



## **PACKINGHOUSE CHRISTIAN ACADEMY RE-OPENING PLAN FOR 2020-2021 SCHOOL YEAR**

### **MISSION**

To re-open for the 2020-2021 school year on time and for on campus learning as safely and fully as possible.

### **INTRODUCTION**

The goal of Packinghouse Christian Academy's reopening plan is to provide re-entry that fosters the overall health of children, adolescents, staff, and the community that we serve. The plan is based on information and guidelines presented in the *COVID-19 INDUSTRY STANDARDS GUIDANCE for Schools and School-Based Programs* published by the California Department of Public Health. We hold as true that not opening our school would have a negative impact on the spiritual, mental, behavioral, and developmental health of our students. We trust that this plan will provide a framework for safety when Packinghouse Christian Academy is able to reopen.

### **ONGOING MONITORING OF OUR PLAN**

Packinghouse Christian Academy recognizes that COVID-19 is constantly changing and has assembled a team that will meet on a regular basis to monitor outbreaks within the school, the families we serve, and our community as a whole. This team is made up of the school administrator, faculty/staff, and will include parent/student input. They make recommendations to the church/school leadership and the Board of Elders for any alterations that may be needed.

### **PACKINGHOUSE CHRISTIAN ACADEMY'S 12 CATEGORY PLAN FOR REOPENING**

The following are the categories addressed in our re-opening plan as required by the California Department of Public Health and the California Department of Education:

1. Cleaning and disinfection
2. Cohorting
3. Entrance, Egress, and Movement within the School
4. Face Coverings and other Essential Protective Gear
5. Health Screenings for Students and Staff
6. Healthy Hygiene Practices
7. Identification and Tracing of Contacts
8. Physical Distancing
9. Staff Training and Family Education
10. Testing of Students and Staff
11. Triggers for Switching to Distance Learning
12. Communication Plans



## 1. CLEANING AND DISINFECTION

As a matter of utmost importance, Packinghouse Christian Academy has engaged a high quality, reputable cleaning and sanitization company to provide deep, thorough, comprehensive, detailed, state-of-the-art cleaning of the school immediately prior to the first day of school, and to thereafter regularly sanitize the school to mitigate the possibility of transmission infection on school surfaces. A regular cleaning schedule will be used throughout the school year with emphasis on high touch surfaces. We will minimize use of our site resources that necessitate sharing or touching items. Staff will clean and disinfect frequently-touched surfaces at school and all frequently touched areas within and outside of school grounds including but not limited to door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs, benches and equipment. We will limit the use of sharing objects, toys, games, art supplies, and playground equipment. When shared, these things will be cleaned afterward. We will establish a cleaning and disinfection schedule to avoid under or over-use of cleaning products.

Disinfecting products will be approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow all product instructions. We will make sure the appropriate dilution rates and contact times listed for each product is followed and provide training on the chemical hazards and how to read manufacturer directions. Ensuring proper ventilation during cleaning and disinfecting while also airing out the areas before children are present will be priority.

We will look for products that list asthma-safe ingredients, like hydrogen peroxide or citric acid, as recommended by the US EPA Design for Environment program. All cleaning products will be kept out of the reach of children at all times and will be stored in a space with restrictive access (locked closet). Our custodial staff and any other workers who clean and disinfect the school site will be equipped with the proper protective equipment necessary for each task.

We are looking into using portable high-efficiency air cleaners to place in each classroom and chapel areas. We will be regularly checking our ventilation and filters in all areas of the campus. We will also be monitoring and maintaining our water systems and features to make sure they are safe to use and will replace as needed.

## 2. COHORTING

Packinghouse Christian Academy will utilize the cohort model to the greatest extent possible in order to minimize the comingling of students across grade levels. This will make it feasible to do contact tracing if a student gets COVID-19.

The elementary grades fall naturally into cohorts since we only have one small class at each grade level. For example, the 1<sup>st</sup> grade class (approximately 16 students) will spend the entire day in their own classroom, will attend recess and lunch with only their own class, and will be separated from other classes at outdoor dismissal time.

Once we resume on-campus instruction, our middle/high school students will also follow the cohort model. Rather than students rotating from room to room, they will stay in one room all day and teachers will rotate. This will greatly minimize the use of frequently touched surfaces by multiple groups and facilitate contact tracing if COVID-19 cases arise.

