

Westbrook Christian School COVID-19 Plan and Policies for 2020-2021

General Information

All current Alabama Department of Public Health (ADPH) guidelines will be followed. As these guidelines are updated or changed, the school's plans will update accordingly.

Health Guidelines

Parents will take each child's temperature before coming to school each day as part of their normal morning routine. Any child with a temperature of 99.9 or above will be required to stay home.

All staff will be required to take their temperature daily and will stay home if their temperature is 99.9 or above.

Students with any symptom of potential illness will be required to stay home.

These symptoms include, but are not limited to:

Fever

Fatigue

Cough

Nausea

Sore throat

Vomiting

Muscle aches

Diarrhea

Difficulty breathing

Loss of taste or smell

(The attendance policy has been amended below.)

Staff and students will wash hands upon entering the building each morning.

Parents should make sure that they give all morning meds to students, if needed, rather than sending that student to the nurse at school.

There will be a "well" child room at the nurse's station for routine administering of medication and first-aid for injuries. There will be a separate "sick" child room for students who are exhibiting symptoms including nausea, fever, etc.

Parents are required to notify the nurse or an administrator if a student tests positive for COVID-19. Students' names will be kept confidential, but teachers and classmates who have been in class with that student will be notified.

Any student or teacher who was in *close contact* with an affected person must quarantine for 14 days and be asymptomatic to return to school. Close contact, as defined by the ADPH, means you were within 6 feet of a person with COVID-19 for at least 15 minutes.

Upon notification of a COVID-19 positive student or teacher, the classroom or area where the person had been will be vacated for 24 hours so that the area can be deep cleaned and disinfected.

All students must have a completed Student Emergency Information form with several accessible phone numbers listed before the student can begin school. Since isolation rooms are limited at the school, parents should pick up a sick child as quickly as possible upon notification.

For any illness other than COVID-19, students must be fever free for 24 hours before returning to school.

Following CDC guidelines, students with COVID-19 **with symptoms** may return to school 10 days after onset of symptoms **AND** 24 hours of no fever (without medication). If a student has COVID-19 **with no symptoms**, the student may return to school 10 days after the positive test.

General Information

Per the ADPH guidelines, social distancing will be required when inside the school building. Classroom size has been reduced to allow for social distancing of all students. Partitions are in high school computer labs, science labs and lower elementary/preschool areas where students are facing each other or need more separation.

Masks/facial coverings are required for all faculty/staff and students in 2nd-12th grade when they enter the building and when social distancing cannot be achieved. Face coverings must cover the chin, nose and mouth.

Visitors will not be allowed to enter the building except for official school business. Visitors will not enter classrooms.

Elementary class parties: Parents will send party items, but will not attend.

All water fountains will be turned off. Therefore, students will be required to bring water bottles each day labeled with their name.

Check-In/Check-Out Procedure

For students who can drive themselves, parents must either call or send e-mailed permission with the reason to Allison Pratt (apratt@westbrookchristian.org) to check in or out. Students will be called to the office at the time of their check out to be signed out.

For all other students, parents will drive in to the front entrance and call the office to give the name of the student and the reason for the check out. The student will be called to the office and a staff member will walk the student, if elementary, out to the car.

If you are checking a student in, you will also call the office with the name of the student and the reason. A staff member will receive the student and walk them to class for lower elementary.

General Arrival

Students will enter the building at various locations to preserve social distancing requirements:

- Preschool students will enter each preschool building directly.
- Elementary students and carpools with multiple aged students including at least one elementary student will enter the front door and go directly to their classroom at 7:30 or after. (Prior to 7:30, elementary students will go to the gym to sit in assigned socially distanced areas.)
- Middle school students will enter through the door at the end of A hall (by the baseball field) and go directly to the Block A classroom.
- Ranch students will enter through the door by the cafeteria and go directly to their classroom.

- High school students will enter through the gym door unless their Block A class is in the Porter building, Media Center or Mary's Kitchen. If so, they will go directly to that area.

General Dismissal

- Elementary students will remain in the classrooms until their names are called for pickup. Teachers will be stationed throughout the hallways with walkie-talkies. Elementary students and carpools with multi-aged students with at least one elementary student will dismiss through the front door beginning at 2:30.
- Middle school students will remain in classrooms until their names are called. Their dismissal will begin at 2:45. They will be dismissed through the front door also.
- High school students will be dismissed through all doorways except the front door at 3:00.

Cafeteria Plan

This plan has been reviewed and approved by Rita Wagnon of the Etowah County Health Department.

- All teachers will prepare a lunch count each morning to be e-mailed to the cafeteria manager.
- Break for middle/high school students and lunch for all students will be delivered to the classrooms.
- All meals will be delivered via a rolling bar complete with sneeze guards and top and side plexiglass covers. The food will be kept hot in steam tables and will be served to the students on disposable plates. There will be no self serve. Salads will be prepared in advance and available for students and staff. Milk, juice, tea and water will be available in bottled drinks.
- Students will be allowed to ask for seconds or larger helpings at the time of their initial serving.
- Napkins, silverware, salt & pepper will be prepackaged.
- All cafeteria staff will wear face shields and gloves.
- A schedule will be created to allow various classes to eat outside as weather permits.

Cleaning/Disinfecting

The Operations Staff has been professionally trained regarding the proper use and frequency of disinfecting/sanitizing/cleaning. An electrostatic backpack sprayer has been purchased that will more efficiently disinfect all frequently touched surfaces and objects. An iWave Air Purifying System has also been installed in classrooms and large areas that do not have windows that open that has been proven to inactivate SARS-CoV-2 (Covid-19) by 99.4% in 30 minutes.

The frequently touched surfaces and objects listed below will be disinfected by the Operations Staff hourly.

- Door knobs & handles
- Hand rails
- Light switches
- All entrance/exit doors
- All surfaces in teachers lounges

The following areas will be cleaned and disinfected by Operations Staff daily.

- All surfaces in restrooms
- Hallway floors
- Trash cans in all classrooms & hallways
- Lockers

Disinfecting of the following items will be the responsibility of the teacher in each classroom.

- Desks
- Chairs
- Countertops
- Computer keyboards, if applicable
- Any other high-touch surfaces in the classroom

Each middle/high school student will bring their own canister of disinfecting wipes to wipe down their personal surface before and after use.

Attendance Policy

The previous attendance policy of 10 absences per semester is rescinded while the pandemic is active. Students who are absent but can still participate in e-learning through zoom and/or completing online assignments will not be counted absent.

Special Requests for Online Instruction

Students, in 7th-12th grade, who are vulnerable to Covid-19 due to underlying conditions or have family members who are particularly vulnerable will be allowed to request online instruction while the rest of the school is having in-person instruction. These students should e-mail the Administrator to receive the policy regarding these special requests. This option would not be an appropriate educational experience for younger students.

Field Trips

In-school experiences and virtual field trips will be used instead of field trips while the pandemic is active.