



# LANDMARK CHRISTIAN SCHOOL *Quality, Christian Education*

This document is intended to show Landmark Christian School's plan for reentry into the Fall 2020 school year with in-person instruction. We understand this document will not be all-inclusive or final because we know details and situations are fluid.

## SCHOOL OPENING

**We will not have a school-wide open house orientation.** Announcements and instructions will be recorded on video and posted online by August 24th.

**Families will be able to schedule appointments to meet their teacher and bring supplies to their classroom on August 27th-28th.** This will allow for physical distancing and sanitization between appointments. We will open on Monday, August 31st. We have set up our classrooms to allow for physical distancing and have limited class populations accordingly.

## PART 1: OVERVIEW

### Vision

Throughout the 2020-2021 school year, Landmark Christian School will remain dedicated to staying healthy, connected, and engaged while offering high-quality, academic, spiritual, social, and physical instruction. We are committed to Christ and committed to excellence.

### Core Objectives

- Keeping students and staff safe and healthy
- Maintaining continuity of instruction
- Communicating with all involved

### Guiding Principles

- Illness Prevention – The use of appropriate techniques to prevent the spread of COVID-19 on campus as needed.
- Health Maintenance – The use of enhanced hygiene and sanitization procedures to maintain a healthy staff and student body as needed.
- Outbreak Management – The preparation of plans to manage illness on campus or in the community while maintaining continuity of instruction.

### Guiding Practices

- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Promote social distancing
- Limit sharing
- Check for signs and symptoms
- Train staff for a consistent approach

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**We have been preparing for modified school operations. Here are some of the broader protocols we will be incorporating:**

- Implement physical distancing strategies for gatherings, classrooms, and movement on campus
- Implement symptom screening prior to entry to school
- No large group assemblies
- Modified extracurriculars and other activities; no off-campus trips currently
- Utilize personal face coverings for all staff and students when physical distancing is not possible
- Utilize barriers in high traffic areas and/or where social distancing cannot be attained
- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Monitor absenteeism to provide enhanced learning abilities for long-term absence
- Enhance stay-home/send-home standards for students and staff
- Utilize student Health and Wellness Room to isolate ill students for pickup
- Prepare for possible school closures through an alternate education plan

## **PART 2: MAINTAINING HEALTHY OPERATIONS**

This section is intended to detail the precautions that should be put in place in order to have a safe and healthy school environment for the 2020-2021 school year. The Health Readiness Conditions from the previous section will determine which options are in place at the school.

### **Symptom Screening and Exclusion from School**

In accordance with CDC guidance, students and staff will be excluded from in-person attendance at Landmark if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19:

- A fever of greater than 99.9 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Unexplained muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Every student coming to campus will have their temperature taken and a visual symptom check conducted prior to entering the school for the day. Students with visual symptoms or a temperature of greater than 99.9 degrees Fahrenheit will be sent home for the day.

### **Personal Protective Equipment (PPE)**

Students and staff may be required to wear PPE throughout the day when directed to do so by Landmark protocol. PPE may consist of a cloth face covering and/or a plastic face shield.

Students and staff will be required to wear a mask/shield in common or public areas. This would include exiting their vehicles, entering the building, hallways, and bathrooms. This protocol is in place to help mitigate the spread of infection among our school population.

In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a mask or other PPE at all times while on school property to minimize dissemination of bodily fluids and may be asked to leave if conditions warrant further examination.

Any person is welcome to wear PPE on campus unless it inhibits the person's ability to perform his or her job, inhibits a student's ability to participate in the educational process, or is disruptive to the educational environment.

Students who become ill at school will be asked to wear a mask and will be isolated until they are picked up from school. All staff working closely with ill students will be asked to wear proper PPE.

## **Physical Distancing Strategies**

Physical distancing is generally defined as maintaining at least six feet distance from others, although you may momentarily come closer when necessary. Social distancing means avoiding crowds and staying at least six feet away from others whenever possible.

To achieve social distancing during the school day, Landmark has:

- Altered travel routes and staggered start/end times to promote one-way traffic and minimize student contact. This would include arrival, dismissal, recess, bathroom, lunch, and assembly times.
- Decreased the number of students accepted into a grade level
- Created classroom cohorts to provide stable groups ("stable" means the same group of students each day) and minimize student contact.
- Maximized student space in classrooms by eliminating/rearranging furniture and scheduled classes in the largest rooms available.
- For younger students, eliminated circle time and other activities that bring students close together.
- Limited sharing of materials and communal storage of items.

Classes will not be in the hallways at the same.

We will minimize the contact between classes, so that in the case of a student becoming sick, the effects will be "contained" to a single class unit and not the whole school population.

The individual classes **will eat lunch in their classrooms for the first part of the school year.**

The **playground equipment** will be designated into sections and for the use of a single class for that recess time.

