

## **Greenwood Christian School Re-Entry Plan** **2020-2021**

*After taking into account the guidelines of the Indiana State Department of Health, the Indiana Department of Education, The Indiana Family and Social Services Administration, the CDC, and the Johnson County Department of Health, Greenwood Christian School and Child Care Ministries will be operating under the following guidelines for the 2020-2021 school year. **Please understand that this is a fluid situation and these guidelines may be updated at any time.***

### **Maintaining a Healthy Environment**

#### **Cleaning and Disinfecting:**

- Frequently touched surfaces will be disinfected throughout the day and after school hours.
- If transportation vehicles are used for transport to and from field trips, they will be disinfected before and after each trip.
- Greenwood Christian Church/School routinely disinfect the school/church during and after business hours using EPA approved products identified as effective in killing the COVID-19 virus.

#### **Shared Objects:**

- Students will be encouraged to not share items that are not easily disinfected.
- Children's belongings will be separated as much as possible on hooks and hangers.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing items and much as possible and disinfect between users. Students will be asked NOT to bring toys from home.

#### **Water Systems:**

- Students will be required to provide a personal water bottle. Students are to take their water bottles home each evening to be cleaned and disinfected.
- Water fountains are not to be used except for bottle filling locations. All other water fountains will be turned off.

#### **Restroom Facilities:**

- All classes will use the restroom at predetermined times. All elementary classes will have 4 scheduled breaks per day. Additional usage is available on an emergency basis. In the Children's Welcome Center and Gym restrooms, no more than 4 students will be sent in at any one time. In the Children's Hallway, no more than 6 students may be sent in at one time.
- Every other sink will be blocked off in all restrooms to keep with social distancing guidelines.
- Restrooms will be disinfected several times throughout the day and after hours.

#### **Communal Spaces:**

- Classes will walk down the right side of the hallway with as much distance as possible between students allowing students to be monitored by the teacher.
- Classes will alternate days eating in the classroom and lunchroom with an "x" indicating where the students should sit at the lunchroom tables.
- Students will attend Chapel on a staggered schedule so that there will be adequate social distancing.

- Students will be required to sanitize before and after going to the playground/gym. The playground/gym will be sanitized each day.

#### **Food Service:**

- Students may bring their lunch from home or purchase a hot lunch prepared at Greenwood Christian School. Lunches will be plated and served in the lunchroom or classroom. Weather permitting, classroom teachers may take their students outside for lunch.
- Students must remain seated except while entering and exiting the lunchroom.
- Anyone handling or preparing food will be required to wear a mask and gloves.
- Classroom party items should be commercially prepared and prepackaged.

#### **Maintaining Healthy Operations**

##### **Masks:**

- At this time, facial masks/face shields for staff and students are permitted and are required (at the discretion of staff) when the situation warrants their use. Masks are not required in classrooms or in other venues (e.g., cafeteria) where appropriate protective measures have been put into practice. Students should have a mask available at school should the need arise when one is required (e.g., when social distancing becomes challenging). The school will be providing a complimentary mask for every child.

##### **Visitors:**

- No visitors will be allowed in the building except by appointment and approval of the administration. Approved visitors must sign-in per Pre COVID-19 policy.
- Pursue virtual events such as Back to School Night in order to maintain communication between home and school.
- All approved visitors must submit to a temperature screen and wear a mask.

##### **Travel of Staff, Students, and Families:**

- If a family travels to a known CDC hot-spot for COVID-19, they will either need to be screened or asked to self-quarantine for 14 days.

##### **Health Protocol:**

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 as well as other communicable diseases in the school environment and in the community while still providing a quality education program.

State statute gives school the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, schools are encouraged to work closely with the county health department.

##### **Symptoms Impacting Consideration for Exclusion from School**

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Throwing up and/or diarrhea

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Excessive colored discharge from nose or eyes if present with other symptoms
- If in close contact with someone with COVID-19 in the last 24 hours – per Johnson County Health Department

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### **Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if **all** of the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least 10 calendar days have passed since your symptoms first appeared.
- OR**
- They have **visited** a healthcare provider and have a written note clearing them to return to work/school.

#### **Tested Positive – Symptomatic**

Persons who experience symptoms and have been tested for COVID-19 or have a clinical diagnosis of COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

#### **Tested Positive – Asymptomatic**

- Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been release in writing by a healthcare provider.
- Persons who have tested positive and who are asymptomatic must be retested and received two negative tests at least 24 hours apart.

## Screening

### Self-Screening

Parents should self-screen students prior to coming to school. If a student exhibits any of the following symptoms he she will not be allowed to attend school, and if they do come to school, they will be sent home immediately.

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Throwing up and/or diarrhea
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Excessive colored discharge from nose or eyes if present with other symptoms
- If in close contact with someone with COVID-19 in the last 24 hours – per Johnson County Health Department

### School-Based Screening

- There will be temperature checks of all children and staff upon arrival at school each day. Temperature checks will be conducted again at lunch time. Any child with a temperature of 100 degrees or greater will be sent home.
- If during the day a child exhibits symptoms of illness, he/she will be sent to the office and parents will be called to pick-up child.

**If you are called to pick-up your child from school due to illness, someone MUST pick-up the child within 30 minutes.**

Please keep in mind that this is a fluid situation and recommendations are ever changing. We will keep you informed should these guidelines change. We appreciate your willingness to work with us to keep the students and staff of Greenwood Christian School safe and healthy.

