



Covenant Christian School
COVID-19 Addendum



Covenant Christian School Covid-19 Policies for 2020-2021 Year

In anticipation of in person and virtual instruction for the 2020-2021 year, the following procedures will be followed by parents, staff, and students at Covenant Christian School. The list is a condensed version of the guidelines intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the K4-8th grades at our school. We recognize the grave responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff. The full addendum follows this page.

Basic Policies

- ❖ Students will have their temperature checked daily during carpool and must have a temperature of 99 or below for their parents to leave and the child admitted into the building. Temperature will be taken by infrared thermometer and, if needed, confirmed by oral thermometer.
- ❖ CCS will utilize Hand Sanitizer Stations, foggers, Lysol Disinfecting Wipes/Spray, and a hydrogen peroxide machine in addition to regular cleaning to properly sanitize and disinfect the school. Sanitization of critical common areas will occur daily along with ongoing spot cleaning.
- ❖ Students and faculty will wash their hands frequently throughout the day to minimize the spread of germ, with emphasis on key risk points, such as pre- lunch or snacks and post PE
- ❖ There will be safety procedures involving classroom set-up, visiting specials classes, especially music, and large gatherings such as lunch, chapel, and recess.
- ❖ Parents and outside visitors will have limited access to the school and will be temperature checked in the main office in accordance with the same guidelines applicable to students.
- ❖ CCS will introduce our new online platform “Covenant at Home” for in-person and virtual instruction through Google Classroom and FACTS SIS.
- ❖ Rigorous policies including sending home or refusing entry to anyone: (1) who has a temperature of 100+, (2) who has had known contact with anyone who has COVID-19, or (3) is showing signs of illness.
- ❖ **Parents are required to sign the acknowledgement form at the end of this addendum indicating they understand and agree to all the terms listed prior to the start of school.**

By working together we can provide a safe environment for our faculty, staff, students, and their families. Thank you for your support.

Introduction

It is the goal of Covenant Christian School (“CCS”) to make every effort to ensure the safety of its students, their families, the faculty, and administration. The guidelines enclosed in this addendum are a preliminary draft that will be reviewed and updated over the next month as CCS receives more input and updated information from public health authorities. The addendum is based on the CDC guidelines and Georgia's K-12 Recovery Plan. The guidelines are intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the K4-8th grades at our school. We recognize the gravity of the responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff.

The plan addresses practicing prevention and procedures for entering school buildings, serving meals, transitioning between classes and spaces within the school, conducting large group gatherings, supporting teaching and learning, and protecting vulnerable populations.

As part of our partnership we request that parents act as the first line of defense and take responsibility for mitigating health risks in the following ways. Please keep your child home if any of the following occurs:

- Your child wakes up not feeling well or complaining of any pain or discomfort.
- Your child has a fever of 99 or above. Your child must be fever free for 24 hours without medication before he/she can return to school.
- Your child has experienced vomiting or diarrhea within the past 24 hours.
- If you test positive or your child or anyone in your immediate family tests positive for currently having COVID-19, the isolation procedures then recommended by public health authorities must be followed.

Jenna Scanling, the office manager/nurse will be the school's main COVID-19 point of contact.

Students and employees with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home. Local health officials will be notified immediately for guidance on next steps, including closures.

Morning Carpool Procedure

The following procedures will be adopted for each morning CCS is open for in-person instruction:

1. The doors to the school will remain open as weather permits. When weather does not permit, a single person will be responsible for opening/closing the front door.
2. Faculty/Staff at each entrance will have infrared thermometers and conduct a temperature screening.
3. Parents/guardians will need to stay in the carpool line to confirm that their child is healthy and can enter school, or they will need to wait nearby for the next two steps to be carried out.
4. If the reading from the infrared thermometer is 99 degrees or more, the student needs to sit down and have a regular thermometer reading administered. If a student’s internal temperature is 100.4 or higher, the student will not be allowed to enter the building. Their parents/guardians will need to take them home. If the parents/guardians have already left campus, they will be notified by the office immediately to come pick up their child.

Cleaning Procedures

In addition to the regular cleaning done daily throughout the school, CCS will utilize the following equipment to ensure that classrooms and bathrooms are sanitized:

- Hand Sanitizer Stations
- Foggers
- Lysol Disinfecting Wipes or Spray
- Hydrogen Peroxide Air Filtration Units

All bathrooms will be cleaned a minimum of 3 times daily at approximately 10:00am, 12:00pm, and the end of day. Additionally, each bathroom will be fogged at the end of the day and each class will be further cleaned by the teachers whenever the students leave during the day.

Handwashing Protocols

Frequent hand washing breaks will take place daily in all elementary classes where students will be required to wash their hands for a minimum of 20 seconds. Middle and high school students and employees will be reminded to wash their hands throughout the day for the same length of time especially after using the restroom, being outside, and before/after lunch. All students will be reminded to cover coughs and sneezes with a tissue and to place the tissue in the trash and immediately wash their hands.

Hand sanitizer stations will be available throughout the Annex, Elementary wing, and Logic School wing as well as outside the Library, Computer Lab and Latin Room. Students and staff are also encouraged to bring hand sanitizer from home. To promote COVID-19 protective measures, signs will be posted in highly visible locations and CCS will broadcast daily messages through the daily announcements. Ventilation systems will be monitored on a regular basis to ensure proper operation and the increased circulation of outdoor air as much as possible. Students may wear masks, however they will not be provided by the school. Teachers may request that students wear masks for certain activities and circumstance and parents will be notified in advance if so. Any concerns should be brought to the administration's attention. Masks will be provided for any employees needing them.

