School Reopening Plans and Procedures

The normal enrollment at CCA will be maintained. We typically have around 100 students, plus or minus 20. This enrollment is well below a 50% occupancy for the building. Everything in this policy is subject to change due to new and emerging information or if we identify a specific need where a modification may be required. Since we know there is a potential for the need to school at home for periods of time, all families must have access to technology and internet services.

General Policies

Behaviors to Reduce Spread

o   We ask that each family check their student(s)'s temperature prior to bringing students to school. We will also be conducting temperature screenings at the entrance for anyone entering the building.

o   Masks will not be required, but are considered optional for staff and students. We will support families in their choices, however we will not be responsible for ensuring students wear them properly at all times. It is up to the parents/guardians to educate their children on the expectations for wearing masks. If a student's mask becomes a distraction, the parent/guardian will be notified.

o   Social distancing of 6ft will not be maintained at all times, however, we will encourage as much social distancing as possible throughout the day.

o   If a student becomes ill at school, that student will report to the office and the parent/guardian will be called to come pick up their child. Students will wait in a designated waiting room until they are picked up and will not re-enter classrooms or communal areas.

o   We encourage all families to foster healthy practices to maximize immune system functioning and mental health including, but not limited to, plenty of sleep, proper nutrition, water intake, exercise, fresh air, reducing time on social media and watching the news, and setting time aside for daily prayer and worship.

o   Hand sanitizer will be placed throughout the building and students are encouraged to bring small containers of sanitizer to carry with them during the day.

o   Per guidelines the water fountain will be shut off. Students should bring water from home. We will keep water bottles on hand for purchase in the event a student forgets and leaves their water at home.

o   Students and staff must cover coughs and sneezes with a tissue or by coughing into your elbow. They must also wash their hands or use hand sanitizer afterwards. Used tissues must be put in the trash can immediately after use, followed by hand washing or use of hand sanitizer.

o   Students and staff must use proper hand washing procedures: Wash hands with soap and water for 20 seconds, dry hands with a paper towel, and use the paper towel to turn off the faucet. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer containing at least 60% alcohol may be used.

Hand sanitizers **do not** take the place of soap and water
and should only be used only when soap and water is not readily available!

o   Students and staff should practice the discipline of keeping their hands away from their nose, mouth, and eyes as much as possible.

o   All staff and students are encouraged to routinely clean surfaces and objects throughout the day that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, and phones. Empty trash cans as needed.

Maintaining a Healthy Environment and Operations

o   The school primary touch points will be disinfected after each school day. Teachers and students will periodically disinfect surfaces during the day as needed.

o   CCA teachers have conducted an audit of existing classroom seating plans and determined the extent to which current furniture can be organized to allow as much social distancing as possible between students.

o   Classrooms using group tables will identify those seating areas that will intentionally be blocked. As a rule of thumb, assume that existing table capacity should be decreased by half to allow as much social distancing as possible.

o   Seats or areas to remain open/unoccupied will be marked with painter's tape or other similar visual cues.

o Classrooms using individual student desks should stagger their arrangement with as much distance as possible between them. To the extent possible, desk positions should remain stationary and should be explicitly marked.

o Supplemental areas of the facility (e.g. library, testing areas, high school work room, etc.) that may be utilized should also be arranged to facilitate social distancing to the extent possible.

o Toys in classrooms will be disinfected at the end of each school day.

o When eating, students and staff must follow good hygiene practices for infection control such as not sharing drinks or food, washing or sanitizing hands prior to eating, and promptly disposing of all trash once they have finished eating.

o To help reduce the number of students in communal areas and to foster social distancing, the following procedures will be followed:
  • Students are encouraged to plan out the materials they need to carry to class to minimize the number of trips needed to the lockers.
  • Students will be directed to go straight to class and take their seats after using their locker and not congregate in the hallways.
  • When feasible, teachers will use practices to reduce the number of students in the hallways or lockers at any given time, such as staged dismissal of students to go to their lockers or to the bathroom or directing students to exit through different doors.
  • Students should use the bathroom that is closest to their location whenever possible.
  • In the cafeteria students will sit in every other seat thereby reducing table capacity by 50%. Seats to remain unoccupied will be clearly marked with tape.
  • Students will be directed to wash their hands or use hand sanitizer before eating.
  • To reduce the number of students at the lockers after lunch and to facilitate disinfecting the lunchroom, the MS and HS students will take turns sweeping and disinfecting the cafeteria. One group will stay in the cafeteria while the others go to their lockers and prepare to go to class.
  • Elementary playground time will be split into two groups so all students are not on the playground at one time. The two groups are K4 through 1st and 2nd through 5th.

When To Stay Home

Staff and students should always stay home when sick. Persons must stay home if they test positive for COVID-19 and/or have a fever of 100.4 degrees or higher, a cough, shortness of

breath and/or loss of taste and/or smell. Other possible symptoms to consider, but do not in themselves indicate COVID-19, include:

- Headache
- Sore throat
- Chills

- Muscle Pain
- Vomiting or Diarrhea

Returning to School After Illness

When a student or employee has remained home due to illness, they may return when they meet the following guidelines:

> **Students and staff Not receiving COVID-19 testing**: COVID-19 testing is NOT mandatory for CCA students UNLESS a member of the household has received a positive COVID-19 test. If a student has demonstrated a fever of 100.4 degrees or higher, a cough, shortness of breath and/or loss of taste and/or smell, they should only return to school when:
> - He/she has not had a fever for at least 48 hr (this must be a full 48 hours of no fever without the use of medication); and
> - At least **10 days of self-quarantine has passed plus 72 hours of resolution of symptoms**. A doctor's note may be required. Quarantining includes the school and all school activities.

