



Covenant Christian School
1855 N. Orange Olive Road
Orange, California 92865
Safe Return to Campus
Re-Opening Policies, Procedures,
Facilities, and Preparedness
2020-2021 Academic Year

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Covenant Christian School – Orange California

Re-Opening Policies, Procedures, Facilities, and Preparedness

August 20, 2020

Introduction

Founded in 1985, Covenant Christian School has been serving the community of Orange for over thirty years. CCS began as a K-4th grade school and has grown to include Middle School, Preschool, Academic Coaching, and Enrichment Programs. We are a mission of Covenant Presbyterian Church.

Covenant Christian School is a Preschool through 8th grade facility sitting on 8 acres in Orange, California. The School Board and Administration has developed a Reopening Plan in concurrence with local and state agencies and suggested protocols by the United States CDC. Stated below are the policies and procedures we have put in place to assure that our children and staff are kept safe. They were established so that our children will be able continue their academic achievement in a healthy and safe environment.

The Covenant Christian School Re-Opening Plan is based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the American Academy of Pediatrics (AAP), and state and local government health agencies. The information contained within this document is subject to change based on conditions not anticipated and a continuous evolution of all procedures and state mandates that are necessary to assure the safety of our students and staff. We will continue to evaluate our methods and Re-Opening Plan on a continuous basis and will follow any health department requirements. Further, as a private Christian school, we are obligated to comply with civil authority. If changes are required in our planning, the appropriate local authorities will be notified and provided with any and all applicable changes.

Mission and Values

At Covenant Christian School, our mission is to provide a solid biblical and educational foundation on which children can build their future. We view each child as a uniquely gifted individual created by God to fulfill a special purpose in this world. Our educational team desires to instill a love of God and His Word in its students, as well as to develop academic capabilities that will ensure life-long success. We accomplish this through rigorous learning experiences, a distinctly Christian approach to all subjects, and diverse serving and leading opportunities.

Basis of Belief

- **We believe God is in control:** Regardless of circumstances, we believe that Jesus Christ, our Lord and Savior, is sovereign. Every plan or task is executed in accordance with biblical principles of salvation through grace.
- **This is temporary:** At Covenant Christian School, we do not know how long this is going to last. Please rest assured that the School Board, Principal, teachers, and staff will do our best to see that every child is educated in an environment that honors God regardless of how long this takes.
- **Safety is our priority:** The safety of our staff and students is our top priority and it is important that we continue our mission to educate kids for Christ. But at the same time, given the difficulty our students have had the last four months and with the spread of COVID-19, we desire to have them back on campus in an environment where they are loved, nourished, and educated.
- **We need to be flexible:** We ask that, at this time, parents and families offer us grace as we may have to change directions at the insistence of the local authorities. Expect that we will modify some policies and procedures going forward. The environment is fluid and we ask for tolerance and prayers as we navigate this together.
- **We are a private Christian school:** We must adhere to state and local mandates and will carefully evaluate recommendations and make responsible decisions that are in the best interest of our entire CCS community.
- **Your voice is valued:** The opinions from our parents, teachers, and staff, with regard to how our school, state, and country should proceed, vary widely. We respect and will consider them all.

Consultations

The Principal, in preparing to re-open Covenant Christian School, sent several email surveys to all faculty. With the exception of one team member, every employee endorsed the opportunity to open on-campus learning. Meetings were held and are on-going with our School Board, PTL (Parent Teacher League) and Team Teacher Leaders. We also enlisted the PTL, School Board and Faculty in assistance in development of our protocols and strategic planning to keep both the staff and the students safe. Our Principal documented all these meetings and referenced the notes accordingly. We have no formal labor organization attached to Covenant Christian School.

Covenant Christian School is a member of the Association of Christian Schools International (ACSI). We continue to follow the guidelines of ACSI including numerous webinars, video conferences, documentation, as well as calls and consultation with our ACSI attorney, Michael Porrazzo, Esq.

In addition, our parents are in favor of returning to campus. Some were not interested and pulled their children for on-line learning elsewhere primarily because of the daily changes in

the government requirements or because they have older public-school children in the family who will be home learning for at least the first semester. We have lost a small number of students because these parents were opposed to our use of the CDC mask recommendations. The large majority of our parents surveyed desired to have their children back on campus with friends and being nurtured in our Christian community.

CCS COVID-19 Response Team

We desire to come back to on-campus learning. There are a myriad of critical strategies that have to be initiated to assure that we open in a manner that represents our values and also the requirements of the local health authorities.

The COVID-19 Response Team's responsible for development of protocols for our re-opening and is responsible for assessing and following the latest state guidance requirements listed on the CDC website. The team will meet weekly during the pandemic. If additional meetings need to be held, the Principal will schedule these at his discretion.