## 3. ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Space will be maximized between students and between students and adults to the greatest extent practicable during arrival, departure, and within the school. Due to our very small student enrollment, there is not a need to stagger arrival times. Student arrival is naturally staggered during the time our before-school care opens at 6:45am



and the beginning of the school day at 8:30am. The entrance gate will be propped open and supervised to minimize shared contact with the gate surface. Temperatures will be taken at the gate as well so that parents are present and can be immediately notified if their child has a fever of 100.4 or higher.

Departure time will be staggered as follows:

K-1 2:30 dismissal

2-3 2:45 dismissal

4-5 3:00 dismissal

Movement on campus during the school day will be coordinated to minimize close contact with students outside a class' cohort to the extent practicable.

#### 4. FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings will be used in accordance with CDHP guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments or in areas where physical distancing alone is not sufficient to prevent disease transmission.

Age	Face Covering Requirement
K-2 <sup>nd</sup> Grade	Recommended, but not required
3 <sup>rd</sup> Grade-12 <sup>th</sup> Grade	Required, unless exempt
Staff and other adults	Required, unless exempt

We will emphasize the following:

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff will frequently be reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training will also include policies on how people who are exempted from wearing a face covering will be addressed.
- Face coverings should be removed from meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a face coverings is temporarily removed, it will be place in a clean paper bag marked with the student's name on it.
- In accordance with CDHP guidelines, students will be sent home if they refuse to wear a face covering (if not exempt) and will join the PCA distance learning program.
- Regarding staff, all staff must wear face coverings. However, face shields may be used while in a classroom for teaching purposes as long as the wearer maintains physical distance from others.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Gloves will be worn by those who are screening others for symptoms.



**5. HEALTH SCREENINGS FOR STUDENTS AND STAFF**

Packinghouse Christian Academy will maintain a strict exclusion policy for symptomatic students and staff. Staff will be provided with information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day. While students and staff will be screened upon entering campus, based on the steps below, parents and caregivers are ultimately responsible for the screening of their children, daily, at home, prior to entering campus. A checklist will be provided for them to do daily screening before arriving at school.

The following will be used to screen students and staff:

- Temperature checks will be conducted upon entering the campus using no-touch thermometers. Students or staff with a fever of 100.4 degrees or higher will be sent home.
- Visual wellness checks/screening of all students and staff will be conducted throughout the day and procedures will be established for parents to monitor wellness at home.
- All adults and students will be asked if they or anyone in their home is exhibiting COVID-19 symptoms.

Policies and training will be implemented to ensure that students and staff feel encouraged to stay at home without fear of reprisal and that there is no discrimination against students who are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

**Screening procedures summarized:**

Student or Staff with:	Action
No symptoms/no exposure	<ul style="list-style-type: none"> <li>• Proceed to school/work</li> </ul>
Exposure, but no symptoms	<ul style="list-style-type: none"> <li>• Cannot go to school/work</li> <li>• Home for 14 days since exposure</li> </ul>
Diagnosis, but no symptoms	<ul style="list-style-type: none"> <li>• Cannot go to school/work</li> <li>• Home for 10 days since positive COVID-19 test</li> </ul>
At least 1 symptom	<ul style="list-style-type: none"> <li>• If confirmed diagnosis other than COVID-19, follow normal school policies to return to school/work</li> <li>• If person has been tested and received a negative COVID-19 test, may return to school/work as long as there has been no fever and they have felt well for 24 hours</li> <li>• If confirmed positive COVID-19 or person has not been tested, they may not return to work/school for 10 days since first symptoms, at least 24 hours since last fever, AND 3 days of symptom improvement</li> </ul>



## 6. HEALTHY HYGIENE PRACTICES

We will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff, including emphasis of the following:

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside and tissue or their elbow.
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation or art; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" or not necessary and will not be recommended.
- Staff should model and practice handwashing. For example, for elementary grade levels, bathroom time will be used as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Handwashing is more effective than hand sanitizer and will be emphasized.
- Ethyl alcohol-based hand sanitizers are preferred and will be used when there is the potential for unsupervised use by children.

We will develop routines enabling students and staff to regularly wash their hands at staggered intervals.

We will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.