Classroom set-up

Based upon classroom configuration and to the extent possible, student desks will face in the same direction and students seated at tables will sit on the same side. Desks will be spaced out to the maximum extent practicable. The sharing of items that are difficult to clean or disinfect will be discouraged. Traditional water fountains will be closed, so students and staff are encouraged to bring water from home. Non-essential student movement throughout the school day will be limited. Outdoor recess will be continued but the number of students gathered in one area will be monitored and separated if necessary.

Specials Classes

Students will still attend the various special classes including computer, music, art, Latin (3rd and up), library, and PE. Students will utilize the Hand Sanitation Stations located either outside the special classroom or in their wing before entering the specials class. They will also use them before returning to their normal classroom.

Chorus Classes

During the first quarter of the school year, music classes will study the great composers, music history, and will be held in open areas such as the Fellowship Hall, Sanctuary, or outside to accommodate distancing. In some cases, music will be held in individual classrooms with any instruments used disinfected between groups.

Lunch

Lunch will continue to be eaten in the Fellowship Hall with no more than 50 students at a time. Children will be given ample space in the lunchroom to maintain healthy social distancing. Students will wash their hands prior to coming to lunch and after clean-up. Each class will be responsible for cleaning the tables used prior to leaving the lunchroom. If the weather permits, teachers will be encouraged to take their students outside to eat.

Chapel

Chapel will continue to take place each Wednesday at 9:15 a.m. but will not involve consolidating all classes in the sanctuary. Instead, classes will view chapel through Google Meets in their classrooms while the administration and school officers will lead chapel while adhering to social distance guidelines.

Visitors

As per previous policy, parents will not be permitted to visit their child in class until after Labor Day to facilitate class dynamics. After that time, the administration will reassess parents visiting the school. As much as possible, conferences and other parent events will be held virtually. Parents will not be admitted for lunch or birthdays. All visitors will be temperature checked in the main office before signing in and receiving a name badge. To avoid excess people in the hallways and classrooms, packages or forgotten student items (such as books, jackets, etc.) must be left at the main office. The items will be delivered to the student by a staff member. **If a student forgets his/her lunch a small lunch will be provided for the day. Other than Chef Advantage, lunch deliveries from outside vendors will not be accepted.** If a student repeatedly forgets to bring lunch, the administration will discuss further policies for that family.

Field Trips

Field trips will not occur during the first half of the school year. In lieu of off-campus trips, in house presentations and/or shows will be scheduled for small groups of students. Field trips will be re-evaluated after the first half of the year.

Covenant at Home

CCS will be utilizing Google Classroom in conjunction with FACTS SIS to offer a parallel virtual learning option that we call "Covenant at Home." **This program will be used during in-person instruction and in the event of class or school closure due to COVID-19.** In preparation for this program, every student has been assigned a Google email account that will give them access to their Google classroom. At the beginning of school, students will be instructed how to access the class page, assignments, turn in work, and utilize Google Meets video conference.

Students will be expected to maintain the same level of decorum and conduct online as they have in the classroom. This includes but is not limited to:

- Posting relevant questions and comments on the page
- Turning assignments by the due date listed
- Using appropriate language and respect to the teacher when engaged online.

When a student or employee suspects or has a positive case of COVID-19

All students and employees must stay home if they have COVID-19 symptoms, tested positive for COVID-19 or had close contact with a person with COVID-19 within the previous 14 days. Employees and parents/guardians are asked to self-report to the office manager/school nurse. Parents must inform the school in writing of a negative test, or provide a physician's release, for the student to return to school before 14 days. CCS will not have perfect attendance awards for the 2020-2021 year. Quarantined students will have access to their education through our online platform “Covenant at Home.”

Parents of students in the same class will be notified if a peer or the teacher is sent home sick and will be asked to monitor their own children. In the event of a positive test, the class and teacher will be quarantined for 14 days and will continue their studies through “Covenant at Home.” If after 14 days, no other student(s) show symptoms, the class will resume in person.

Classrooms where the infected person has been will be deeply cleaned using materials listed above.

When a student or employee becomes ill at CCS

When a student or employee member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in school, the following protocol will be used:

1. The person will be isolated in **Mr. Jordan's office** while they wait to be picked up or until they are able to leave the facility on their own. They will be given any necessary hygiene items, including a cloth mask, facial tissues, and alcohol-based hand rub.
2. The staff that is monitoring the student or employee with symptoms will practice social distancing when possible.
3. The space used for isolation will be closed after the ill person leaves and will be re-opened after proper cleaning and disinfecting.
4. Any areas where the person is known to have been and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment) will be cleaned and disinfected.
5. The person cleaning will wear gloves when cleaning, and wash hands after removing gloves.

General precautions for the cleaning staff after an ill student or employee has been in CCS

The following are general minimum precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.

- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered.
- Laundering should be done as soon as possible and done safely at home.

School Closure Procedures

In the event of a school closure, CCS will utilize the same procedures used for weather closures including:

- A text and email sent via FACTS SIS to every parent.
- An announcement on the school website
- Posts on Friends of Facebook Page

In the event of a state mandated closure, students will be sent home with any necessary supplies and textbooks at the close of the school day.

The policies outlined in this addendum are subject to change based on developments both within and outside the school. Parents are required to submit the written form attached to this document to indicate acceptance of these policies and their responsibilities under these policies.



2020-2021 COVID-19 Parent Acceptance Acknowledgement

I have read and understand the policies and procedures outlined in the COVID-19 Addendum and agree to follow and comply with them with regard to my child/children. I understand that the policies will be evaluated and possibly changed due to the nature of the situation, and that any changes will be communicated to me through the school office. It is my responsibility to remain aware of these policies knowing they are meant to maintain the safety and wellbeing of my child and the staff and faculty of Covenant Christian School

Signature

Date