

Carlisle Christian Academy
COVID Health and Safety Plan



2020-2021 School Year

(Updated on August 18, 2020)

CCA 2020-21 School Opening Announcement

Carlisle Christian Academy (CCA) is excited to be opening the school this fall for in-person instruction! The 2019-2020 school year was difficult, and we recognize that it was not ideal to have online and distance learning instruction for the last marking period. I am grateful for everyone who put their best foot forward and made the most of a challenging situation. We learned a lot through that experience, and as we look to the future we are preparing for great challenges but hoping for the best.

On June 3, 2020, the PA Department of Education released their Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools. Critical to schools reopening is the development of a Health and Safety Plan that will address the school's specific operational response to keep students and staff safe and mitigate against the spread of the COVID-19 virus.

Our approach is being designed to maintain safety in the building while also having contingency plans in place for educational continuity in the event the school should need to close the facility. As with any policy, we will be closely monitoring the effectiveness of our approach and will make changes as deemed appropriate.

We understand that this has been a difficult situation for everyone and we believe that our close partnerships with families will ensure our success as we work together to navigate through these challenges.

Above all, we are holding fast to our mission to inspire individual students through the spiritual foundation, academic studies, physical training, and social consciousness required to provide Godly leadership in their families and communities. I believe that now, more than ever, we must remain focused on this God-ordained mission so as to ensure a bright future for our children and our children's children.

Blessings,

James J. Koser
CCA Administrator

Pennsylvania's Phased Reopening Plan for Schools

The state of Pennsylvania has categorized reopening into three phases: red, yellow, or green. Each phase has specific designations of what the school's Health and Safety plan must address. The following is summary of the required designations that must be addressed in the Health and Safety Plan in each phase (please refer to the PA Dept. of Ed. for the entire list).

Green Phase Designations- Schools may be open if they address the following:

- Identification of a pandemic coordinator or pandemic team
- Steps to protect children and staff at higher risk for severe illness
- Steps to take in relation to isolation or quarantine when someone becomes sick
- Expectations for the posting of signs
- Procedures for cleaning, sanitizing, and disinfecting learning spaces
- Procedures for the safe use of cafeteria and other congregate settings
- Protocols for sporting activities
- Training all faculty and staff on the implementation of the Health and Safety Plan
- Development of systems for ensuring communication with families

Yellow Phase Designations- Schools may be open if they address all aspects of the Green Phase plan plus the following:

- Processes for monitoring students and staff for symptoms and history of exposure
- Guidelines for when an isolated or quarantined individual may return to school
- Guidelines for hygiene practices
- Guidelines for the use of face coverings
- Protocols for classroom/learning spaces to allow for 6 feet of separation to the maximum extent possible
- Procedures for restricting the use of cafeteria or other congregate settings

Red Phase Designations- Schools remain closed for in-person instruction. Instruction will be provided through remote learning platforms. CCA will implement its Educational Continuity Plan.

COVID-19 Health and Safety Plan

Introduction

Our COVID-19 Health and Safety Plan as developed to promote the well-being of all individuals within the CCA Community. However, anyone using this document should understand the document's limitations, and rely on his or her judgment, or as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any situation. This is a rapidly evolving situation and more research is needed. At this point in time, it is not feasible to write definitive rules that will apply to every scenario. In certain situations, deviations from these methods may be appropriate, based on the circumstances of the situation and the professional judgment of the professionals involved. Common sense should prevail in all cases and respect for one another will remain a high priority despite potentially differing opinions.

Section 1- Identification of a Pandemic Response Team

Carlisle Christian Academy (CCA) has developed a Pandemic Response Team that is responsible for the oversight and implementation of the CCA Health and Safety Plan. The Pandemic Response Team will consist of the following individuals with corresponding roles:

Head Administrator- Will serve as the Pandemic Team Coordinator and oversee all aspects of the Health and Safety Plan.

Secondary Principal- Will serve as the Substitute Pandemic Team Coordinator in the absence of the Head Administrator. Will communicate with Head Administrator to address COVID-19 related concerns.

Office Manager- Will serve as the point of contact for families with COVID-19 related questions or concerns. Will also serve to assist in the monitoring of student health and safety.

Director of Technology- Will serve to assist in technology related aspects of the school's educational continuity plan.

