

# Guidelines for a fall opening 2020

7/31/20

## **Safely Starting the School Year 2020-21**

We are excited to welcome our students back to school here at CGCA. Thank you for your patience and prayers as we finalized our reopening plans. Our goal is to open a few days ahead of time and remain in the building for in-person instruction, Monday through Friday, five days a week, as is our typical schedule, with an option for partial or online instruction for families who desire this format. Our mission is to raise up disciples for Christ by promoting academic, social, and spiritual excellence. Classroom instruction is paramount to the success of our mission. Please continue to pray with us to that end.

Jabez in Chron. 4:10

If it weren't for Jabez' big prayer, his name would stay forgotten like all the other names in the list. Entrust me with more! Enlarge my influence! Expand my wealth! Pray some Jabez-sized prayers today. Be specific and pray big!

Guidelines:

1. It is vital that all staff convey a positive message
  - a. Sanitized area
  - b. Promote safety
  - c. Provide an example of trust and peace in and from our heavenly father.
2. Need to have both online and on site processes going on at the same time just like we are now.
  - a. Online student's texts all ready to go for pick up
  - b. Lesson plans completed online and available to virtual students on Facts/RenWeb with assignments and links as needed.
  - c. Plan on posting documents and evals online and have online document drop available
  - d. Technical assistance will be available to all staff during the school day as needed
  - e. Max 20 in MS and 18 in LS rooms - W/ Some online
    - i. We are offering all 5 days onsite instruction
    - ii. Public schools cannot have school all present everyday because they have too many students per class (on average 32 per class) We only have 19 on average.

- iii. We will still have fewer students in our entire building with all our students than many public schools will have housing only half of their overall population.
  - iv. The leadership in the public sector still approves on site instruction. It is the teachers unions that are demanding only virtual classes claiming that they are being put at risk.
  - v. All precautions will be taken for the safety and well being of both our staff, students and families.
  - vi. Students will have the option of online classes - this must be established and remain unchanged for each marking period.
  - f. Webcam use in all core classes so online students have instruction and opportunity to interact with the teacher.
    - i. Specials classes (art, music and gym) have 1 online class per week as per scheduled.
    - ii. Teachers will make it a priority to include online students equally with onsite students
  - g. Attendance for both online and onsite will be taken at 8:30
    - i. Tardies/dress code for both formats will be equal - Uniforms will be required.
    - ii. Parents are encouraged to enforce CGCA classroom uniform and work standards at home for all online students
    - iii. On site documents pickups and drop offs may be required for online students.
3. Procedures for opening
- a. Clear out rooms to allow 6' between students when seated. We have measured the rooms carefully and are limiting the numbers of onsite students to specific capacities listed to allow for the distancing.
  - b. Library will have a 72 hour stop on circulation of all books
  - c. All manipulatives will have a mandatory 72 hour isolation time or materials will be set up for individual usage.
  - d. Make as much space as possible and going as spartan as possible in the classrooms.
4. Heat days -LS and Preschool will be fine with new AC, 5&6 relocate, 7&8 online
5. In School Protocols
- a. Starting off the school year with training students about disinfecting, masks use, and change of routines
  - b. Home based screening - temp and symptoms checks mandated and expect parents to keep children home until fever free for 24 hours and seek doctor's advice for further action.

