

Baldwinsville Christian Academy

7312 Van Buren Rd, Baldwinsville NY

2020-2021 Re-opening Plans

Revision 7/31/20.1

Definitions

"Personnel" means staff and students as a whole.

"SD" means social distancing.

"PPE" means personal protective equipment.

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Instruction models

- In-person: We plan on opening school for full in-person instruction. This document largely addresses that scenario.
- Remote: If local or state authorities close the school we will switch to a remote instruction model.

Grades 6-12 will access lessons, submit assignments and take quizzes and tests online. Teachers will employ a mix of recorded and live instruction.

Grades Pr-K-5 will utilize packets of work sent home on a biweekly basis. They will also be engaged in recorded and live instruction through Google Meet and Zoom.

Online platforms may include, but are not limited to

- Google Meet
- Zoom
- Google Classroom
- Zearn
- Moodle
- Castle Learning
- Screencastify
- Khan Academy
- Edpuzzle
- MobyMax
- Spelling City

Teachers will engage with all students live, singly or in groups, at least 3 times/week.

Chromebooks or tablets will be made available to families who did not have adequate Internet-access devices at home.

Those students who do not have access to the Internet will be provided with, where practical, hard copies or hard media (flash drive, for example) of texts, texts, quizzes, etc. Alternately, they will be given designated times when a family can enter the building and use the school's wireless access.

- Hybrid Instruction: Our plan is to not use a hybrid model. If it becomes necessary Pre-K through 5th grade classes will employ the in-person model and 6th-12th grade classes will employ the remote model.

Monitoring health conditions to ensure detection of infection

Personnel will submit the following health screening/questionnaire.
Staff will submit daily. Students will submit weekly.

Visitors, guests, contractors, and vendors who enter the school will have their temperature taken and be required to fill out the questionnaire.

<p><u>Health Screening Questionnaire</u> <input type="checkbox"/> Staff <input type="checkbox"/> Student Date _____</p> <p>Name _____</p> <p>Check if you have experienced any of these symptoms in the last 24 hours:</p> <p><input type="checkbox"/> Temperature over 100° <input type="checkbox"/> Diarrhea <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Fever <input type="checkbox"/> Chills</p> <p>Check if you have experienced any of these symptoms in the last 14 days:</p> <p><input type="checkbox"/> Shortness of breath <input type="checkbox"/> Persistent cough <input type="checkbox"/> Abnormal fatigue <input type="checkbox"/> Achiness <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose</p> <p>Check all boxes that apply:</p> <p><input type="checkbox"/> I have been in close contact with a person who has tested positive for COVID-19 or who has or had symptoms of COVID-19. <input type="checkbox"/> I have tested positive for COVID-19 in the past 14 days. <input type="checkbox"/> I have traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.</p>
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Students will have their temperature taken every day before entering school. A log will be kept with staff and student names and a temperature designation of "Normal" (below 100°) or "Elevated" (100° or above.) Students with an elevated temperature or other symptoms will be isolated until a parent/guardian can pick them up.

Containment to prevent spreading of the disease if infection is detected

Staff will be trained to observe for signs of illness in students and staff. Personnel with COVID-19 symptoms will not be allowed in the building. If already in the building when a symptom is identified, the affected staff or visitor will be required to leave immediately; the affected student will be isolated while waiting to be picked up.

The isolation room will be the former staff lounge, next to the school office, equipped with a wash station, soap, sanitizer and a negative pressure air purifier/ionizer.

The school will call 911 for ambulance transport for personnel exhibiting any of the following symptoms:

- trouble breathing

- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

Confirmed COVID-19 protocol

Any person suspected, due to the above symptoms, of having COVID-19 will be referred to their Primary Care Provider for diagnosis.

Closing school

The CDC has not issued specific guideline for closing schools or sections of schools if there is a confirmed case of COVID-19, but says "a single case of COVID-19 in a school would not likely warrant closing the entire school, especially if levels of community transmission are not high." In such an instance, Per CDC guidelines, we will consult with the Seneca County Health Department to determine if closing is necessary.

Infected person returning to school

If a person is not diagnosed with COVID-19 by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school under these conditions:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least fourteen days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Contact Tracing

We will cooperate with state and local health department contact tracing efforts by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program;
- Maintaining confidentiality as required by federal and state law.

Social Distancing (SD)

- Student desks and other classroom furniture will be arranged in order to maintain SD of 6 ft. while seated.
- In P.E. personnel will maintain SD of 12 ft. P.E. classes will be held outside as much as is practical based on weather conditions, but our gym provides adequate space for every class.
- In music class, when singing is required, personnel will maintain SD of 6 ft. Our auditorium provides adequate space for every music class.
- When moving through the halls, waiting in lines, etc., personnel will wear masks unless they are able to maintain SD of 6 ft
- Students will be split into their classrooms to eat lunch in order to maintain SD of 6 ft.

In common areas – hallways, foyers, cafeteria, gym, auditorium – tape on the floors will indicate the appropriate SD measurements.

Personal Protective Equipment (PPE)

Masks (meaning any type of approved face protection, e.g. a plastic face shield.)

When unable to maintain SD personnel will be required to wear a mask. Masks may be removed when personnel are properly SD, for example:

- Teaching before a class
- Seated at a desk or table for classwork, instruction, studying or study halls
- Eating lunch or snacks
- Singing in music class
- Engaged in P.E. activities
- When outside the building

Masks will not be required of the following:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or
- where such covering would present a challenge, distraction, or obstruction to
- education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

The school will have masks on hand for those who forgot to bring a mask to school.

Barriers

When a classroom cannot be arranged to SD of 6 ft. between seated personnel, separation will be accomplished by clear plastic barriers, either floor-standing (non-permanent) or affixed to the tables and/or chairs.

