

SCHOOL YEAR 2020/2021
A GUIDE FOR HCA FAMILIES

HOPE CHRISTIAN ACADEMY

This document outlines Hope Christian Academy's plans for safely reopening 1st -5th grades. In addition, to providing remote learning for those families that choose this option. Our plans are the result of months of extensive research and strategic conversations among the school's campus leadership, faculty, staff, parents, and medical experts. This is a continual process and HCA plans to ensure compliance on every level. Our reopening plan will prioritize the health and safety of students and staff and lend itself to flexibility as guidelines and data change frequently.

The school has been completely sanitized and CDC guidelines will be adhered to and exceeded. School will be different this year as social distancing will be in place. There will also be some modification to routines and activities. Below you will find the implementations that will take place this school year.

Cleaning and Disinfection

Hope Christian Academy has implemented enhanced cleaning and sanitization procedures. Shared surfaces will be minimized by assigning each student their own workspace. Students will not share items such as crayons, pencils, markers, headphones, etc. They will utilize materials that will solely be touched by them. Hospital grade antimicrobial products will be used to clean surfaces throughout the day. The school day will also be shortened by 15 minutes to allow staff extra time to clean the school facility. There will be shoe sanitizing mats located at the entrance of the school. Students will be required to clean shoe soles prior to entrance and before leaving. High traffic areas will be cleaned throughout the day using best practices advised by the CDC and local health authorities. Classrooms will be well equipped with hand sanitizer and cleaning wipes.

Cohorting

Students will remain with their same peer group for the duration of the school day. Classes will be kept small and stable. They will stay with the same teachers as well. School assemblies will either be held outdoors or held virtually.

Entrance, Egress and Movement within the School

School hallways will no longer be utilized. Parents will drop students off at their classroom door that opens to the outside (not the hallway). During arrival, parents and students will maintain their distance from others. Parents will remain outside during sign-in. Only students will be allowed in the classroom. Their temperature will be taken, logged, and a health questionnaire will be executed.

Students will be spaced out inside of the classroom as much as possible. Students will not share materials. Outside, during recess, lunch and P.E. students will be introduced to games that allow for distancing. Students will eat outside (weather permitting). Students will be spaced out on lunch benches and not seated directly across from one another.

Students may also bring a picnic blanket to place on grass so distancing can continue, and outdoor areas will be maximized. Please send ample water to school with your child as water fountains and bottle fillers will not be in use. Clearly label student's water bottle, and take home daily to wash and return the following day.

Dismissal is at 2:45pm. This creates an extra window of time for staff to clean. Enhanced cleaning measures will be in place.

All meetings will be modified. Specific instructions will be distributed closer to the meeting times. Thanksgiving Feast has been canceled for this school year. Information about Spring Sing and Open House will be distributed later in the school year.

Field trips will be postponed until further notice.

Due to COVID-19, birthday celebrations in the classrooms will adhere to the following guidelines. Birthday treats should be prepackaged items only and sent to school with the child. No parents or other visitors will be in attendance for the celebration. Per usual, birthday celebrations must be pre-arranged with the classroom teacher.

Parent-teacher conferences will be held virtually. Parents and teachers will work together to schedule a time that works well.

Face Coverings and Other Essential Protective Gear

Faculty, staff and students in 3rd grade and up will be required to wear a cloth face covering and/or face shield as mandated by our state. Students in the 3rd grade and above will wear face coverings during transition periods such as entering and exiting the school. It is recommended that students in 2nd grade and under wear one. According to CDPH a cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one.

Health Screenings for Students and Staff

HCA will record each student and staff's temperature daily. Anyone who has a fever (over 100.0 degrees) will not be allowed on the school campus and must stay home 3 days after fever subsides. In order to come to campus each day, students and staff must be able to answer negatively to the following questions:

-Do you have any of these life-threatening symptoms?

Bluish lips or face

Severe and constant pain or pressure in the chest

Extreme difficulty breathing (such as gasping for air or being unable to talk without catching your breath)

Severe and constant dizziness or lightheadedness

New serious disorientation (acting confused)

Unconscious or very difficult to wake up

Slurred speech or difficulty speaking (new or worsening)

Seizures

Signs of low blood pressure (too weak to stand, lightheaded, feeling cold, pale, clammy skin)

-Are you feeling ill?

-In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?