## Enhanced Stay-Home/Send-Home Standards

During the COVID-19 pandemic, Landmark will enhance the normal stay-home/send-home standard in the following manner:

- All students with a fever greater than 99.9 degrees Fahrenheit must stay home or be sent home.
- All students with serious cough, runny nose, or congestion must stay home or be sent home.
- All students with breathing that sounds or looks different than normal must stay home or be sent home.

## Intensified Sanitization

While Landmark has always maintained high quality standards of cleaning our facilities, many adjustments have been made in order to prevent illness from spreading on our campus. All student/staff areas will be sanitized/cleaned on an ongoing basis throughout each school day by the Landmark staff.

Of priority will be:

- Door handles
- Student desks and chairs
- Lecterns
- Light switches
- Cabinet handles
- Locker handles and combination dials
- Classroom coat racks and shelving
- Keyboards and other computing hardware
- Surfaces that are handled by staff and students throughout the day

After each school day, staff will perform a daily cleaning regime for the bathrooms and common areas. Sanitizers will be used based on CDC recommendations. Disinfectant spray (AF315 containing Isopropyl Alcohol; Nonionic Surfactant; and Quaternary Ammonium Chloride) will be used to clean large and common areas.

## Student/Staff Hygiene

Every student and staff member will be required to sanitize their hands at least twice daily in addition to the normal times of hand sanitation (after using the restroom, and after coughing, sneezing, or blowing nose). Soap and water is recommended, but hand sanitizer with at least 60% alcohol content is acceptable.

## School Day Procedures

We will begin the day with our car line drop off points. **We will have staff on site to do health screenings at the vehicles (temperature check and questions).** A person who does not pass a health screening as described in above will not be allowed to enter into the buildings and must return home.

Students and staff will be required to wear a mask in common or public areas. This would include exiting their vehicles, entering the building, and in the hallways.

**The water fountains on property will be closed.** In addition to a normal drink for lunch, we are asking parents to send sealable water bottle each day (disposable or reusable) for each student. They will have access to the water in the classroom and through the school day.

## **The Classroom**

Our classrooms have been preset to provide for the safety and well-being of our students. Student movement, student supplies and physical distancing of the desks have been considered to mitigate the risk of spread while still creating a sense of “normalcy”. Once the students are at their seats, they will be allowed to remove their masks. This will allow them to focus on the instruction and work time. If a student chooses to wear a mask throughout the entire day, this will be allowed.

## **School Visitors**

There will be no visitors allowed in the school buildings. Parents will be able to come to the office for check-in/check-out, but not walk through other portions of the buildings at any time. There will be no parent visitation days at this time.

## **Field Trips**

There will be no field trips scheduled for now. We will make efforts to schedule virtual field trips for various classes.

## **PART 3: OUTBREAK MANAGEMENT PLAN**

Landmark will continue to monitor local, state, and federal guidelines and orders. Changes to policies and protocols will be based upon state and local orders and by monitoring the updated guidance established by the CDC. The CDC has established decision trees for school leaders to use to make ongoing assessments during the pandemic.

In the event of a public health or medical related issue, school administration will mobilize information quickly so faculty, staff, and families have relevant facts and school-recommended actions as soon as possible. Information will be provided to school faculty and staff through the school offices, then communicated to parents via text alert, phone call, or email as appropriate.

### **Response to Exclusion from School or Self-Quarantine**

As soon as the school becomes aware of a student or staff member that may have COVID-19, they will be excluded from school for recommended self-quarantine. Custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours, or as long as possible prior to disinfecting, and instead, will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

## **Return to School After Exclusion**

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

1. Untested. Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms, may return if the following three conditions are met:
  - a. 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
  - b. other symptoms have improved (for example, when your cough or shortness of breath has improved); and
  - c. at least ten (10) calendar days have passed since your symptoms first appeared.
2. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms, produced two negative tests, or have been released by a healthcare provider.
3. Tested. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
  - a. They no longer have a fever (without the use of medicine that reduces fevers);
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - c. they have received two negative tests in a row, at least 24 hours apart.

\*Students may also return if they are approved to do so in writing by the student's health care provider.

## **Siblings or Other Students in the Household**

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings, or other students living in the same household, will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

## **Self-Quarantine**

If a student or staff member has recently had close contact with a person with COVID-19 symptoms, or diagnosed with COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the school may exclude the student or staff member from the school campus and recommend that they self-quarantine for 14 calendar days.

## **Possible School Closing**

Any decisions to close school due to health concerns or COVID exposure will come from the administrator based on confirmed information from local education, city, state, or federal agencies.

The school has prepared an alternate education plan to maintain continuity of instruction. Students will be taught through an online platform by LCS teachers. This platform would include online lesson plans, evaluation, and instruction in both a live and recorded format.

We are grateful to be able to serve your families as we assist you in Christian education. Thank you for your patience and concern as we all move forward together.

Landmark Christian School Administration