Section 2- Steps to protect children and staff at higher risk for severe illness

CCA is committed to helping to protect children and staff who are at a higher risk for severe illness. Staff and families should notify the Pandemic Coordinator if they believe they have a higher risk for severe illness. Accommodations may be implemented that will reduce exposure to other individuals and increase physical spacing in classrooms. Accommodations may also be made for high risk students to utilize virtual instruction as a means for attending classes. Children and staff at a higher risk for severe illness will be handled on a case-by-case basis.

Section 3- Processes for monitoring students or staff members for symptoms and history of exposure

CCA is requiring parents to monitor their child’s health prior to sending them to school each day. Parents should use the following chart to determine if it is appropriate to send their child to school or not:

Group A 1 or more symptoms	Group B 2 or more symptoms
Cough Shortness of breath Difficulty breathing New olfactory disorder New taste disorder	Fever (measured or subjective) Chills Rigors Myalgia Headache Sore throat Nausea or vomiting Diarrhea Fatigue Congestion or runny nose

Stay home if, you or the student:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

Additionally, CCA will conduct daily screenings of all individuals who enter the school building. During the screening process, all individuals should wear a mask or face covering during this process. These screenings may consist of the following measures:

- A visual inspection of the individual for signs of illness, consistent with the chart above.
- A temperature check with contactless thermometer
- Screening questions to determine exposure risk to COVID-19

Following the daily screening process, individuals should wash or sanitize their hands before proceeding into the school.

CCA staff will continue to monitor students throughout the school day. Students who display signs or symptoms of illness may have their temperature checked by staff.

At any point that a student or staff member displays symptoms or a history of exposure, steps will be taken in accordance with Section 4 of the Health and Safety Plan.

Section 4- Steps to take in relation to isolation or quarantine when a student or staff member becomes sick or demonstrates a history of exposure

If a student or staff member becomes sick and displays symptoms consistent with COVID-19, as outlined in Section 3, that individual will be immediately isolated from the rest of the school population and will be required to leave the school as soon as possible.

Individuals sent home from the school should follow the guidelines established in Section 5 of the Health and Safety Plan to determine when they may return to school.

Areas of the facility that were used by the sick person will be closed off until they can be properly cleaned and sanitized in accordance with the guidelines established in Section 13 of the Health and Safety Plan.

Section 5- Guidelines for when an isolated or quarantined individual may return to school

Isolation and quarantine measures are necessary to reduce the spread of COVID-19 and to keep the community safe. According to the CDC, isolation should be used to separate people who have a confirmed case of the COVID-19 virus or are displaying symptoms of possible COVID-19. These people may be symptomatic or even asymptomatic. Anyone who has the COVID-19 virus or is displaying symptoms must stay home and isolate and should contact the school office.

An evaluation by a healthcare provider is recommended for any staff member or student who is sent home with symptoms consistent with COVID-19.

Symptomatic individuals not tested may return to school after 10 days from symptom onset AND at least 24 hours after fever resolution (without use of fever reducing medication) AND improved respiratory symptoms.

Symptomatic individuals that are clinically cleared by a qualified health care provider or who test negative for COVID-19 may return to school after being afebrile for 24 hours (without use of fever reducing medication) AND symptoms are improving.

Individuals who test positive for COVID-19 should isolate at home for 10 days and follow recommendations from public health officials before returning to school.

According to the CDC, quarantine measures should be taken to keep people separated who might have been exposed to the COVID-19 virus but the presence of the COVID-19 virus is not confirmed and symptoms are not being displayed. Anyone who believes they may have been exposed to the COVID-19 virus must stay home and quarantine and should contact the school office. People who self-quarantine may return to school after 14 days have passed since the possible exposure.

Section 6- Guidelines for hygiene practices

Good hygiene practices will help in decreasing the spread of COVID-19. These practices include both hand hygiene and respiratory etiquette. CCA staff will work to promote these healthy behaviors through proper instruction, monitoring of hygiene practices and reinforcement of desired behaviors.

Teachers will instruct students on the proper handwashing procedures according to CDC guidelines and assess students understanding of these procedures and their importance. Teachers will schedule monitored handwashing times or hand sanitizing times when deemed appropriate. These times may include, after recess, after activities with shared objects, before lunch and periodically throughout the day.

Teachers will also instruct students on respiratory etiquette, including the covering of sneezes and coughs. Teachers should assess their student's understanding of this etiquette and its importance. Tissues and hand sanitizer will be available in the classroom for staff and student use as supplies are available. Students are encouraged to have their own individual hand sanitizer to carry with them if desired.

Section 7- Protocols for classroom/learning spaces

Students will be physically spaced throughout classrooms to allow for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible. If physical separation to this degree is not feasible, classroom occupancy will be no greater than 50% of standard classroom occupancy.