## 7. IDENTIFICATION AND TRACING OF CONTACTS

The following table (as shown in *the San Bernardino County COVID-19 Response Guidance for K-12 Schools* document) indicates protocols in the event that a student or staff member gets COVID-19, is exposed to COVID-19, or has symptoms related to COVID-19:

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
<b>1</b>	COVID-19 Symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc)	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see #3, if negative, see #4)</li> </ul>	No action needed
<b>2</b>	Close contact with confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 14 days from last exposure</li> <li>• Recommend testing</li> <li>• School/classroom remains open</li> </ul>	Consider school community notification of a know contact
<b>3</b>	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts, quarantine, and exclude exposed contacts for 14 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of contacts</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	School community notification of a known case
<b>4</b>	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	Consider school community notification if prior awareness of testing

Packinghouse Christian Academy will follow the 4-Steps of Contact Tracing as shown in *the San Bernardino County COVID-19 Response Guidance for K-12 Schools* document:

<b>1</b>	Initial notification of the person with potential exposure/positive case: Contact tracing will be initiated as soon as possible after a person with potential exposure/positive case is identified.
<b>2</b>	Interview with person with potential exposure/positive case: Interviews will include a discussion about confidentiality. Information will be collected regarding the timeline of exposure and instructions will be given on steps to mitigate spread.
<b>3</b>	Locate and notify contacts who may have been exposed to COVID-19: They will be informed of their contact status and what that means. We will assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.
<b>4</b>	Monitor Contacts: Follow-up will be conducted with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms.



## 8. PHYSICAL DISTANCING

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic. However, strict physical distancing will be emphasized to the greatest extent practicable.

When students are in the classroom, to the extent possible, Packinghouse Christian Academy will arrange the classroom furniture to leave as much space as possible between students. Smaller class sizes, if feasible, will aid in physical distancing. When weather permits, consideration will be given to having classes outside.

Large gatherings/assemblies will not take place for the immediate future, including Back to School Night, weekly chapels (unless they can be safely done in the outdoor amphitheater), and special events and assemblies. Chapel may be done through alternative methods such as live-streaming or small group gatherings.

Lunch breaks and times may be staggered during the first few weeks of school. Hand hygiene will be performed prior to and after lunch breaks, and as weather permits, lunch breaks will take place outside.

During outdoor activities, such as recess, physical distancing will be encouraged, but not strictly enforced. Students will be required to perform hand hygiene prior to sports activities/outdoor play/playground use. Sports and physical education classes will take place as per past Packinghouse Christian Academy practice. Sports equipment (e.g. balls, hockey sticks etc.) will be cleaned at the conclusion of the activity.

Student seating and desks will be given the maximum space between each other. Teachers/staff desks will be kept at 6 feet away from students using markings on the floors or partitions as needed. We will be redesigning activities for smaller groups as necessary and practical as well as our daily activities such as turning in assignments. We will have a plan of instruction available for both indoor and outdoor movement spaces that will be easy for students' parents and staff/teachers to understand. Privacy boards or clear screen will be utilized to the greatest extent practicable to increase and enforce separation between staff and students.

## 9. STAFF TRAINING AND FAMILY EDUCATION

Packinghouse Christian Academy will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- For workers, COVID-19 specific symptom identification and when to seek medical attention
- Packinghouse Christian Academy's plan and procedures to follow when children or adults become sick at school
- Packinghouse Christian Academy's plan and procedures to protect workers from COVID-19 illness

Staff training and family education will consist of written communication, pre-recorded videos, live-stream training, and in person when social distancing is possible.



## **10. TESTING OF STUDENTS AND STAFF**

See above (7. Identification and Tracing of Contacts) for steps to identifying potential exposure/positive cases and testing procedures as well as protocols to follow while waiting for test results.

Staff will be routinely tested, as is practicable and feasible, to help detect asymptomatic infections. Staff will be referred to their primary care provider or other local resources for testing.

## **11. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

If there is a confirmed case of COVID-19 confirmed in a class/cohort, the rest of the cohort will switch to distance learning for 14 days from the last exposure. If multiple classes have confirmed COVID-19 cases, the school will switch to distance learning for a period of 14 days. During the period of distance learning, the school will be thoroughly cleaned and disinfected.

## **12. COMMUNICATION PLANS**

See above (7. Identification and Tracing of Contacts) for steps to identifying potential exposure/positive cases and when communication is necessary. If there is a confirmed COVID-19 case on campus, the following will be notified:

- Church/School leadership
- Parents
- Staff
- Public Health School Liaison (County of San Bernardino)

## **SUMMARY**

It is the goal of Packerhouse Christian Academy to return to on campus learning as soon as it is safe and legal to do so. We feel, with strong conviction, that a return to campus is in the best interest of students and their academic, emotional, physical, and spiritual health.

