



Health & Safety Re Opening Plan to Deliver In-Person Instruction at North Spencer Christian Academy during the COVID-19 Public Health Emergency

2020/2021

Fulfilling the mission of NSCA to partner with parents to provide a Biblically faithful and academically excellent education for our students will always be the aim of NSCA teachers and staff. Above all else we acknowledge that God is sovereign and in control. Keeping in mind Philippians 2:3-4, “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others,” so we look to the health and safety of students, teachers, staff, and families.

COVID-19 has caused major disruptions in our lives. We also recognize as difficult as the transition to remote and continuous learning was last year, the possibility exists that we will experience similar disruptions in the 2020-21 academic school year. While effective in our efforts this spring, we desire to continually improve on our delivery protocols to ensure continuity of teaching and learning regardless of what public health emergencies or other disruptions may be encountered in the future.

The Re Opening Plan outlined below is based on a “Healthy Only” framework for reopening NSCA. This framework requires parents and employees to ensure that only healthy individuals are entering the 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 or have been in contact with others who are symptomatic.

NSCA’s plan will address the following:

- (1) Reopening of NSCA facilities for in-person instruction,
- (2) Monitoring of health conditions,
- (3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19), and
- (4) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

NSCA will open on September 9, 2020, for all students in grades PK-12th. Our facility is large enough to accommodate all students who are currently enrolled and to do so while we follow NYSDOH guidance.

*** With projected enrollment for PreK-12 students, NSCA can provide physical distancing in all classrooms and indoor spaces with 100% student attendance on Monday-Friday*

PEOPLE	Protocols
Social Distancing	<ul style="list-style-type: none"> • A minimum of six feet of distance must remain between any two individuals while in the school or on school grounds unless the individuals reside in the same household • The distance between individuals can be reduced if there is an impermeable barrier between the individuals • Cohorts- Student groups will be kept together whenever possible. Teachers may move from classroom to classroom
Face Coverings	<ul style="list-style-type: none"> • Any time that individuals cannot maintain appropriate social distance (6 feet) • NSCA teachers, staff, students, and visitors will be required to wear approved face masks/ coverings in all common areas (hallways, cafeteria, restroom, gym, and office) • When physically distanced (e.g. while seated in a classroom, seated at lunch, or in a stationary position), face coverings can be removed. • Teachers and staff will monitor, remind, and correct students as needed during passing periods and other times when students are in common areas. • Desk and tables will be situated and equipped for physical distancing, so that students may remove their face covering while seated at their desk or table. • Students who are unable to medically tolerate a face covering and not subject to the required use: A note from the health provider will be required on file in the office • Face shields worn alone (without a face covering) are not considered adequate protection and should not be worn.

	<ul style="list-style-type: none"> • If an individual is without a face covering, NSCA will supply a disposable face mask and/or a bandana at no cost. • If an individual chooses to wear a face covering more than is required (i.e. all of the time), NSCA will support that person in their choice. • Students, employees, parents/guardians are to take responsibility to clean or replace their face coverings. • Face coverings are not to be shared.
Student Drop-off	<ul style="list-style-type: none"> • Only NSCA faculty, staff, and students are permitted in the building • Drop off at 7:45 in the main entrance • Health screening as you enter the building • Grade 1-12 parents will not be permitted to enter the building • PK and K parents may bring students in the first week only and must wear a mask • Students will go directly to their classrooms • After 8:10, students must report to the office for a health screening upon arrival
Student Pick-up	<ul style="list-style-type: none"> • Students will remain in their class until dismissed by group or by name via texting • Bus students: will be dismissed first and called to the door 1 group at a time • Pick up at 2:35: parents will drive to the front door and we will send your child/ children out to you • Once dismissed, students will immediately exit the building through the main door • Faculty children will remain in their classrooms until all students are dismissed and then must stay in their parents' room until they leave • No afterschool activities currently
Movement in the Facility	<ul style="list-style-type: none"> • To minimize congestion in common areas all individuals are to walk on the right side of the hallway <p>One-Way traffic:</p> <ul style="list-style-type: none"> • the stairway near the cafeteria and at the entrance are used to go down and the stairway near the playground are used to go up. <p>Locker Use:</p> <ul style="list-style-type: none"> • Students will be assigned a specific time they can go to their lockers. These will be upon arrival, before lunch, and at dismissal
Cafeteria	<ul style="list-style-type: none"> • Hot lunch will not be offered at this time • Classes will be spread out and lunch time staggered to accommodate physical distancing • Three lunch periods • Cleaning and sanitizing must happen between groups • Students must not share food or beverages with one another unless from the same household