Classroom desks will be placed so that all desks face the same direction. If tables are used instead of desks, students will be seated at the ends of tables and sneeze/cough guards may be utilized to increase protection.

Section 8A- Procedures for the safe use of cafeterias and other congregate settings (applies to green phase)

If Cumberland County is in green phase, CCA plans to use its gym/multipurpose space for morning worship time, lunch, chapel services and other special services. The gym space will also be used for sports team's practices and games after school hours. The gym space will not be used for morning arrival gathering as students will report directly to homeroom.

When the gym space is in use, students will be spread throughout the gym in order to maximize space between students. This includes using additional tables at lunch time to increase space. Additional time will be created between lunch groups in order to allow for cleaning and disinfecting of lunch tables before the next lunch group arrives. Lunch groups that eat together at the same time will be as follows:

- Kindergarten, First Grade, Second Grade
- Third Grade, Fourth Grade, Fifth Grade
- Middle School and High School

The maximum occupancy of people that could be spaced out in the gym space following classroom guidelines is 135 people.

Section 8B- Procedures for restricting the use of cafeterias and other congregate settings (applies to yellow phase)

If Cumberland County is in yellow phase, CCA will restrict the use of its gym/multipurpose space. Morning worship time will be conducted in individual classrooms. Lunches will be eaten in the classrooms. Chapel services will be live streamed into classrooms. The gym space may still be used for sports teams' practices and games after school hours.

Section 9- Guidelines for the use of face coverings

Face coverings may be useful in limiting the spread of the COVID-19 virus. Face coverings will be most useful in situations where physical distancing is difficult to achieve. Face coverings have been mandated for students by the PA Department of Education.

CCA will require the use of face coverings whenever physical distancing cannot be achieved. This includes during the screening process, while students are moving through hallways and while using the restrooms. CCA will be capping its classroom sizes in order to maximize space and maintain 6 feet of distance between students in the classroom. This will allow for students to receive instruction at their desks and not be required to wear masks. Students will be encouraged to use face covering while participating in classroom activities where physical distancing cannot be achieved, such as when working in small groups. However, teachers will work to achieve physical distancing in classrooms to the maximum extent feasible in accordance with sound classroom and instructional practices in order to minimize the use of face coverings. Faculty and staff who are in close proximity with students will be required to use a face covering unless the use of a face covering would exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns.

Face coverings must be appropriate for a Christian school setting at the discretion of the Administrator.

Section 10- Methods for limiting the interactions between groups

Groups will remain static as much as possible and cohorts will be implemented for as many classes as possible. Interaction of grade levels will be limited to the least amount possible throughout the day. Teachers should help to coordinate the staggering of student groups walking through the hallways.

Additionally, CCA will adjust its elementary specials schedule so that whenever possible these classes are conducted in their regular classrooms. The specials teachers will rotate to each class rather than have each class use the same art and music classroom.

Section 11- Procedures for limiting the use of shared objects

Faculty and staff will discourage the sharing of items that are difficult to clean or disinfect. Each child should keep their belongings separated from others and keep these belongings in their designated desk, cubbies or locker area. Students should avoid sharing electronic devices, phones, toys, books, games or other belongings.

Teachers will ensure adequate supplies to minimize the sharing of high touch materials. Materials that may be used across multiple groups should be disinfected between use.

If shared objects are used, teachers or staff supervising the activity should provide opportunity for students to wash their hands immediately following the use of the shared objects.

Section 12- Expectations for the posting of signs

Signs will be posted in highly visible areas of the school that will promote everyday protective measures and describe how to stop the spread of germs. These signs will be placed at school entrances and in each classroom. Signs that display proper handwashing will be posted in each restroom.

Signs related to the safety of employees in the workplace will be displayed in the employee workroom.

Section 13- Procedures for cleaning, sanitizing, and disinfecting learning spaces

CCA will continue to use a contracted cleaning service each day to ensure proper cleaning and disinfection of the school. Additionally, CCA staff will clean and disinfect frequently touched surfaces within the school on a routine basis of up to two times per school day. Frequently touched surfaces may include door handles, sink handles, toilet handles, drinking fountains and other surfaces. Teachers will also develop a schedule for cleaning and disinfecting frequently touched surfaces in their classrooms, including desks and tables. Cleaning products will meet EPA disinfection criteria and will be safely stored.