The Principal, along with the School Board, has assembled a team necessary to facilitate our reopening planning. The team is comprised of:

- School Board members

- The Principal - who will chair this team

- PTL (Parent Teacher League)

- Preschool Director

- Business Manager

- Office Manager

- One Teacher from Kindergarten through 2nd Grade

- One Teacher from 3rd through 5th Grade

- One Teacher from 6TH through 8th Grade

- One Teacher from Enrichment (Art, Music, Spanish)

Staff Policies and Procedures

Covenant Christian School continues to review relevant local/state regulatory agency policies and orders. We are consulting with local health officials about the school's approach to planning for COVID-19.

Every staff member and teacher has been informed, in writing, that they are encouraged to stay home and quarantine if they are sick. There is no fear of job loss or punitive consequences for missing work during the COVID-19 crisis. We encourage sick staff members to stay at home without fear of job loss or other consequences and that we will protect their privacy. If a teacher or staff member is infected with COVID-19, Covenant Christian School requires that each employee provide a doctor's note clearing them to return to work. This is a published policy for any employee that misses more than three days of work.

We offer flexible sick leave policies and practices.

Each of our staff have been notified that should they become infected with COVID-19 that each would continue to be paid even after their personal sick leave has been exhausted. This information was sent, in writing, and was disseminated verbally and personally to each staff member by our Principal, Mr. William Furey. Documentation is available upon request.

The Principal will be the designated staff person responsible for responding to COVID-19 concerns. His responsibilities will be to lead the Response Team and make to make sure other staff, parents, and students know he is the first person to be contacted in the event of any COVID-19 related issue at Covenant Christian School.

As a rule, we monitor absenteeism of students and staff, cross-train staff, and create a roster of trained back-up staff.

Each staff member will be required to have a daily health check (e.g., temperature screening and/or symptom checking) in accordance with any applicable privacy laws and regulations. The body temperature cannot exceed 100 degrees. Any staff member who tests higher than 100 degrees will be immediately sent home and the Principal will be notified. Each staff member will have their temperature logged and charted daily.

Each staff member must have their health check in the school office prior to proceeding to their classroom in the morning. There is no exception to this policy.

Facilities Supplies

Hands-free (automatic) sanitizer dispensers will be staged throughout the campus and in every classroom, where students are present, to allow for continual hand disinfecting and will be reinforced by the teachers to disinfect each child's hands every time they leave the classroom and prior to entry into the classroom. It is further recommended that the child bring his/her own hand sanitizer to use during the day as needed. Hand sanitizer will include products with at least 60% alcohol as recommended by the CDC.

Paper Products: Paper towels and tissues will be available in each classroom. In addition, individual paper products will be available in all bathrooms as well.

We have custodial staff on campus during the day to refill and assist in cleaning areas that have been used by the students. Cleaning and disinfectant supplies will be used in accordance with local guidelines as noted by the CDC. Only products that are safe for student and staff will be utilized.

Masks will be worn by all students and staff while in and outside of the classroom or School Office settings. If a student or staff member does not have a mask, CCS will provide an approved mask. There are supplies in the School Office.

Masks:

Following the guidelines for the CDC and state health departments will be followed by Covenant Christian School. The student requirements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Strongly encouraged**
3 rd grade – High School	Yes, unless exempt

STUDENTS

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

STAFF

- All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or

those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

K - 2: Preferred but not required

3 - 6: Required for in-class and outdoor activities

Additional requirements include:

No-touch/foot pedal trash cans

Disposable food service items to be used by the students and staff. There is to be no sharing of food items by any student or staff member.

Students are to bring their own supplies each day to class.

Students will be required to hand sanitize when they enter and leave the room; each time, no exceptions.

Campus Student Movement Procedures

Arrival: Children will arrive and be dropped off at the south end of the campus. Once dropped off, the student will proceed to the sliding gates. While keeping social distancing, they will wait to have their temperature taken. Parents cannot leave the CCS campus parking lot until the student's temperature is taken. The parent will not be allowed to take their student to class. The student's body temperature cannot exceed 100.4 degrees. If their temperature exceeds 100 degrees, they will be immediately sent home. Their teacher and Principal will be immediately notified. The student's absence will be logged.

Once the testing is completed, the student will be immediately given hand sanitizer and will proceed directly to their classroom. There will be no socializing or hanging around the playground as they enter campus.

Bathrooms Use: Students will use proper social distancing requirements when going to the bathroom facilities. There will be no more than 2 persons in the bathroom at one time. When the bathrooms are full, each child will have to wait outside on socially distant marks and wait their respective turn to enter the bathroom.