> **Students and Staff Receiving a POSITIVE COVID-19 Test:** These students and staff members may return to school when:
> - He/she has not had a fever for at least 48 hr (this must be a full 48 hours of no fever without the use of medication); and
> - At least **10 days of self-quarantine has passed plus 72 hours of resolution of symptoms** and a note from the doctor releasing the student to come back to school. Quarantining includes the school and all school activities.

> **Students and Staff Receiving a NEGATIVE COVID-19 Test:** These students and staff members may return to school when:
> - He/she has not had a fever for at least 48 hr (this must be a full 48 hours of no fever without the use of medication), and
> - Other symptoms have subsided.
> - A note from the doctor may be required.

Siblings and Other Household Members

If a student or staff member must stay home due to COVID-19 symptoms or has had a positive COVID-19 test, his or her family members living in the same household will also be required to

self-quarantine until the family member meets the above requirements to return to school. We will work with the family to continue education at home.

The family with the positive COVID case will be asked to quarantine for a period of 10 days plus 72 hours of resolution of symptoms and each student in the family must have a doctor's note before returning to school. Quarantining includes the school and all school activities.

Confirmed Cases on CCA Property

In the event a person infected with COVID-19 was in the school building, CCA will review this policy and current health department guidelines for directions on how to proceed. Those who have likely been exposed will be notified by phone. The individual who tested positive will not be identified in communications to the school community. We are establishing zones for communicating potential exposures should they occur. Students will also spend the majority of their day in these zones to minimize contacts within the school. They are as follows:

- Zone 1 – K4 – 1st Grade
- Zone 2 – 2nd – 5th Grade
- Zone 3 – Offices
- Zone 4 – 6th – 12th Grade

Per CDC guidance posted on 7/8/2020, persons that have been in close contact with a person testing positive for COVID-19 should do the following:

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature and follow CDC guidance if you have symptoms.

In addition, if the day after the notification of the positive COVID-19 case is a school day, the students in this zone will not come to school and that day will be spent deep cleaning and disinfecting all items in the zone.

Phases

We will have 4 phases that will enable us to quickly respond should COVID-19 circumstances change rapidly.

Phase 1 – Normal Operations (No modifications at all.)

Phase 2 – Slightly Modified Operations (Still on campus)

Phase 3 – Significantly Modified Operations (Still on campus)

Phase 4 – School Closure

The phase we are in will dictate our response in several areas. Each phase is described in more detail below.

Phase 1

In Phase 1, CCA will operate as normal with additional disinfecting still taking place.

Phase 2   (We Plan to Begin the School Year in Phase 2)

Screening: We ask that each family check their student's temperature(s) prior to bringing students to school. We will also be conducting temperature screenings at the entrance for persons entering the building.

Social Distancing: Classroom desks will be separated as much as possible. Social distancing will be encouraged at lunch. While this will be encouraged, it will not be strictly enforced.

Max Group Size: There will be no self-imposed limit.

Masks: While masks are allowed, they are not required. Masks are encouraged for those considered at risk and CCA will support families' choices for wearing masks.

Chapel: In elementary, chapel will be held by Zone. Middle School Chapel and High School Chapel will be held separately as part of their normal class time.

Lunch: Will be held as normal with social distancing encouraged through reducing number of students at tables and strategic seating. Students will also be allowed to go outside when weather permits.

School Trips: All school trips planned during this phase will be evaluated on a case-by-case basis.

Large Group Activities: Activities will be evaluated on a case-by-case basis.

Visitors: Elementary parents/guardians may walk their students to their classrooms for the first two weeks of school. After this time, access beyond the office will be limited to staff, students, and volunteers only.

Phase 3

Screening: We ask that each family check their student(s)'s temperature prior to bringing students to school. We will also be conducting temperature screenings at the entrance for persons entering the building

Social Distancing: Classroom desks will be separated as much as possible. Social distancing will be encouraged at lunch by having MS and HS eating in separate areas. MS students will change classes through back entrances to classrooms and high school will exit into hallway.

Max Group Size: There will be no self-imposed limit.

Masks: While masks are allowed, they are not required. Masks are encouraged for those considered at risk and CCA will support families' choices for wearing masks.

Chapel: In elementary, chapel will be held by Zone. Middle School Chapel and High School Chapel will be held separately as part of their normal class time.

Disinfecting: Increased disinfecting schedules will be followed.

Lunch: Students will eat in individual classrooms.

School Trips: No school field trips during this phase.

Large Group Activities: No large group (50 or more) activities during this phase.

Visitors: Only students and staff allowed in the building past the office.

Phase 4

Phase 4 is a school closure. This would be used in the event of multiple cases within the school, or the mandate of the Governor or local authorities.

We sincerely hope we do not have to enter this phase during the school year; however, we all need to prepare as if the phase is coming so we will be ready.

Parents, PLEASE ensure you have the technology and internet access needed to move into Phase 4. We could have to shift with very short notice, so we all need to be ready.

Remote Instruction: Under Phase 4 operations, online remote learning will take place. We are working on a more streamlined approach and looking at different platforms to deliver instruction in the event we enter Phase 4. More information will be given at a later date.

Other School Activities: All other school activities scheduled during the closure will be cancelled.

Cleaning: The school will undergo a deep cleaning during the closure