

Shore Christian Academy

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Health Mitigation Plan: Phase III

1) Planning to reopen:

a. Establishment of COVID-19 team and a point person: Team will consist of School Board Members Emily Hines and Michael Kane and Office Administrator Janice Kellam; with Janice Kellam being the point person.

b. Contact information and procedures for reaching local health department:

J.J. Justis (Emergency Coordinator) 757-302-4267

Tracey Dedicatoria (Epidemiologist) 757-302-4268

c. Absenteeism monitoring/approaches: Parents are required to contact the school before 9am daily if their child will be absent from school. The school will record and maintain absence records.

d. Develop a communication strategy that includes:

i. Orientation and training for staff and students specific to mitigation strategies: The School Board is meeting with teachers on July 17, 2020 and again on August 24, 2020 to inform them of the new processes and procedures for sanitizing, physical distancing and other changes related to the CDC guidelines. (More detailed information listed below)

ii. Communication with staff, parents, and students of new policies: The School Board will be hosting a mandatory meeting for all returning families on July 28, 2020. At this time, families will receive a handout with specific guidelines as to our new procedures at SCA based on CDC guidelines. This information will also be emailed and mailed to current school families several weeks before school begins on August 31, 2020. New families will receive a mailing in early August with our new procedures. New families will also attend an Open House on August 27, 2020 where the guidelines will be reviewed. Students will be informed by their teachers on the first day of school with the new procedures for daily routines.

iii. Communication if an outbreak or positive cases detected at the school: In the event of an outbreak, families will be notified via mass text, phone call, email and a letter will be sent home.

2) Promoting behaviors that reduce the spread of COVID-19:

a. Create an education/training plan for staff, students, and families: Our staff will attend 2 meetings prior to the opening of school that will detail proper sanitizing measures as well as reinforcing education of proper hygiene. Handouts will be provided to teachers, staff, families and posted throughout the school building.

i. Handwashing will be done periodically throughout the day. Hand sanitizer is to be utilized when handwashing may not be accessible. Students and staff will be reminded of proper etiquette for sneezing and coughing.

ii. The use of cloth face coverings will be in accordance to CDC guidelines, when physical distancing cannot be maintained and as developmentally and instructionally appropriate.

iii. Students, teachers and staff MUST stay home when they are sick. If you have a fever of 100.4 and higher, you will not be allowed in the school building.

iv. Students, teachers and staff are encouraged to maintain physical distancing as much as possible.

b. Maintain adequate supplies to promote healthy hygiene: The school will provide hand sanitizer, soaps, paper towels, tissues and masks.

c. Provide signs and messaging to promote healthy hygiene: The school will post signage in all classrooms, hallways, restrooms, and all rooms utilized by the school that will detail proper techniques to maintain good hygiene. This information will also be provided to families through emails and letters.

d. Promote physical distancing: All school personnel will be encouraged to maintain physical distancing when at all possible.

i. Classrooms must space desks as far apart as possible. When any communal spaces will be utilized, students and teachers are to remain with their class.

ii. Food/dining services will be offered in classroom only at the beginning of school. Each student will be required to pack his/her own lunch and milk and take-out options will not be available at this time. When able, we will have a staggered schedule; Upper school (3rd-7th) and lower school (Pk-2nd). Students must be seated with their classmates. Proper sanitation will be used between lunches.

iii. Any gatherings will be limited to under 250 with appropriate physical distancing measures in place. Our entire school has less than 50 students. In person chapel services will be canceled for September and October. The School Board will revisit each month to determine policies going forward; no visitors will be allowed.

iv. Recess will still be allowed with physical distancing to be maintained when possible. Recesses will be limited to grouped classes. Judo, Library, PE and Art classes will be suspended until further notice. The School Board will re-evaluate periodically.

3) Maintaining healthy environments:

a. Plan for daily health screening of staff and students: Any individual wanting access to the building will be subject to a temperature check and screening questions including but not limited to: Have you had any of the following symptoms in the past 14 days: fever, cough, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell, chills, head or muscle aches, nausea, diarrhea, vomiting. Have you been in close proximity to anyone experiencing any of the symptoms above? In the past 14 days have you been in close proximity to anyone who has tested positive for COVID-19? Have you been tested for COVID-19 and are waiting to receive test results? In the past 14 days have you been on or been in close proximity to someone on a commercial flight or traveled outside of the United States?

b. Hygiene Practices: Each teacher will get a list of procedures for cleaning and disinfecting as will custodial services. Classrooms will use the minimum number of surfaces required to keep classrooms clutter free. Additional books and games may be stored in storage and used on an as needed basis. These should be disinfected between uses. Soft and porous materials should be removed when at all possible. Having a rotation of toys is helpful so that they may be cleaned between uses. Eliminate as much sharing of toys as possible.