The Stairs: The stairs to the second-floor classroom will have designated entry and exit points. Specifically, a staircase will be for going up or for going down. This will provide for social distancing and fluidity of movement in order to minimize any potential exposure that could take place on communal staircases. A diagram has been given to each of the teachers with instructions as to which staircases they are to use for their class. In addition, the school will provide physical guides, such as tape on floors and signs on walls, to promote social distancing throughout campus.

Student Learning

Classrooms and communal areas will be formally spaced to allow for required social distancing as space and requirements allow. Each room will be organized for functional use which may include but not limited to staggered use, reduced movement for children during the school day, and the use of overflow classrooms. We will mark the desk spaces accordingly and each desk will face the same way in every classroom. Proper ventilation will be in place, including air conditioning and open windows for fresh air when applicable. If fans are used, they will not be placed as such that they will blow from one person to another.

CCS has developed a site plan that organizes students and staff into core groups (Cohorting) that stay together as much as the curriculum and academic requirements allow, while social distancing. We will limit mixing of groups and ages as much as possible. In addition, all CCS classrooms have developed protocols to provide several academic class times outside on our 8-acre campus throughout the day. The locations may include the lunch patio area, open grass areas, the church sanctuary, and our large church multi-purpose meeting hall. This will allow for even greater social distancing and increase circulation of outdoor air as suggested by the CDC. We have also created a plan to keep age group symmetry, this includes:

Staggered Lunches by age groups:

This will keep like-ages together in a Cohort format.

Staggered recess by age groups:

This will keep like-ages together in a Cohort format.

Keeping symmetry in age groups during enrichment classes:

Enrichment classes include Art, Music, and Spanish.

Each teacher at CCS will develop their own plan and submit it to the Principal. This will include protocols to monitor and ensure adequate supplies to eliminate sharing of objects or limit use to one group of students at a time, then clean and disinfect between use. We will eliminate the sharing of classroom disposable items needed by the students to complete their studies.

If a student does not follow the safety guidelines as outlined by Covenant Christian School and their teacher and it is felt the student is putting other students at risk, the student will be sent to the Principal. Because of the serious nature of this pandemic, the Principal has the sole discretion to suspend or expel any student.

Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

Facility Cleaning Operations

A schedule has been created to increase the routine cleaning and disinfection in collaboration with our maintenance staff, including areas such as the following:

Frequently touched surfaces (e.g., desks, door handles, railings)

Continuous daily cleaning of communal spaces (e.g., restrooms)

Full time janitorial staff on campus during school hours

Each classroom will be thoroughly cleaned and vacuumed each night. This includes all high touch surfaces. Each night EVERY classroom will be electrostatically sprayed to eliminate 99.9% of bacterial influences and viruses.

All toys in every classroom will be cleaned each night.

Touchless hand sanitizers will be filled each night to insure we don't run out during the school day.

UV bacteria devices will be added to each air-conditioning unit. These devices kill 99.8% of the bacteria that enters the classroom while the air-conditioning unit is on.

Positive Testing for COVID-19

If a student or staff member is found to be ill while on campus, the following procedures will be implemented:

- Identification and tracing of contacts will be handled by our COVID POC, William Furey, Principal, who will contact LHD (OCHCA).
- Identification and tracing of contacts William Furey
- Once a person has been identified as having COVID-19 symptoms, they will be removed from the office or classroom. The student or staff member will be immediately sent to a previously identified isolation room or area. This room is solely for the purpose of isolation from the other students and staff and for the care of the individual.
- Individuals who are sick should go home immediately or to a healthcare facility, depending on how severe their symptoms are, and they or their caregivers (in the case of minors) should follow CDC guidelines for caring for one's self. Individuals should also watch for emergency symptoms and seek emergency medical care if severe symptoms occur.
- As part of symptom screening, CCS will be prepared to refer symptomatic individuals to an appropriate healthcare provider or testing site. We will use the guidance and location of Children's Hospital Orange County as our designated testing site for our children.
- If any student or staff member tests positive for COVID-19, the Principal will notify all of the parents in that classroom. The entire class will be required to stay home for a period

of 14 days. School activity/education will then change to *remote learning* for the period of time as necessary. The Principal will have the sole discretion in determining when it will be safe to have the affected class return to in-class instruction.

- Any staff member that becomes symptomatic or ill with COVID-19 symptoms and wishes to be tested; CCS will cover the cost of the test.

Education and Training

We are communicating with and educating the staff, students, and their families about when they should stay home if they have COVID-19 symptoms, have been diagnosed with COVID-19, are waiting for test results, have been exposed to someone with symptoms or a confirmed or suspected case, and when they can return to school. We are providing the CDC guidelines as well as the Orange County Department of Health guidelines.

We are teaching the importance of handwashing with soap and water for at least 20 seconds.

We are teaching the importance of social distancing and staying with small groups, if applicable.