### **Classroom Standards:**

- Space desks 6 feet apart ***whenever possible***
- All students should be facing the same direction
- If students switch classes, desks and chairs must be disinfected before and after each group.
- Desks and chairs must be wiped down at the end of each day.
- Require students to remain seated in the classroom and assign seats.
- In daycare classrooms, all student nap materials will be sent home each evening for washing and disinfecting.
- Any extra desks, chairs or other furniture such as but not limited to flexible seating will be removed from the classroom.
- Teachers will instruct students to be respectful of other students and staff who choose to wear a mask.

### Field Trips:

- Pursue virtual activities in lieu of field trips, performances, and assemblies. Permission for an off campus field trip is at the discretion of the administration.

### Drop-Off Procedures:

- Daycare students will be dropped off at Entrance 3 (School Entrance). All daycare students must be dropped off between the hours of 6:30 am – 8:45 am. Students' temperatures will be taken upon arrival.
- Early Childhood students will be dropped off at Entrance 2 between 8:45 – 9:00 am for morning classes and between 12:30 pm and 12:45 pm for afternoon classes. Students' temperatures will be scanned before going to class. **If a student is arriving late, the parent should call the school office, and someone will come out to get the student.**
- Elementary students in grades K-5 who attend Before Care may be dropped off between the hours of 6:30 am and 8:15 am at Entrance 2. The students' temperatures will be scanned prior to them being allowed to attend Before Care programming.
- From 8:15 – 8:30 Elementary Students in grades K-5 who do not attend Before Care may begin dropping off at Entrance 1. Students' temperatures will be scanned before being allowed to go to class. **If a student is arriving late, the parent should pull up to door 3 and call the school office, and someone will come out to get to the student. Due to the drop-off of Early Childhood students, every effort to have elementary students at school, on time is a necessity.**

### Pick-Up Procedures:

- Daycare students may not be picked up during the hours of drop-off/pick-up of Early Childhood and Elementary Students (see above). This is due to traffic congestion during these times. **If you have both Elementary and Daycare students, you may pick them both up at the Elementary pick-up time if you so choose.**
- Early Childhood students will be picked up at entrance 2.
- Elementary students who do not attend after care will be picked up in the regular car line between entrances 2 and 3. Kindergarten will begin dismissing at 3:20. First through Fifth Grade will dismiss at 3:30. At 3:40, any students who are not picked-up will be signed into after care and will need to be picked-up following the after school protocol. **If you are picking up your child at the scheduled, dismissal time. We ask that you come through the car line. Please do not park your car and congregate on the sidewalk.**
- Elementary students in after care may be picked-up at entrance 3. Please place your car sign in the passenger window or call the school office upon your arrival, and your student will be brought out to you. If after care is on the playground you will be instructed to drive around to the playground.
- If your elementary student needs to be picked-up during the day for an appointment, you must **notify the classroom teacher in advance. Please call the school office upon arrival at the school and your student will be brought out.**
- Due to traffic flow and the dismissal of other age groups, we ask that no Elementary students be picked up between 2:30 and 3:20.

### **When a Confirmed Case Has Entered the School or Child Care**

- Once learning of a COVID-19 case in someone who has been in the building, The Johnson County Health Department will be notified. These officials will help administrators determine a course of action for the child care and school.
- **Dismiss students and most staff for 2 -5 days** – This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine the appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID – 19.
- **School Administrator will communicate with staff, parents, and students with regard to dismissal decisions and the possible COVID-19 exposure.**
- **Clean and disinfect thoroughly**
  1. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential exposure to respiratory droplets.
  2. Cleaning staff will clean and disinfect all areas (e.g. offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces

### **Strategies to Continue Education and Related Supports for Students During Short or Long Term Closure**

- Prior to the opening of school for the 2020-2021 school year, elementary staff will work with administration on developing an e-Learning schedule so that it can be implemented without lag time should the school need to be closed either on a short or long term basis.

### **When There is Not a Confirmed Case of Covid-19 in the School or Day Care**

#### **Teach and Reinforce Healthy Hygiene Practices**

- Staff will teach and reinforce healthy hygiene to students.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visible dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

#### **Intensify cleaning and disinfection efforts**

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily. Clean with the cleaners identified by the EPA as effective against Coronavirus. Use all cleaning products according to the directions on the label.

#### **Monitor and Plan for Absenteeism**

- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu”, which have symptoms similar to COVID-19)
- Require students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- There will be no rewards or incentives for Perfect Attendance during the 2020-2021 school year.

### **Assess Group Gatherings and Events**

- Consider postponing non-critical gatherings and events.
- Give special consideration to events that might put students, staff, or their families in close proximity to others from communities that may have identified cases of COVID-19.
- Seek guidance from Johnson County Health Department to determine the best approach.

### **Require Sick Students and Staff to Stay Home**

- Follow Health Protocol for Greenwood Christian School to ensure students and staff who become sick at school or arrive at school sick will be immediately removed from the classroom and sent home as soon as possible.
- Please see the Health Protocol Document for Greenwood Christian School for further information

**In light of this new pandemic environment, Greenwood Christian School will continue to monitor two key factors: 1) the school's ability to maintain a safe and healthy school environment, and 2) the prevalence of COVID-19 in their community. The School Management Team and Administration will work with our local health department to assess the success of this plan. As the conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve, the practices and procedures outlined in this document will be revised as needed.**