Section 14- Protocols for sporting activities

CCA sports teams should also take precautionary measures to help prevent the spread of COVID-19. CCA will conduct its sports programs if Cumberland County is in the green or yellow phases of the PA Plan for Reopening. CCA will not conduct its sports program if Cumberland County is in the red phase. Contests against other teams may be cancelled if the counties they are from are in the red phase. The reopening of the sports program will also be contingent upon decisions made by the PCAC Conference.

Coaches should work with the athletic director to ensure that teams are following safety protocols. Players that have been in school throughout the day will not need to be re-screened. However, players that are arriving to CCA for practices that were not screened earlier at school should be screened by coaches according to the guidelines in Section 3 of the Health and Safety Plan. This screening should be performed prior to any physical exertion. Coaches should also follow the guidelines of Section 4 of the Health and Safety Plan if a player becomes sick or displays symptoms.

Coaches should promote healthy hand hygiene and players should wash hands before and after practice. Hand sanitizer will also be provided during practices for players to use.

Players must provide their own water bottles and should never share these with other players.

During times when players are not actively participating in practices or games, teams should practice social distancing to the maximum extent feasible. When players are not actively engaged in activity and cannot achieve social distancing, the use of face coverings is recommended.

Coaching staff and other adult personnel should wear face coverings (masks or face shields) at all times, unless doing so jeopardizes their health.

Players should avoid handshakes, high-fives, fist bumps and other forms of physical contact whenever possible.

Sports equipment should be disinfected following practice.

CCA will adhere to occupancy guidelines for its gym facility during home games. Current standards limit gatherings to 25 people indoors and 250 people outdoors. Additionally, total occupancy cannot exceed 50% of the maximum occupancy. Due to these guidelines, spectators and visitors will not be permitted to indoor sporting events.

CCA will communicate the expectations put in place by opposing teams for away games once that information is provided to the athletic department. It is unclear if CCA will be able to obtain bus transportation for away games and parents should expect needing to arrange transportation for their own child.

Section 15- Training of all staff on the implementation of the Health and Safety Plan

An in-depth review of the Health and Safety Plan will be conducted with staff during in-service trainings before the start of the school year. Additionally, staff will be trained on best practices related to the cleaning and disinfection of surfaces.

Any new employee that begins working at CCA after the school year begins will be given a training on the implementation of the Health and Safety Plan by the Pandemic Coordinator as part of the orientation process.

Section 16- Communication with Families

Communication with families through the COVID-19 pandemic crisis is critical to ensure success of our plan. The CCA COVID Health and Safety Plan will be posted on the CCA website and emailed to families for review. Upon announcing the safety plan, families will have 14 days to review the policy and determine if they would like to make changes to their registration.

The COVID-19 pandemic has been a rapidly changing situation with new information emerging throughout the situation. If new information emerges that prompts a change to the COVID Health and Safety plans, these changes will be communicated to families via email for review and the new plan will be posted on the CCA website.

Staff and families will be notified via email if there is a confirmed case of COVID-19, however personal information will remain confidential. Included in this communication will be the school’s determination about continuing in-person instruction or transitioning to online instruction. These determinations will be made in accordance with the PA Department of Health and PA Department of Education best practice guidelines. Current guidelines are:

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a 14-day period:	Number of Cases of COVID-19 Within a 14-day period:	Number of Cases of COVID-19 Within a 14-day period:
	1 student or 1 staff	2-4 students/staff in same school building OR <5% of total number of students/staff in a school building are cases OR Multiple school buildings with individual cases who are not household contacts	5+ students/staff in same school building OR ≥5% of total number of students/ staff in a school building are cases OR Multiple school buildings with 2-4 cases who are not household contacts
Low	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct 	<ul style="list-style-type: none"> Close school(s) for 3-5 days* Clean area(s) where cases spent time Public health staff will direct 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct

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	close contacts to quarantine	close contacts to quarantine	close contacts to quarantine
Moderate	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 5-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Substantial	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>

**When an entire school is recommended to close, lengths of closure time will vary by level of community transmission and number of cases. This allows public health staff the necessary time to complete case investigations and contact tracing, and to provide schools with other appropriate public health advice like cleaning and disinfecting.*

Appendix I

PARTICIPATION AGREEMENT ADDENDUM

I acknowledge that participation in any and all Carlisle Christian Academy events involves risk to the participant (and to the participant’s parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in any and all Carlisle Christian Academy events (the “activity”), the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to as the “activity sponsor”). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

Date: _____

Name of student: _____

Name of parent/guardian: _____

Signature of parent/guardian: _____