



COVID-19 Policy as of 09/3/2020

## Foreword

Bible Baptist Schools strives to equip our facilities to ensure that our students stay healthy both physically and mentally. Please recognize that the goal is to not keep them separate. We are looking at the wellbeing of their emotional and mental health conditions and not only their physical welfare. We are looking forward to resuming to normal as much as possible while protecting them. The guidelines will be put into place as deemed necessary by administration.

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## **Guiding Principles**

### **Infection Control Standards**

- Stay home when you are sick.
- Temperature taking: Faculty, staff, and students must check temperatures at home prior to entering school.
- Maintain a physical distance of 6 feet or more from others, especially those who are sick.
- Promote non-contact methods of greeting.
- Cover coughs and sneezes with a disposable tissue or in the bend of your elbow; throw away the tissue; then follow with hand hygiene.
- Avoid touching mucous membranes such as your eyes, nose, and mouth.
- Wash hands often with soap and water (20 seconds).
- Use hand sanitizer (containing >60% alcohol content) when soap and water is not available (20 seconds).

### **Environmental Mitigation**

- Frequent to persistent cleaning/disinfecting of frequently touched areas such as door handles using EPA registered disinfectants.
- Each teacher will monitor for classroom outbreaks of similar symptoms with notification to the administration of that room number.
- Schedules and transitions must allow appropriate time to wash hands.
- Signs and communication throughout schools will reinforce and encourage infection control measures.
- Schedules will be considered to minimize hallway crowds.
- Desks and groupings will be distanced as much as possible.
- Student transitions will be minimized as much as possible (Stay in Place).
- Lunches – Each classroom will have a plan in place to physically distance as much as feasible. No outside food may be delivered to students (see Campus Visitors section). Students may bring lunch from home or may buy lunch from food services.
- No sharing of food in the classroom; limited sharing of supplies and equipment.

- Physical distancing will occur in classrooms as much as feasible; additional seating and workstations will be utilized as plausible.
- Students should bring their own water bottle, labeled with their name, to promote distancing.
- Ventilation will be increased as much as possible; A/C fan “on” instead of “auto” when feasible.
- HEPA air purifiers will be located inside the classrooms for quality air circulation.

### **Campus Visitors**

- No visitors will be allowed on campus except for essential functions that are pre-approved by the principal.
- No outside food (Doordash/Grubhub etc.) may be dropped off to students. Students may bring lunch from home, or purchase from food services provided by the school.
  - Parents/guardians may drop off essentials, (i.e. packed lunch box, medications, etc.) on those rare occasions when essential items are left at home or in the car.

### **Areas for Consideration**

- Students should not be allowed to bring anything but books and academic materials to class. All additional items should be left at home.
- Libraries should rotate books so that recently read books are not placed immediately back on the shelves.
- For Full Day TK/K5, if your children take naps, nap mats and all pillows and blankets should remain at school in large Ziploc bags (provided by you) and sent home on Thursdays for wash and return.

## **Promoting Behaviors that Reduce Spread**

### **Hand Hygiene and Respiratory Etiquette**

- We enable students and staff to regularly wash their hands at staggered intervals.
  - We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
    - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
    - All children and staff engage in hand hygiene at the following times:
      - Arrival to the facility and after breaks.
      - Before and after preparing food or drinks.
      - Before and after eating or handling food.
      - After using the toilet or helping a child use the bathroom.
      - After coming in contact with bodily fluid.
      - After playing outdoors or in sand.
      - After handling garbage.
    - After assisting children with handwashing, staff will wash their hands.
    - Place posters describing handwashing steps near sinks.
  - We encourage staff and students to cough and sneeze into a tissue.
    - If you don't have a tissue, cough or sneeze into your elbow, not your hands.
    - Avoid touching your face (eyes, nose, and mouth).