i. Most surfaces and objects will just need normal routine cleaning with soap and water. Frequently touched surfaces and objects such as light switches, tables, doorknobs, tabletops, handles, desks, chairs, toilets, faucets, and sinks will need to be cleaned and disinfected with EPA approved products. Outdoor surfaces will generally require normal routine cleaning and not disinfectants. These products are to be stored in locked cabinets within the classrooms and in the locked custodial closet. Upon conclusion of a room being used, it should be completely sanitized for the next day/group.

ii. Hand sanitizers are available in all classes, in hallways and all rooms utilized by the school. These are to be dispensed by the teacher or staff member only to limit contact.

iii. Students will be responsible for bringing all their own supplies so that no classroom supplies are shared. (This is current school policy)

c. Ensure ventilation systems operate properly: The school building has been in use and has not been shut down. We will utilize open windows whenever possible to allow increased flow of outdoor air.

4) Maintaining healthy operations:

a. Implement protections for staff and student at higher risk: High risk students must take all necessary precautions if attending in person class. Remote learning is available to these students via our online video learning.

b. Align plans for gatherings, field trips and volunteer restrictions: No field trips will be scheduled through December 31, 2020. Gatherings will be coordinated so as to not exceed the 250-person limit. Any volunteer interaction will be limited. We will have

a set number of regular volunteers. These individuals will be made aware of the new guidelines and will be subject to health screenings. This interaction will be extremely limited through December 31, 2020. These policies will be reviewed and revised per the guidelines at that time.

c. Implement sick policies and practices that enable faculty, staff and students to stay home when sick or if they have been exposed: The School Board will be made aware of absences and will address each student/faculty absence on a case by case basis. Absentee policies will take into consideration extended absence times due to COVID-19.

d. Train back-up staff to ensure continuity of operations: Substitute and back-up faculty will receive training and instruction on all new guidelines.

5) Protecting vulnerable individuals:

a. Create policy options to support those at higher risk: We will work to limit interaction and promote physical distance as much as possible. We will offer remote learning for those with health concerns or at risk.

b. Implement flexible sick leave policies and practices: All absentee policies will take into consideration illnesses on a case by case basis and will allow for extended absences if necessary.

6) Preparing for when someone gets sick:

a. Separate and isolate those who present symptoms: Staff will be dismissed from school. Students will be removed from the classroom and isolated in the health nursery.

b. Facilitate safe transportation of those who are sick: Staff will be excused immediately. Parents will be asked to pick up students immediately that present symptoms.

c. Implement cleansing and disinfection procedures of areas used by sick individuals: All the affected areas will be cleaned and sanitized according to guidelines stated previously. Students may need to be re-directed to another setting as this takes place.

d. Develop communication plan with local health department: Mrs. Kellam may initiate contact with J.J. Justis (Emergency Coordinator) and Tracey Dedicatoria (Epidemiologist) of the local health department to initiate an investigation if it is deemed necessary.

e. Returning to work/school after positive case: Staff and students must have a note from the PCP to return. If the student/staff member does not have a PCP, the Health Department may write a letter that indicates the date they are released from isolation.

7) Planning to close down if necessary, due to severe conditions:

a. Determine which conditions trigger a reduction in in-person classes: This will be determined on the classes and/or students that are affected. Our class sizes are

extremely small and total student count is under 50. Reduction in in-person class is possible if a particular grade or age seems more affected.

b. Determine which conditions will trigger complete school closure: Staffing will determine at what point the school closes. In the event we cannot fill vacancies because of illness, the School Board will close the school. At this time, teachers will prepare assignments for remote learning and online instruction will begin with video lessons and Zoom meetings.

8) Local Public Health Conditions

a. Do you consider your community to be one with no or minimal case transmission? If so, what public health metric or considerations informed your assessment? Our community, consisting of 2 counties on the Eastern Shore peninsula currently has an exceptionally low count with the daily metrics barely moving; a case or two maybe every few days. At this time, case transmission is very low. We will stay in contact with our local health department and our board will updated on the metrics daily to make decisions accordingly.

b. Will your health mitigation strategies vary from the Phase Guidance in any major ways? If so, how? (e.g. no physical distancing on buses; athletic competitions; etc) Our health mitigation strategies will not vary from the Phase Guidance. Some of our classrooms may not be able to meet the 6 feet distance but will be able to meet the 3 feet distance. Classrooms will have a maximum student limit in order to remain within the Phase Guidance. Spacing in conjunction with cloth face coverings when instructionally and developmentally appropriate will allow us to operate in accordance with the Phase Guidance. As our school does not offer transportation or sports, we will have no issues in that area.

Our School Board is in constant contact on a daily basis. This enables us to communicate and plan accordingly with little notice. We will review these practices as needed.

Shore Christian Academy is a licensed day care provider.