



Legacy Christian School

COVID-19 Re-Opening
Policies & Procedures

2020/2021

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1. Introduction & Rationale

The COVID-19 virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing this, Legacy Christian School has implemented many safety measures for families, students, and teachers to follow so that we are an important part of reducing the spread of the virus and keeping everyone as healthy as possible while maintaining in-person learning.

The goal of Legacy Christian School's reopening plan is to provide re-entry that fosters the overall health of children, adolescents, staff, and community that we serve. The plan is based on evidence that is currently available from the Center for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the California Department of Public Health (CDPH) and will be monitored as new information or situations arise. We strongly that not opening our school in-person would have a negative impact of the spiritual, mental, behavioral, and developmental health of our students. **This plan will provide the framework for safety when Legacy reopens on September 8, 2020.**

2. Symptoms To Watch For (from the CDC website)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Emergency warning signs include:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

*This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

3. Cleaning and Disinfection

Eliminating transmission points:

- Reduce common touch points by opening internal doors where possible.
- Utilize no-touch disposal receptacles.
- Frequent cleaning of all touch points within each classroom and restrooms throughout each day.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommend providing disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of each day.

Reduction of shared items:

- Each student, in each grade, will be asked to provide items from the teacher's "student supply list" for their sole use within the classroom.
- Individual student supplies will be stored in separate containers labeled with their name.
- Individual student materials within the classroom will be kept separate, when feasible.
- Each classroom is provided with their own array of recess and P.E. equipment.

Cleaning and sanitizing of manipulatives and toys:

- Items that cannot be cleaned and sanitized should not be used.
- Items that have been commonly used will be sanitized at the end of each day.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

4. Cohorting

- Each classroom, students and teacher therein, will remain as one cohort.
- A modified recess, lunch, and P.E schedule has been drafted to allow for each cohort to be dismissed for, and utilize the playground for recess, lunch, and P.E., at staggered times and on a rotational basis.
- Students and teacher within a given cohort will remain together throughout the school day.

5. Entrance, Egress, and Movement Within the School

Arrival/drop-off of children

- Our overarching goal is to limit the inter-mixing of students and adults across different classrooms (cohorts).
- We will continue to plan for curbside drop off and pick up, to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Students will be released to/from their vehicle one at a time.
- We do have a designated entrance and exit point along Dairy Road so please clearly

follow the attached map.

- At both drop off and pick up, please enter from Dairy Road using the driveway marked "ENTRANCE."
- 2nd, 3rd, 4th, and 5th grade students should be dropped off and picked up at breezeway closest to the gym.
- Kindergarten and 1st grade students will be dropped off and picked up alongside the exterior doors parallel to Dairy Road.
- If you have children in multiple grades, please enter the parking lot, drop /pick up any 2nd through 5th graders first and then pull forward to drop/pick up any 1st grader or Kindergarten.
- At drop off, your child will be greeted by their teacher and one of our administrators.
- If you choose to park and walk your child to their classroom:
 - Enter the main church parking lot off of Auburn Ravine Road and park in the lot in front of the church.
 - Parents do need to have a face covering with them and, if you choose to walk into the classroom, a face covering will have to be worn.
 - When you are on campus, please adhere to social distancing guidelines and be prepared to put on a face covering if you are unable to socially distance at any point while on campus.

Departure/pick-up of children

- All students will be picked up in the carpool lines and at the same location as they were dropped off in the morning.
 - Kindergarten and 1st graders will be picked up at the exterior door of their respective classrooms, parallel to Dairy Road.
 - 2nd – 5th graders will be picked up at the breezeway entrance closest to the gym.
- We will adhere to the same flow of traffic at afternoon pick up as we do for morning drop off.
- Parents will not be allowed to walk to class to pick up their child at the end of the school day as we cannot adequately ensure social distancing during that time.

Dismissal of students to recess/PE

- The teacher and students within each cohort will dismiss to times of recess and PE on a pre-determined, rotational schedule and will return to class in the same manner whereas no two cohorts will comingle.

Staff

- Sanitize hands immediately upon arrival then go to campus.
- As per the classroom/cohort rotational recess and lunch schedule, each teacher's break(s) will individually coincide with that of their class.