## **Face Coverings**

- If desired, students may wear facial coverings or face shields when 6ft distance cannot be maintained, in transit and within common areas such as hallways, bathrooms, and offices.
- Students will be frequently reminded not to touch the face covering and to wash their hands frequently.

## **Social Distancing**

- Six feet of physical distance between students should be attempted when feasible, knowing that this is not always able to be accomplished.
- When feasible, such as during lunch time, students will be seated further apart.

## **Maintaining Healthy Environments**

### **Cleaning and Disinfection**

This year, sanitation and cleaning strategies have been expanded to ensure that the school is not exposed as to increased liability for an outbreak. Proper and consistent sanitation procedures will demonstrate we are not being negligent in protecting the health of your students and our staff members.

Cleaning and disinfecting areas used by staff and students will be upheld with a special focus on frequently touched surfaces within the school daily or between use as much as possible.

- Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces of Tables

- Student Desks
  - Chairs
- Staff will conduct more frequent cleaning practices, as well as:
  - Provide the opportunity for students to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
  - Arrange for additional cleaning and disinfecting of surfaces that are touched in common areas throughout the day.
  - Ensure cleaning products are stored safely, including storing harmful chemicals where children cannot access them, and ensuring harmful chemicals are not used near children.
  - Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality
- Staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment gloves and other appropriate protective equipment as required by the product instructions. All products will be kept out of children’s reach and stored in a space with restricted access.

### **Shared Objects**

- Discourage the sharing of items that are difficult to clean or disinfect.
- Keep each child’s belongings separated from others.
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing toys, books, games, or learning aids when feasible.

- Toys that cannot be cleaned and sanitized should not be used.
- Do not share toys with other groups of children unless they are washed and sanitized before being moved from one group to the other.
- Children's personal books and textbooks, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible or cleaned between use.

### **Modified Layouts**

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Physical barriers may be installed in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

### **Lunch**

- Outside food deliveries are not allowed.
- No lunch visitors allowed on campus.
- Additional spaces will be available for students to eat lunches. (i.e. classroom, outdoor courtyard)

### **Remote Learners**

We will have a mobile pick up site for remote learners (location TBD).

## **Maintaining Healthy Operations**

### **Gatherings and Visitors**

- Staff will be identifying student groups and keeping them together.
  - Staff is ensuring that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children and as much as possible for older children).
  - Groups are limited in mixing between other classes when possible.
  - Program will adhere to the teacher:child ratio group size of 1:10 for prevention, containment and mitigation measures.
  - All groups should be stable, meaning the same children and staff should be grouped together whenever possible. Siblings should be grouped together whenever possible to reduce further risk of exposure for the family.
  
- Staff will be implementing social distancing inside and outside the classroom

### **Arrival and Departures**

- We want to minimize contact at school between students, staff, and families at the beginning and end of the school day by doing as follows:
  - Stagger arrival and drop off times and locations as consistently as practicable as to minimize scheduling challenges for families.
  - Designate routes for entry and exit, using as many entrances as feasible.
  - Place other protocols to limit direct contact with others as much as practicable.
  
- One central entry point has been designated at each setting for universal entry system screening/temperature check and visual wellness check.

- Staff will stagger pick-up and drop-off times and/or have staff come outside the facility to pick up the children as they arrive.
- The plan for curb side drop-off and pick-up limits direct contact between parents and staff members and adheres to social distancing.
- Staff will sign children in and out to minimize the transfer of germs between parents and staff.

### **Temperature Check-in Procedures**

- Parents are asked to do their own screening at home before sending children to school. Once arriving at school, additional screening needs to take place to ensure that children meet proper health standards for attendance.
  - Be sure students do not have fever, runny nose, cough, diarrhea, or any of the symptoms listed in our parent handbook or any COVID-19-like symptoms. Direct parents not to medicate children to mask symptoms before sending them to school.
  - Upon arrival, staff will ask basic questions about each child's and family's health.
  - Parents may come out of their cars and wait for screening. Parents should wait while the staff screen each child.
  - Staff will take each child's temperature and check for any signs of illness. A temperature of 100 F or higher should require the child to return home. Once deemed safe to enter, give the parent and the child the all clear, and escort or send the child to class.
- Thermal scanners will be available in the front office of the campus.