Anyone with COVID-19 symptoms will be asked to stay home and contact their health care professional for further guidance. If a student develops symptoms while on campus, the student will be isolated and swift pick up will be arranged.

Healthy Hygiene Practices

Hand washing will be required as students enter the classroom for the day, after and before eating, after using the restroom and as needed. Hand sanitizer will be applied as needed throughout the day. Children and staff will wash their hands for at least 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Students will be taught the following personal protective measures:

- Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes.
- Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.

Identification and Tracing of Contact

Anyone who has been in contact with someone who reports they are COVID positive will be notified immediately. Those who have been in contact with someone who is COVID positive are asked to self-quarantine for 14 days. We ask all families to notify Hope Christian Academy if a student comes in contact with someone who is COVID positive outside of school as well. Names of positive COVID individuals will be kept confidential.

Physical Distancing

Signs and posters will be posted and arranged around campus to help students remember to keep physical distance. Signs will indicate appropriate spacing when waiting in line when arriving to campus and waiting in line for the restroom.

Class sizes will be limited to ensure for proper social distancing whenever possible. Some school events will be postponed, canceled, or re-envisioned to maintain the health and safety of the HCA community. Teacher desks have been moved for compliance to being a minimum of six feet away from student desks.

Staff Training and Family Education

All staff training will be held virtually or utilizing physical distance. HCA will continue to disseminate information regarding best practices during this season. Each staff member is knowledgeable about the California Department of Public Health's COVID-10 Industry Guidance: Schools and School-Based Programs. HCA is committed to the health and safety of its community and plans to adhere to and exceed, where possible, the safety measures put in place by CDPH.

Testing of Students and Staff

Hope Christian Academy will provide ample accommodations for students and staff that need to take time away from school to be tested. All students and staff that have completed COVID-19 Testing based on exposure, possible exposure, or due to showing potential symptoms must provide doctor clearance prior to returning to campus.

Triggers for Switching to Distance Learning

When HCA is granted permission by the state to reopen and it becomes necessary to reclose, we will swiftly pivot to an online platform that students will be familiar with. High quality live daily education will be provided. Distance learning will occur if 5% of the student body tests positive for COVID-19. Distance learning will also occur when 5% of the staff tests positive for COVID-19.

Communication Plans

HCA is committed to keeping up to date with all CDC guidelines and communicating our implementation of them to all HCA families. School Administration will provide written communication to students, staff, and parents regarding school cases and possible exposure within the parameters of FERPA and HIPAA requirements.

FALL 2020

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Hope Christian Academy plans to reopen for Fall 2020. The school has been completely sanitized and CDC guidelines will be adhered to and exceeded. School will be different this year as social distancing will be in place. There will also be some modification to routines and activities. Below you will find the implementations that will take place this school year.

Cleaning and Disinfection

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There will be shoe sanitizing mats located at the entrance of the school. Students will be required to clean shoe soles prior to entrance. High traffic areas will be cleaned throughout the day using best practices advised by the CDC and local health authorities. Classrooms will be well equipped with hand sanitizer and cleaning wipes.

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place on grass so distancing can continue and outdoor areas will be maximized. Please send ample water to school with your child as water fountains and bottle fillers will not be in use. Clearly label student's water bottle and take home daily to wash and return the following day.

The school day has been shortened by 15 minutes. Dismissal is now at 2:45pm. This creates an extra window of time for staff to clean. Enhanced cleaning measures will be in place. Parent orientation will be modified. Specific instructions will be distributed soon. Thanksgiving Feast has been canceled for this school year. Information about Spring Sing and Open House will be determined later in the school year.

Field trips will be postponed for after January 2021. On the first and third Friday of each month, Hope Chapel distributes food to the community. Community participants will NEVER have contact with students at HCA. On the first Friday food distribution, a drive through drop off for students will be in place. School staff will escort students to their class. On most third Fridays of food ministry there will be an in-service staff day and students will not be in attendance as they will be learning distantly.

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- Extreme difficulty breathing (such as gasping for air or being unable to talk without catching your breath)
- Severe and constant dizziness or lightheadedness
- New serious disorientation (acting confused)
- Unconscious or very difficult to wake up
- Slurred speech or difficulty speaking (new or worsening)
- Seizures
- Signs of low blood pressure (too weak to stand, light headed, feeling cold, pale, clammy skin)

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