Restrooms	<ul style="list-style-type: none"> Restrooms that would typically allow for multiple users will be limited to ensure physical distancing. Changing facilities (e.g. gym class): To reduce the potential congestion in restrooms, students will not use the restrooms to change clothes for gym class. Students should come to school on days they have gym wearing their gym clothes. (sweatpants, athletic pants or shorts and a FLAMES t-shirt)
Guest & Visitors	<ul style="list-style-type: none"> No Visitors currently Anyone entering the building must wear a mask (includes: UPS/FedEx deliveries, maintenance workers, custodian, etc.)
PLACES	Protocols
Classrooms	<ul style="list-style-type: none"> All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes (if available) Classroom doors and windows to be kept open as much as possible to allow for ventilation Students will only handle their own supplies (i.e. Pens, notebooks, paper) Students will only use their own lockers Lockers will be assigned and spread out
Hygiene	<ul style="list-style-type: none"> Teachers, staff, and custodian will maintain logs that include date, time and scope of cleaning and disinfecting Signage will be displayed throughout the school facility to remind everyone that precautions will be taken to limit exposure to harmful pathogens. Teachers, staff, and students will be trained on proper handwashing and respiratory hygiene <ol style="list-style-type: none"> 1) Wash hands with soap and water often and especially before and after lunch and recess and whenever soiled 2) Hand sanitizing stations will be in every classroom and used if hand-washing is not readily available. Note, hands should be free of dirt for the sanitizer to be most effective. 3) Individuals are to cover a cough or sneeze with a tissue or use the bend of their arm <p>Hand Sanitizer</p> <ul style="list-style-type: none"> Hand sanitizer with at least 60% alcohol is provided by NSCA Sanitizing stations will be placed throughout the common areas and in each classroom If parents do not want their child to use the sanitizer supplied, please send a written note to the school office <p>Water Fountains</p> <ul style="list-style-type: none"> Will be turned off Students will be asked to bring a water bottle from home Bottled water will be available for purchase
Cleaning and Disinfection	<ul style="list-style-type: none"> Mrs. Marcy Cody will oversee the regular cleaning of the school facility. She will work closely with the custodian, faculty, and staff Cleaning products will be supplied for teachers to wipe down highly touched areas frequently

	<ul style="list-style-type: none"> • Cafeteria tables will be cleaned and sanitized in between student use • Restrooms will be cleaned and disinfected more often depending on frequency of use. • Restroom occupancy will be reduced, and signage will be in place <p>Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case</p> <ul style="list-style-type: none"> • As soon as we learn of a suspected or confirmed case of COVID-19, NSCA will notify the local health department. • Per the guidance of NYSDOH, we do not need to close operations even if there is a confirmed case of COVID-19. We will follow the direction we are given after we contact the local DOH. • NSCA staff will close off the area used by the person suspected or confirmed to have COVID-19 and then wait 24 hours, if possible, before cleaning and disinfecting that area. • Custodial staff will clean and disinfect with products approved by the CDC for that purpose. • Once the area has been cleaned and disinfected, it will be reopened for use. <p>Communication Plan</p> <ul style="list-style-type: none"> • Our principal, Mrs. Marcy Cody, (or her designated representative) is the main point of contact upon the identification of a positive COVID-19 case, and Mrs. Cody will be the one to initiate communication. • Mrs. Cody will answer questions from students, employees, and school families regarding the COVID-19 health emergency and this plan implemented by NSCA. • NSCA will use verbal means and written communication (e.g. signage, emails, website postings) to remind all students, employees, guests, and families of our responsibility to help protect the health of our school community as we follow the guidance provided by the CDC and NYSDOH.
PROCESSES	Protocols
Screening and Testing	<p>Temperature Checks</p> <ul style="list-style-type: none"> • An elevated temperature is just one symptom of many potential illnesses. Per DOH guidance, NSCA is required to check the temperature of all individuals - employees, students, and guests - prior to allowing admittance to the school. • It is ideal for parents/guardians to check their students' temperature before departing to school each day. • If an individual's temperature is greater than 100.0 F, he/she will be denied entrance to the facility. • If when first checked, a student's temperature is greater than 100.0 F, he/she will be directed to a safe and isolated area to wait for a recheck of the temperature after five minutes. If the recheck reveals a temperature within acceptable levels, it will be determined that the initial temperature was due to environmental conditions, and the student will be allowed to proceed with school.

	<ul style="list-style-type: none"> • If a student were to fail the second temperature screening, he/she will wait for a parent/guardian who will be contacted. We ask that a student be picked up within 30 minutes of the parent/guardian contact. <p>Health Screening</p> <ul style="list-style-type: none"> * All faculty and staff must complete a daily health screening questionnaire (i.e. health survey). * CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools. Therefore, NSCA will not ask students to complete a daily health survey unless a student presents with potential COVID-like symptoms. * NSCA reserves the right to conduct on-site screenings of any adults, guests, parents, and vendors who wish to be provided entrance to the school facility beyond the main office. * Parents are asked to periodically review the health survey questions with their students as part of an at-home health screening process. * The health survey will ask individuals the following: Have you..... <ul style="list-style-type: none"> a) Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19? b) Tested positive through a diagnostic test for COVID-19 in the past 14 days? c) Experienced any symptoms of COVID-19, including a temperature of greater than 100.0 F, in the past 14 days? d) Traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days? * All students and employees must immediately disclose to Mrs. Cody if and when their responses to the aforementioned questions change, such as the onset of symptoms, whether the change is during or outside of school hours. * Pursuant to NYS Executive Order 205, all families, students, and employees must follow quarantine procedures after international travel or travel to certain states with widespread community transmission of COVID-19. We ask that all school families be cognizant of the travel advisory before making plans for family trips.
In-Person Screening	<ul style="list-style-type: none"> • All school personnel, including medically trained volunteers, must wear, at a minimum, a face covering during the temperature check and/or health screening process. • Screeners will also have available to them gloves and gowns.