6. Face coverings and Other PPE

Students:

- Per CDPH guidelines, unless a person is exempt, face coverings are required for students in grades 3 and higher.
- The current recommendation is for children to use a cloth face covering as opposed to other alternate face covering methods.
- **For grades 3 and up:** Students are required to bring a face covering to school with them. The only time students will be required to wear a face covering in the classroom is if the class is engaged in group work (that requires close contact) or any time the student gets up from their desk to move about the classroom. Face coverings will not be required while engaged in physical activity outside or during recess/PE time within the gym.
- If a student arrives to school without a face covering, one will be provided to them by Legacy staff and parents/guardians will be reminded to provide one daily.

Staff:

- Per CDPH guidelines, face coverings are required for all staff.
- During direct instructional time, teachers will be wearing face shields in lieu of a face covering.

7. Health Screenings for Students and Staff

- Staff and students are asked to proactively self-monitor and self-screen for COVID symptoms daily prior to arriving on campus.

Guidelines for onset of illness at Legacy

Student

- We understand that some of the symptoms listed above may be associated with known, pre-existing conditions that are not related to COVID.
- However, in every other instance, students who become ill (with symptoms listed above) during the day will be immediately taken to a separate room and isolated from others until picked up.
- The family will be called to request **immediate pick up** of their child.
- Please contact your healthcare provider for guidance and to determine if COVID-19 testing is necessary.
- If your health care provider determines COVID-19 testing is not warranted, a doctor's note clearing your child to return to school will be required.
- If the student tests negative for COVID, they may return to school after 72 hours AND symptoms have resolved.
- If the student tests positive for COVID, they may return when:
 - It has been 10 days since symptoms first appeared AND they have been 24 hours without a fever AND symptoms have improved.
- If a student is confirmed to have COVID-19 infection, administration will inform parents and fellow employees of their possible exposure to COVID-19 but maintain confidentiality as to

the specific individual infected. The students and teacher within that cohort will be instructed to quarantine for 14 days at home. At that time, distance learning for that cohort will take effect.

Employee

- We understand that some of the symptoms listed above may be associated with known, pre-existing conditions that are not related to COVID.
- However, in every other instance, staff who become ill (with symptoms listed above) should immediately be separated from students, co-workers, parents, visitors, and be sent home.
- Please contact your healthcare provider for guidance and to determine if COVID-19 testing is necessary.
- If your health care provider determines COVID-19 testing is not warranted, a doctor's note clearing you to return to work will be required.
- If a staff member tests negative for COVID-19, they may return to school after 72 hours AND symptoms have resolved.
- If a staff member tests positive for COVID-19, they may return to school when:
 - It has been 10 days since symptoms first appeared AND they have been 24 hours without a fever AND symptoms have improved.
- If an employee is confirmed to have COVID-19 infection, administration will inform parents and fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as to the specific individual infected. The students and teacher within that cohort will be instructed to quarantine for 14 days at home. At that time, distance learning for that cohort will take effect.

Guidelines for onset of illness while at home

- If a child becomes sick at home with COVID-19 symptoms, (listed above), we ask that you keep your child at home, notify the school office, and follow the guidelines listed above.
- If a staff member becomes sick at home with COVID-19 symptoms (listed above), we ask that you remain at home, notify the administrative team, and follow the guidelines listed above.

Students/Staff who have had close contact with a person diagnosed with COVID-19

- Staff or students who have been in close contact, defined as within 6 feet for 15 minutes or more, with a COVID-19 positive individual must be tested for COVID.
- That individuals must quarantine at home for 14 days, starting the day after you had close contact with the COVID-19 positive individual.
- Staff or students who become ill during their 14-day quarantine should follow the "guidelines for onset of illness at home," listed above.

