador County Health Department and seek guidance from the CDPH.

13. Food Services

At this point in time, CCS will not be providing lunch meals to any students. Parents will be asked to send their student with a daily snack and lunch from home. Individually packaged snacks will be available during morning hours twice a week for purchase from the classrooms' snack bar if desired. Teachers will assist students in purchasing from the snack bar located in their respective classrooms. Any snack item that may be served will be in individually wrapped packaging & the server will be wearing gloves and a mask.

Students will be monitored by CCS staff during their recess & lunch breaks to ensure they are not trading or sharing food items with each other.

14. Recess & Lunch

Recesses will be scheduled throughout the day by grade level & then further spaced apart outside. Each classroom will play in their own designated area and at their own designated times. We have numerous outside areas for students & teachers to walk/run to and enjoy their recesses & lunch. If a group uses the picnic tables, they will be cleaned & sanitized after use. Students will wash their hands before & after recesses & lunch.

15. After School Care

Our after-school enrichment program will still be available for parents who are employed full time and have no other option for childcare beyond regular school hours. Registration will now be required for care ahead of time. The size of the after-school group will be limited to no more than 15 students who pre-arrange childcare plans with the school office in order to reduce the risk of mingling groups. Drop ins will only be allowed if space permits. Students will be primarily in the school gym, multipurpose room, or outside (weather permitting). Areas will be cleaned & disinfected after use. Hand washing and/or the use of hand sanitizer will continue to be a top priority during after school. Parents will be asked to send their student with extra snacks for after school. Students will follow the same protocol as the rest of the school regarding distancing & facial coverings.

16. Chapel

Chapel will continue to take place on Fridays. Instead of going to the sanctuary, students will remain in their classrooms with their cohort to prevent mixing of groups while our county remains on purple tier. Speakers for chapel will go directly to the individual classrooms, & have their temperature checked & logged upon arrival. Speakers will be asked to wear a face covering during their message to students. Speakers will share a message with the class & depart. If singing is allowed, the class may go outside & socially distance in order to sing worship songs. The class may also go outside to listen to the message as long as social distancing is followed (weather permitting). Chapel will adhere to the religious service guidance as directed by CDPH.

17. Special Events & Student Well Being

Our primary goal at CCS is to share the word & love of Christ with your students. It is also to make their learning experience filled with God's love and discipleship, while providing them with a high quality academic education in a warm and loving Christian environment. There are many special events offered at CCS during a typical year. While we're not certain what kind of events we'll be able to have this year with limitations on the number of people allowed at gatherings, please know that we remain committed to providing as "normal" a year as possible

by being creative, flexible, and adaptive. CCS will utilize other means that fall within safety guidelines to provide these events to the best of our ability in a flexible & creative way.

18. Distance Learning

CCS will do its very best to provide a safe, healthy, learning environment for its students. Parents can choose to remain at home teaching their child through independent study if they believe it is best for their family. CCS teachers will offer independent study/distance learning option guidance to these families as they are able.