

Belair Baptist Christian Academy

# **COVID-19 Handbook**



2020-2021

## VISION, OBJECTIVES, PRINCIPLES, & ASSUMPTIONS

### VISION

Throughout the 2020-2021 school year, Belair Baptist Christian Academy will remain healthy, connected, and engaged in receiving high-quality, academic, spiritual, social, and physical instruction. We are committed to Christ and committed to excellence.

### CORE OBJECTIVES

1. Keeping students and staff safe and healthy
2. Maintaining continuity of instruction
3. Communicating with all school families

### GUIDING PRINCIPLES

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

### GUIDING PRACTICES

1. Promote healthy hygiene practices
2. Intensify cleaning, disinfection, and ventilation
3. Promote social distancing
4. Limit sharing
5. Check for signs and symptoms
6. Train all staff

### KEY ASSUMPTIONS

1. The virus that causes COVID-19 will remain in circulation until a vaccine is developed and widely used.
2. A vaccine is not likely to be in broad use during the next 12 to 18 months.
3. During this time, improvements in understanding of the virus, in testing, and in hospital surge capacity will allow public health officials to act with greater precision when taking steps to slow the rate of infection. Broad stay-at-home orders and long-term school closures are not likely to be needed in the future.
4. A second wave of infections may be expected, but will likely not be as significant as the first. This wave could result in short-term closures of individual school and/or districts mainly in densely populated urban areas.
5. Short-term school closures of single or multiple schools may occur in densely-populated urban areas until a vaccine is widely used.

6. While those with significant underlying health conditions will continue to be especially vulnerable during the time, the virus that causes COVID-19 does not appear to pose serious health or mortality risks to those under the age of 24. In particular, those under the age of 15 have greater risk from seasonal influenza. In addition to the low risk posed to children, some studies indicate that children are also not effective spreaders of the virus and thus pose little risk to adults.

7. Until such a time that vaccines and therapeutics are widely used, schools may take simple precautions to mitigate the risks associated with the virus in order to create a safe and healthy school environment.

Sources: Centers for Disease Control Interim Guidance website, June 2, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/schools.html>

Centers for Disease Control Provisional COVID-19 Data website, June 2, 2020

<https://data.cdc.gov/NCHS/Provisional-COVID-19-Death-Counts-by-Sex-Ageand-S/9bhg-hcku>

National Centre of Immunisation and Research Study, April 22, 2020

<https://www.documentcloud.org/documents/6877277-NCIRS-NSWSchools.html#document/p1>

Centers for Disease Control Considerations for Schools, June 3, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/schools.html>

## MAINTAINING HEALTHY OPERATIONS

### SYMPTOM SCREENING AND EXCLUSION FROM SCHOOL

In accordance with CDC guidance, students and staff will be excluded from BBCA 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
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Every student coming to campus must have their temperature taken and a visual symptom check conducted prior to entering the school for the day. Drivers must wear a mask when dropping students off. Parents may not enter the building during the drop-off time [REDACTED] and may not leave the parking lot until they received an “all clear” signal from the staff member indicating the student is fever-free. Students with visual symptoms or a temperature of greater than 99.9 degrees Fahrenheit will be sent home for the day.

As of [REDACTED] the doors will be locked, after which time no student with unexcused tardy may enter. After [REDACTED], students with an excused tardy, such as a doctor or dentist appointment, and/or parents wishing to conduct business with the office must do so by appointment only. Appointments must be made by calling the school office. Students/parents may be asked to wait 10-15 minutes or longer before entering depending on staff availability to conduct temperature and symptom checks.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Students and staff are required to wear PPE as directed to do so by BBCA protocol. A solid color cloth face covering that contains no words or pictures is required and a plastic face shield is optional but highly recommended. Students who refuse to keep the face mask on will be sent home immediately. Parents of young children are asked to have their child practice wearing a mask before school begins. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) are asked to wear a face mask and may be asked to leave. If a student’s face mask becomes non-functional throughout the day, he/she will receive a replacement face mask from the office and a \$ [REDACTED] per mask fee will be applied to the billing account.

### HEALTH AND WELLNESS ROOM

Students who become ill at school will be required to wear a surgical mask and will be isolated in the Health and Wellness Room until they are picked up from the school. All staff working with ill students will be required to wear proper PPE.

### SOCIAL DISTANCING STRATEGIES

Social 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.

In order to achieve social distancing during the school day, BBCA will do the following:

1. Expand the drop off and pick up window times as follows:

- Drop off between [REDACTED]
  - ✓ Drivers must wear a mask during drop off.
  - ✓ Students will go immediately to their classroom once they enter the building.
- Pick up between [REDACTED]
  - ✓ Driver must wear a mask and show their ID during pick up.
  - ✓ Students will remain at their desk until individually called for dismissal. This includes those being picked up before [REDACTED]. Students will not be dismissed from their desk until their transportation is physically in the parking lot.

2. Decrease the amount of students in the classroom by offering distance learning and homeschool options

3. Maximize student space in classrooms by eliminating/rearranging furniture

4. Eliminate circle time and other activities that bring students close together, especially in the younger grades

5. Limit sharing of materials and communal storage items

6. Use plexiglass and dividers on all desks and where there is limited space for social distancing

7. Place markers in the hallways at a distance of 6 feet apart

8. Close all lunch rooms

9. Forbid the use of microwaves and refrigerators

10. Conduct assemblies and chapels in classrooms

11. Close the playground

12. Ensure all outdoor activities are conducted in such a way that students are spaced apart and utilizing equipment that has been sanitized and disinfected

### ENHANCED STAY-HOME/SEND-HOME STANDARDS

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

1. All students with fever greater than 99.9 degrees Fahrenheit must stay home or be sent home.
2. All students with serious cough, runny nose, or congestion must stay home or be sent home.
3. All students with breathing that sounds or looks different than normal must stay home or be sent home.
4. A parent/guardian must arrive within 30 minutes of being asked to pick up a student. A fee of \$■ for every 30 minutes past that will be applied to your account if late.
5. We reserve the right to switch a child from the in-house program to the distance learning program or homeschool program if he/she continues to have symptoms of being ill on an ongoing or excessive basis. This includes, but is not limited to, constant coughing, runny nose, upset stomach, and any other similar symptom that continues on a regular basis.