We are identifying who should wear cloth face coverings and are communicating the importance of wearing them. Cloth face coverings should **not** be placed on anyone who has trouble breathing; is unconscious or incapacitated, or otherwise unable to remove the cover without help.

We are training staff on all safety protocols. Prior to the start of school, parents will be sent communication on the new protocols and student requirements. A communication will be sent by the Principal and reinforced by each teacher in their weekly correspondences home to the parents.

One complete In-Service day will be used to communicate and understand the new Covenant Christian School protocols and necessary communication with the parents on these policies. Further, each teacher will be required to add our student movement procedures in their weekly newsletters that go home to parents.

The COVID-19 Response Team will have weekly huddles (with proper social distancing) to ensure that the protocols put in place are being followed. This will assist in establishing an open line of communication with school leadership and to help assess and make changes necessary to meet the state and local guidelines and to assure the safety of all our students, teachers, and staff.

Safety posters and documents will be posted throughout the school and in every classroom to continuously be sure the protocols for safety are being met.

If there is any portion of our campus that is not meeting our protocols, the Principal is to be notified immediately for resolution.

Before/After School Care

Covenant Christian School will continue to provide Daycare for before-and-after school hours. The campus protocols will continue to be in effect during these times.

All campus procedures will be followed. There is a dedicated room that is established for Homework and Daycare activities. The Daycare providers, at the direction of the Principal, will have as much time as possible outside in safe areas while continuing to maintain social distancing. Masks will be required pursuant to the age groups required by the state of California.

Visitors on Campus

All visitors are required to check in at the School Office if they are coming to visit Covenant Christian School. No person will be allowed on campus unless they are specifically approved by the Principal. This includes ALL visitors (e.g., parents, caregivers, workmen, or vendors).

If the Principal deems it necessary to have someone enter our campus, they must first be asked about their current health, travel history, history of potential exposure, and have their temperature taken.

The Principal has sole discretion to allow or deny any persons wishing to enter our school campus during school hours.

SAMPLE
COMMUNICATIONS



Campus Opening Guidelines

- Daily no-touch temperature checks for students, faculty, and staff upon arrival at CCS. Frequent and strict hand washing will be practiced and modeled.
- CCS faculty and students will wear masks/shields in accordance with the “CDPH’s Guidance for the Use of Face Coverings.” Disposable face coverings will be provided when needed. K - 2nd grade - strongly recommended to wear face coverings. 3rd grade and above - mandatory face coverings.
- Classroom size setup along with modified recess and lunch schedules will ensure students follow social distancing. One-way direction stairwells (up/down only). Desks will be positioned 6’ apart. Desk partitions will be placed at the student's desk.
- Before/After-school Childcare will be available at the start of school (Sept 8).
7:00-7:45 am / 3:00-6:00pm
- Visitors & parents will not be permitted in classrooms. Office visits may need to be by appointment only. Office staff and counters will have protective shields.
- Chapel will take place in our gym or sanctuary , where social distance guidelines will be maintained.
- Enhanced sanitizing and cleaning processes including treatment with a professional Electrostatic Sprayer occur daily. Wall-mounted contactless hand sanitizer dispensers have been installed in each classroom and common areas.
- Lunch will be staggered to maintain social distance and cohorts. A contactless refillable water station is available. Students will be required to bring their own water bottle as all drinking fountains will be closed until further notice.



FAQ'S

Is Covenant applying for a Waiver to open the School for on-campus classes?

Yes, our CCS COVID Response Team continues to be in communication with our local county Office of Education as well as the local public Health Department regarding the necessary requirements for returning to school. And while the list of requirements is long and extensive, in a coordinated effort to ensure the safety of our students, we are happy to comply and are applying for a waiver.

Will there be on campus instruction or distance learning?

Currently, CCS's plan is to have full-time on campus instruction beginning September 8 (see FAQ above). If the state/county prohibits on campus instruction, we will immediately switch to a distance learning format utilizing a combination of digital platforms.

Will I be charged tuition if we switch to a distance learning format?

Yes, your tuition covers the continuity of learning and community, which exist on or off campus.

Will students be required to wear face masks/shields?

Students will wear masks/shields in accordance with the "CDPH's Guidance for the Use of Face Coverings." Disposable face coverings will be provided when needed. K - 2nd grade - strongly recommended to wear face coverings. 3rd grade and above - mandatory face coverings.

What happens if a student or teacher tests positive for COVID 19?

If a student/teacher tests positive for COVID 19 they will be required to stay home until they are no longer infectious (14 days minimum). Students siblings and class will be required to quarantine for 14 days and switch to a distance learning format.

What happens if the public schools decide to go to an all distance learning or hybrid format?

While we are not governed by the local school district, we are subject to county and state guidelines. Our decisions are guided by the CCS School Board with careful consideration to the input of medical professionals and local officials.