Facilities

Due to our small class sizes and adequate space, physical alterations to our facility are not necessary, meaning we will not be doing any new construction or demolition. Any changes that do occur will be in compliance with the NYS Uniform Fire Prevention and Building Code.

Gatherings

Large gatherings, such as open house, field trips, graduation and award ceremonies will be held with SD and PPE restrictions in place.

Small gatherings, such as CSE meetings, parent-teacher conferences, enrollment interviews, etc. will be conducted remotely (Zoom, Google Meet or equivalent) when practical. Otherwise in person meetings will require appropriate SD and/or PPE.

Sports

League play

The Empire State Christian Athletic Association Soccer provides competition for 6th-12th graders in three interscholastic sports: soccer, volleyball and basketball. Only soccer is permitted under NYS re-opening guidelines. If ESCAL has a season our school will participate, following CDC guidelines:

- Athletes may, but are not required, to wear PPE.
- Coaches and spectators should wear PPE.
- All personnel will be required to wear PPE when being transported in school-provided vehicles to and from games.

ESCAL will be meeting on August 19th to decide what, if any, sports to play this school year. Our decisions to participate in those sports or substitute intramural sports for our students will be affected by the course taken in that meeting.

Intramural play

For seasons where ESCAL does not have a sport we will be actively pursuing intramural play for approved sports, again according to the CDC and NYS Health Dept. guidelines. Again, the direction we take is dependent on ESCAL's 8/17/20 meeting.

Training and Instruction

Sports

Staff will receive training in all the procedures outlined in this document prior to the first day of school. Students will receive training the first day of school, with pre-training literature sent home to their parents before school starts.

Training will include instruction in the use of PPE, the rules for SD, proper hand and respiratory hygiene and cleaning and disinfecting procedures.

Hand Hygiene

Personnel will be required to follow traditional hand-washing - soap and warm water - at least several times/day.

Alcohol-based hand sanitizers will be available in all entrances, classrooms, bathrooms and the auditorium and gym. Personnel who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water, and hand sanitizer may be used by all personnel it's not practical to wash one's hands.

All personnel should wash or sanitize their hands as follows:

- Upon entering the building and each classroom.
- After using shared objects or surfaces (e.g., electronic devices, musical instruments, writing utensils, tools, toys, desks, water fountains, table tops).
- Before snacks and lunch
- After using the bathroom
- After helping a student with toileting
- After sneezing, wiping or blowing one's nose or coughing into hands
- When hands are visibly soiled

Respiratory Hygiene

Personnel will be trained and reminded to cover their mouths or noses with a tissue when coughing or sneezing, or to use the inside of their elbow when tissues are not immediately available. A supply of tissues will be available in each room.

Ventilation

Windows will be left open whenever practical based on weather conditions. Interior doors will be left open whenever practical.

Transportation

Our bussing is provided by local public school districts.

Local hospital capacity

The Onondaga County Health Department has informed us, as of 7/30/20, that local hospital capacity is adequate.

Communications plan

Internally – staff and students - communications will be via regular morning announcements and other announcements as necessary, over the school intercom.

Externally – parents, board members, volunteers – communications will be via our School Email System (a subscription service using batch emails and text messages) and our regular weekly email memo.

The school web site and Facebook pages will be updated as needed with relevant new material.

Signage will be placed throughout the building with reminders for PPE, SD and personal hygiene.

Coordinator and point of contact

The Principal has been appointed the contact person responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

The Principal is also the COVID-19 safety coordinator, responsible for monitoring and ensuring compliance with these re-opening guidelines.

Cleaning/disinfecting the school

High-touch surfaces including desks, tables, chairs, carts, door handles tables, light switches, countertops, phones, multi-user keyboards, toilets, faucets and sinks will be cleaned with soap and water and disinfectant between uses by distinct personnel, and including after weekend activities held in the school building, including church services.

Logs will be maintained including the date, time, and scope of cleaning and disinfection in an area.

Food Service

For the time being, we will not be offering prepared meals. All students bring their own snacks and lunches.

Personnel that are helping students with their snacks or lunches are required to wear PPE and single-use gloves.

Counters, microwaves and tables will be disinfected daily.

Personnel will wear PPE unless seated for eating.

Personnel will maintain SD of 6 ft. when seated.

Personnel will perform hand hygiene before and after eating, meaning washing for at least 20 seconds with soap and warm water. Students will also be instructed not to share food, beverages or utensils. These instructions will take place daily in homeroom and at the beginning of each lunch period.

Instructions for proper hand hygiene will be posted above every sink in the building.

Teachers will monitor and enforce hand hygiene and non-sharing.

Classroom teachers and lunch monitors will be provided lists of students with food allergies.

Safety drills

All required safety drills, eight evacuation and four lockdown drills, will be conducted in a manner that allows for proper SD.

Academic Intervention Services

Due to the New York State Assessments in grades 3-8 not being administered in the 2019-20 school year students will be assessed in the following by the following measures to determine students who should receive Academic Intervention Services in accordance with Commissioner's Regulations section 100.2(ee).

- Developmental reading assessment- Reading A-2
- Unit assessments-Engage NY Math curriculum
- Formative assessments- Science and Social Studies curriculum

Protocols for before and aftercare programs

Our school does not offer before or after school care programs.

School Schedule

Because of our small class sizes, we don't need to alter our class schedule format from last year.

Attendance reporting

Attendance reporting will take place in homerooms at the beginning of each day and entered into our SIS. Students who arrive late will sign in at the school office.

If we convert to a stay-at-home model or a hybrid, attendance for at-home students will be gathered via Google classroom logins.