Students/Staff who tested positive for COVID-19 who have home isolated can stop isolation with these conditions:

- At least 10 days have passed since symptoms first appeared **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved

If Legacy has a confirmed case of COVID-19, we will:

- Assign the school's point of contact as Christina Cross, Assistant Principal.
- Notify families and staff of the exposure while maintaining confidentiality.
- Report the confirmed case to the local health department and follow their specific guidelines.
- Determine the date of symptom onset for the student/staff member.
- Determine if the student/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the student/staff member attended/worked during that time.
- Determine who had close contact with the student/staff member at the school during those days. Close contact is defined as "having been within 6 feet for 15 minutes or more."
- Exclude those individuals who have been within 6 feet for 15 minutes or more of the affected individual and follow the quarantine procedures outlined in the sections above titled "onset of illness."
- Close off areas used by the individual(s) with COVID-19.
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. When cleaning:
 - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.

8. Hygiene Practices

Hand hygiene

All students, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food.
- Before and after administering medication or medical ointment.

- After using the toilet.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage.
- After blowing one's nose, coughing, or sneezing.
- After touching or cleaning surfaces that may be contaminated.
- All staff and students will adhere to regular hand washing with soap and water for at least 20 seconds.
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC's
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Hand Sanitizer/Wipes

- Hand sanitizer and hypoallergenic wipes will be provided for each classroom and office space.
- Use of an alcohol-based hand sanitizer will only be practiced when soap and water method is not available.
- Ethyl alcohol sanitizers are recommended. Isopropyl alcohol and methanol are not recommended.

Respiratory Hygiene

- All staff should cover coughs and sneezes with tissues or the corner of the elbow.
- Teachers will encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow.
- Dispose of soiled tissues immediately after use.
- Wash hands with soap and water or use hand sanitizer afterward.

9. Legacy Family/Staff Communication Plan

- Communication is critically important for all school staff and families. Regular communication will continue by the school staff and administrators through email, hard-copy letters sent home with the students, and as well as in person, when necessary.
- The Administrative team will communicate often with anyone coming onto the facility that they must have a face covering with them upon arriving on campus.
 - Legacy's procedure for these persons to enter the facility include:
 - Visitors conducting business must be well without fever or signs of disease
 - Must wear a face covering if:
 - Entering any classroom
 - Social distancing is not possible

10. Physical Distancing

- Based on the CDPH guidelines, classroom environments and what transpires within each class will likely vary from class to class. As such, we will make every effort to maximize distance between students as much as is appropriate and is practicable. In addition, we have arranged for student desks to be 6 feet apart from one another. We have also separated teacher desks at least 6 feet from student desks.
- Teachers will utilize our ample open space throughout the campus for “outdoor learning” as is practical and weather permitting.

11. Potential absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children over the course of the day, it is understandable that absenteeism may increase in employees for those who stay home to care for sick family members or become ill themselves.

- Legacy will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and students.
- Implement plans to continue our essential school functions in case we experience higher than usual absenteeism.
- We’ve cross-trained staff to perform essential functions so school can operate even if key employees are absent.

12. Staff Training and Family Education

- All Legacy staff will be trained and educated on the above-outlined policy and implementation expectations during our in-service time prior to the start of the school year.
- Staff will be given a hard copy of this policy for their record and reference.
- Staff will be expected to encourage and practice the proper hygiene protocol with their students on-going.
- Staff will adhere to the sanitation guidelines, outlined above.
- All Legacy families will be provided a copy of this policy for their record and reference.
- On-going communication will be sent to staff and parents/guardians to re-enforce our health and safety guidelines.
- Due to our small size and limited staff capacity, Legacy cannot guarantee the ability to provide distance learning opportunities for enrolled students who choose to refuse to comply with our policy for on-campus learning and thereby exclude themselves from our educational program.

13. Triggers for Switching to Distance Learning

There may be cause for Legacy to implement a short-term dismissal of a specific class or potentially the entire student body in the event that multiple students and/or staff test positive for COVID-19. This would allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. It will also allow the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- A school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. A school closure may be appropriate when there are multiple cases

in multiple cohorts at school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, and may also depend on the size and physical layout of the school.

- If a short-term dismissal is necessary, we will discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- A short-term dismissal will not include the stopping or reduction of tuition.
- In the event an extended dismissal is required, we will shift to and implement our current distance learning model plan.

14. Tuition

Tuition will be collected when Legacy is open and operating which includes distance learning (if required to move to that model at any point in time).