### **Campus Visitors**

- No visitors will be allowed on campus except for essential functions that are pre-approved by the principal.
- Meetings such as PTO, IEP, 504, disciplinary placements, etc. will be held virtually as deemed necessary.
- No outside food (Doordash/Grubhub etc.) may be dropped off to students.

## **Classroom Space**

- To reduce possibilities for infection, students must remain in the same space and in groups as small and consistent as practicable. Keep the same students and teachers or staff with each group, to the greatest extent practicable.
- We have redesigned activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Our staff developed instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- We have implemented procedures for turning in assignments to minimize contact.

## **Non-Classroom Spaces**

- We are limiting nonessential visitors, volunteers, and activities involving other groups at the same time.
- We are holding recess activities in separate areas designated by class and staggering recess times dependent on the current school phase.

## **Restrooms**

Restrooms are deemed for single use only. However, if multiple children must be able to use a restroom at the same time, 50% capacity usage with others waiting outside the door not inside the restroom facility.

## **Physical Education**

Physical education takes place outdoors. Outdoor activities will decrease the likelihood of exposure.

## **Locker Usage**

During initial months, lockers are also deemed for single use only. However, if multiple children must be able to use their lockers at the same time, 50% capacity usage with others waiting outside the door not inside the locker room facility. This keeps students from being in a confined space between classes.

## **Recognizing Signs and Symptoms**

- Parents are expected to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- If a student is symptomatic while entering campus or during the school day:
  - Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass.
  - If more than one student is in an isolation area, ensure physical distancing.

## **Preparing for When Someone Gets Sick**

### **Watch for Symptoms**

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

## **Isolate Those Who are Sick**

- Staff will implement several strategies to prepare for when someone gets sick.
  - They will advise staff and families of sick students of the necessary home isolation criteria as soon as possible.
  - Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation. (see When to Return from Absence pg. 15)
- You can be with others after
  - 3 days without a fever
  - Symptoms have improved
  - 10 days since symptoms first appeared
  - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.
- Make sure that staff and families know that they (staff) or their children (families) should not come to school and that they should notify the school office if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed, (less than 6ft for more than 15 minutes) to someone with COVID-19 symptoms or a confirmed or suspected case.
- We must immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school.
- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

## When to Return to School from Absence

- For non-COVID-19 illnesses, students must be symptom free without the use of medication for 24 hours.
- Students who are quarantined for a CDC recommended amount of time will be given temporary remote learning opportunities for the period of time they are not allowed on campus. They are able to return to face-to-face learning once that time period has expired and they are symptom free
- If diagnosed with COVID-19, with or without positive test and/or symptoms, the following guidelines apply:

Personnel and students who have any of the above symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
- At least 10 days have passed *since symptoms first appeared*. In other words, personnel and students may return to campus 10 days after the onset of symptoms AND 72 hours after recovery of symptoms without medication.

References for COVID-19 as of June 2020: [CDC "Symptoms"](#) and [CDC "Ending Home Isolation"](#)

- Infection control will be a priority on campus. To prevent potential exposure to infectious illnesses and promote isolation, many students need to STAY IN PLACE in the learning environment.
  - Each teacher will have access to a supply of basic first aid care.

- Most scrapes need to be washed in the bathroom with soap and water and a Band-Aid applied.
  - Students with stomach aches need to go to bathroom and rest at desk for 20 minutes.
  - Students with headaches need to drink water and rest at desk for 20 minutes.
  - Students with anxiety/stress/psychosocial issues need to minimize stimuli, try calming techniques, and visit with the teacher as needed.
- Inhalers with spacers will be used for acute asthma symptoms; nebulizer treatments will not be used on campus according to CDC guidelines. Students experiencing acute asthma should not be attending face-to-face school without approval by a healthcare provider since symptoms of asthma and COVID-19 may overlap.