- c. Handwashing schedules for before lunch and after recess will be staggered to avoid congestion. Hand sanitizer required at the start of each day.
- d. An additional restroom will be made available for students on the 3rd floor.
- e. Additional health department approved handwashing stations will be erected making handwashing available for every hallway
- f. Masks - As per CDC guidelines:
  - i. We will do the most we can to provide face covering breaks through the school day - such as lunch, recess, and in classrooms where class size affords the opportunity to distance the students adequately
  - ii. Each teacher will be issued a face shield to be worn during group instruction since lessons have to be projected at a greater volume than normal conversation.
  - iii. Must wear masks during all transitions/when 6ft. distancing cannot be maintained
    - 1. Lining up to go anywhere
    - 2. In the halls
    - 3. Restroom breaks
    - 4. Going to the bus and on buses
    - 5. Anytime 6ft of physical distancing is in question
  - iv. They will not be required as long as eating and drinking 6 ft apart, seated 6ft apart as per CDC guidelines
  - v. We reserve the right to begin requiring masks to be worn more often if CDC guidelines for school classrooms change.
- g. Textbooks will all kept in classrooms and not shared
- h. Library books will have a 72 hour quarantine period when returned
- i. Lockers only accessed at start and end of day - regimented, students separated and masks will be required during these times.
- j. Mandatory temperature checks - at the start and end of each day
  - i. Symptomatic staff and students - isolated sent home until testing is done or non-symptomatic for 24 hours / advised to consult a doctor
  - ii. Covid Diagnosis - require 14 day isolation
  - iii. All positive diagnoses will be anonymously reported on our website.
  - iv. If numbers become excessive classes will move online 100%
- k. We will maintain a single entrance and exit for drop off and pick times via our gym - both doors
- l. School day hours adjusted due to Phila. Busing Authority 8:30 - 3:15

- m. Faculty will rotate room to room instead of students transitioning for classes.
- n. Daycare
  - i. AM - If indoors - All seated and separated - no games,
    - if outdoors - No games - must wear masks due to the more casual atmosphere
  - ii. PM - Use of all basement rooms and gym when available
    - Students permitted to bring items from home - no sharing
    - More video's permitted and staff led activities like charades
    - Mandatory reading/drawing time
    - Personal device rules are less restrictive but monitored.
- o. NO parents will be allowed in school during drop off and pick up times - say good-bye at the curb or door
  - i. All teacher and office interaction with parents must be by appointment, by phone or online.
  - ii. This will be strictly enforced
  - iii. Our office staff will maintain a presence outside during drop off hours for the first week of school.
  - iv. Gym uniform purchase must be made remotely by contacting the school office or sending in pay with your child.
- p. Water supplies - Water bottles required for every child - refilling stations in halls and in restrooms - No water fountain use. We encouraged bringing filled water bottles from home
- q. Lunches - all in rooms outside when possible
  - No lunch lines
  - delivery to classrooms - Using gloved delivery personnel.
  - All orders and payment online 24 hours in advance including drinks and chips
  - Additional staff will circulate during the lunch and recess hours to provide breaks for regular classroom staff
- r. Recesses - very specific games allowed and demonstrated. Masks may be required due to the more casual atmosphere.
- s. Start of day routines - More time dedicated to establish routines
- t. Cleaning
  - i. Desks tables and high touch areas during any class change
  - ii. Limit sharing of materials - any shared materials disinfected between uses
  - iii. All public areas restrooms, hallways, stair railings will be cleaned repeatedly throughout the day by trained personnel

6. First day of school -
  - a. Meet outside, masks required
  - b. Go up early through gym as a class is called
  - c. Temp checks on everyone
  - d. One entrance via gym
7. CDC Opening up checklists have been reviewed by all staff and must be followed
8. American Academy of Pediatrics (AAP) form has been provided for every staff member for helpful guidance on setting classroom routines and can be reviewed on our website.
9. Professional online training sessions on sanitization protocols and distance learning courses provided by Jounce - mandatory for every staff member
10. Forms for all staff to review:
  - a. AAP document  
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
  - b. CDC checklists for schools to be sent via email

#### Questions and comments from staff:

1. Middle School Snacks - Do we send them class to class? All should be brought from home for now.
2. Are we doing Chapel in class or how are we doing that? We are planning on Virtual chapels in Classrooms at this point. I hope to go to regular chapels soon. We are planning to do some outdoor meetings as the weather permits.
3. Can non homeroom teachers assist with managing classes during lunch time as they would with lunch duty? Yes, that is the current plan along with additional staff to assist when schedules prohibit.