	<p>Positive Screening Protocols</p> <ul style="list-style-type: none"> • Any individual who screens, at the school, positive for COVID-19 exposure or symptoms will be sent home with instructions to contact a health care provider for assessment. • A student who is being sent home because of a positive screen (e.g. onset of COVID-19 symptoms) will immediately be separated from other students, will wait in our isolation room and will be supervised until his/her parent/guardian can retrieve him/her from school. • NSCA will notify our local health department as soon as we learn of any diagnostic test result that confirms positive for COVID-19. <p>Presentation of COVID-19 Symptoms</p> <ul style="list-style-type: none"> • If any student or employee develops COVID-19 symptoms during the school day, they will be escorted by school personnel to a designated area. • The symptomatic individual who is waiting to be picked up will remain under the supervision of school personnel who are physically distant. • Once the symptomatic individual leaves the school, the area that was occupied by the individual will be closed off. If possible, we will wait 24 hours before cleaning and disinfection of the area. • NSCA custodial staff will follow CDC guidance for cleaning and disinfection of the area occupied by the individual. • Once the area is cleaned and disinfected, it will be reopened for use.
Tracking and Tracing	<p>Metrics</p> <ul style="list-style-type: none"> • Simply having a confirmed or suspected case of COVID-19 in the school does not necessitate school-wide closure. • The local health department will be contacted as soon as NSCA personnel are aware of an individual with a confirmed case of COVID-19 whether that individual is a student, employee, or guest at the school or on school grounds. We will follow DOH guidance. • All areas potentially contaminated by the affected individual(s) will be immediately closed off, cleaned, and disinfected in accordance with procedures delineated above. • If the infection rate of COVID-19 among the school population becomes widespread, a temporary school-wide closure will be necessary. NSCA personnel will follow the guidance from local and state health departments if such were the case. <p>Tracking</p> <ul style="list-style-type: none"> • Our school health office will maintain tracking of absences and illnesses in the school community. • NSCA personnel will assist the local health department with contact tracing of those who are in close or proximate contact (i.e. less than 6 feet away for longer than 10 minutes) with a person with COVID-19.

	<ul style="list-style-type: none"> • In accordance with HIPAA laws, NSCA personnel cannot divulge the names of individuals diagnosed with COVID-19. <p>Quarantine, Isolation, and Return to School</p> <ul style="list-style-type: none"> • NSCA personnel will work with state and local health departments who will implement monitoring and movement restrictions of COVID-19 infected or exposed individuals. Restrictions can include isolation and quarantine of these individuals. • Any individual who tested positive for COVID-19 may not return to school until after 10 days from the first onset of symptoms AND after 24 hrs. with no fever without fever-reducing medication AND after symptoms have improved. Further, documentation from a health care provider is required before return. • Any individual who was exposed (i.e. less than 6 feet away for longer than 10 minutes) to an individual with a confirmed case of COVID-19 must self-quarantine at home for 14 days. Symptoms may not appear until 2-14 days after exposure. • Individuals can return to school once the period of isolation or quarantine has passed and, for those individuals who had a positive COVID-19 diagnosis, a release has been provided by a health care provider.
Remote Education	<ul style="list-style-type: none"> • When students must remain at home due to a quarantine or isolation order, a remote education will be provided. • It is expected that a student who is in the recuperation phase will keep up with classwork and assignments. • Work will be provided to students through the Google for Education platform, teacher packets, or through email.
School-Wide Closure	<ul style="list-style-type: none"> • The fluid nature of the coronavirus pandemic is such that NSCA students, faculty, and staff must be prepared for multiple scenarios. • If a situation arises such that a government authority (e.g. health department) issues a mandatory closure for 24 hours, students will remain at home. No remote education will take place. The day will be treated as a snow day. Students will return to school the following day. • In the event that the mandatory closure is extended beyond 24 hours, remote education will commence on the second day of the closure. • If the closure is extended for a week or more, we will follow a 4 + 1 mode of education with 4 days of instruction and 1 day used, likely Wednesday, as a teacher preparation day. • During the school closure period, 4th -12th students will follow an abbreviated school schedule with assigned class times. <ul style="list-style-type: none"> (1) The schedule will begin with the first class of the day at 9:00 AM. Daily (remote) student attendance will be kept. (2) The schedule will include zoom or google meet classes, and attendance is required.

<p>(3) The schedule may also include assignments and students will be responsible to follow the instructions shared for those classes.</p> <p>* Students in PreK- 3rd will receive work packets and instructions from their teacher. They will be required to meet with their teacher remotely once a week, either by Zoom, Skype, Google Meet, or phone call.</p>

Once the required period of school-wide closure has ended, on-site education will continue at NSCA.

***Updates: This plan will be updated periodically and in accordance with guidance provided by local and state health departments and by the state education department.*

Last update: July 29, 2020