### **School Closures**

- Decisions regarding campus closures - during substantial transmission on the campus and/or throughout the community - will be made in coordination with the Yuba County Public Health District and other local and state officials. Decision-making staff for school closures include the Schoolboard. It is possible that a campus may be closed for a period of time without closing the entire school.

### **Parent Contact, Tracing and Safe Return to Campus**

- Requirement for parents/guardians to pick-up within one hour after being notified by the staff of a child's illness. The student will be isolated.
- Pledge/acknowledgement by parents/guardians stating they will follow all health and protection guidelines, and not pre-medicate a symptomatic child in order to send to school.

- Parents will adhere to acceptable/safe return to campuses following illness following EPA and CDC guidelines; See “When to Return to School from Absence” section above.

## **Help with Technology**

### **Zoom or Distance Learning Options**

We offer families the ability to choose between an in-person option and a distance option for the fall semester. This consists of at-home learning through online content delivery or virtual instruction via Zoom. With some children in higher risk categories and some families uneasy about a fall return to in-person instruction, the virtual, at-home learning option provides some flexibility for this first semester. We allow each family to choose for each student the virtual or in-person model for the fall and to stay with that choice until the following semester.

If an issue arises for those doing Distance Learning, you may contact the office for assistance.

Families may choose to switch between one model to the other during the fall semester if their current learning option is not feasible. Please contact the school office if a transfer is needed.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
Learning Schedule	<u>Distance Learning</u> Remote learning is the dominant method of instruction.	<u>Blended Learning</u> Students have the option to choose either the distance learning model or the in-person classes.	<u>Full Time in School</u> Students are in full sized, in-person classes on campus.
Temperature Checks	Temperature checks not necessary for Distance Learning.	Students will have temperature checks before entering the classroom.	Students will have temperature checks before entering the auditorium.
Face Covering Requirements	Masks may be worn during pickups and drop offs of weekly school materials.	Masks are optional.	Facial coverings are not required.
Physical Distancing	Zoom/Google meetings to aid with tutoring and answering questions.	K - 2 <sup>nd</sup> , 3 <sup>rd</sup> - 6 <sup>th</sup> and 7 <sup>th</sup> -12 <sup>th</sup> stay grouped together at 50% capacity.	Groups mix between classes and activities while distancing when feasible.
Prevention Strategies	Students are home with the necessary materials to learn remotely.	Desks are distanced apart to facilitate social distancing and spacers are installed. Sanitizer is available for every location.	Desks are distanced apart as much as possible. Sanitizer is available for every location.
Athletics and outdoor activities	No athletics, field trips, or extracurricular activities will be offered.	P.E is held outside. Extracurricular activities may be offered with physical distancing.	P.E. is held outside with mixing of groups. Field Trips will be tentative with location availability.

Notes: Notification of the current school phase will be uploaded to Gradelink's news forum for parents and students to be advised of school requirements.

## **Student Drop Off and Pick Up Schedules and Routines**

### **Schedule:**

#### **During Phase 2:**

8:00 am – 8:15 am

Students may be dropped off for temperature checks before going to their classrooms.

8:16 am – 3:15pm

Students must go the office for temperature checks before entering the classroom.

#### **During Phase 3:**

7:45 am – 8:15 am

Students may be dropped off for temperature checks before entering the auditorium.

8:16 am – 3:15 pm

Students must go the office for temperature checks before entering the classroom.

### **Routines:**

- The staff will sign in and out each student individually to minimize the transfer of germs between parents and staff.
- We ask that parents stay in the vehicle and remain until their students have been signed in.
- Students with a temperature of 100 F will not be permitted to the classroom and must remain at home until the fever is gone.

\* see pg. 9 for more details