#### INTENSIFIED SANITIZATION

While BBCA has always maintained high quality standards of cleaning our facility, 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 BBCA staff. Of priority will be door handles, student desks and chairs, lecterns, light switches, cabinet handles, cubby areas, classroom shelving and coat racks, keyboards and other computer hardware, scoring stations, score keys, scoring pens, testing tables, and all other surfaces that are handled by staff and students throughout the day.

After each school day, custodial workers will perform a daily cleaning regime for the bathrooms and common areas. Sanitizer wipes containing 75% alcohol will be used on smaller areas such as door knobs, light switches, keyboards, etc. These will be ordered and maintained by the facilities department. Disinfectant spray (AF315 containing Isopropyl Alcohol; Nonionic Surfactant; and Quaternary Ammonium Chloride) and disinfectant wipes will be used for larger areas such as desks, countertops, doors, etc. These will be ordered and maintained by the facilities department. Electrostatic sprayers will be used to disinfect the school after each school-day where applicable.

#### HEALTH AND WELLNESS ROOM

A Health and Wellness room will be maintained in order to isolate students who have become ill at school as they await pickup. The Health and Wellness room will be self-contained and away from high traffic areas. It will be cleaned and sanitized before and after each use. Ill students will have access to clean water, restroom facilities, and a place to rest. Students in the Health and Wellness Room must wear a mask at all times. A face shield will be given to the student, if he/she does not have one, and a fee of \$■ will be added to your account. Staff working with these students will wear proper PPE. Parents picking up ill children will be asked to pick up the student from the side door.

### 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, before and after meals, and coughing, sneezing, or blowing nose). Soap and water is recommended but hand sanitizer with at least 60% alcohol content is acceptable. This sanitizer will be provided in every classroom and student/staff area, as well as in the hallways.

The administration reserves the right to close the entire school or a single class for reasons such as illness, staffing issues, or any other reason deemed necessary by the administration for the health and safety of the school families.

### STUDENT SUPPLIES

In addition to the current supply list which is listed in the student handbook, students are required the following:

1. Daily face mask (Solid color with no words or designs).
2. Face shield highly recommended
3. Hand sanitizer required and will be kept at students' desk
4. Backpacks not allowed
5. Female students in 5<sup>th</sup>-12<sup>th</sup> grade may bring a small purse that must be kept at her desk
6. Each family is asked to provide a case of water and a box of nut-free, non-perishable snacks (granola bars, fruit chews, etc.) that may be used for all students in the event of an emergency.

### LUNCH PROCEDURES

Students must bring their lunch from home each day. Lunch boxes will remain at the students' desk. Use of refrigerators and microwaved is prohibited. Students will eat lunch at their desk. Lunch deliveries of any kind, whether by a restaurant delivery-service or a parent/guardian, are not permitted.

### MERIT MONEY

The merit money earned by the student will be handled by the teacher only. A running total and display of the merit money will be available for the students to see, though they will not be permitted to touch it.

### COMMUNICATION

Monthly newsletters, announcements, updates, and all other communication will be sent via email, text, and/or posted on the BBCA website. Weekly communication folders will not be sent home. We ask that all school parents check their email, texts, and the school website frequently.

### FIELD TRIPS

There will be no field trips during the time in which COVID-19 remains a threat.

## ABSENCES

For every day a student is absent, the parent/guardian must submit the reason for the absence in writing.

## OUTBREAK MANAGEMENT PLAN

BBCA will continue to monitor and coordinate with local and education agencies and local health officials throughout the duration of the COVID-19 pandemic. Changes to policies and protocols will be based upon state and local orders, in conjunction with the local education agencies and local health officials, and by following the guidance established by the CDC. The CDC has established decision trees for school leaders to use in order to make ongoing assessments during the pandemic.

As per the current BBCA Emergency Management Plan, 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. Public health or medical-related information will be provided to school faculty and staff through the school office, then communicated to the parents via text alert, phone call, or email as appropriate. If needed, a link to a web page will be provided for access to the most recent updates.

## BBCA RESPONSE TO EXCLUSION FROM SCHOOL OR SELF-QUARANTINE

As soon as the school becomes aware of a students or staff member that may have COVID-19 or who has been excluded from school or recommended to self-quarantine, the school will contact the local health department. Custodial staff will be informed so that all desks 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);
  - 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. 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.

3. 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 and have been released by a healthcare provider.

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 the 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 the 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.

#### CONFIRMED CASE OF COVID-19 IN THE SCHOOL BUILDING

When there is a confirmation that a person infected with COVID-19 was on the school campus, the school will contact the local health department immediately. Unless extenuating circumstances exist, the school will close the school building for a minimum of 2-5 days and work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine when the building should reopen. The school will contact parents/students and employees to notify them that a person who tested positive for COVID-19 was in the building, and to encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in the communications to the school community at large, but may need to be selectively identified for contact tracing by the health department. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity

was to take place in the building or another location, including extracurricular activities, programs, and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or health department.

Any decisions to close school will come from the administrator based on confirmed information from local education, city, state, or federal agencies. With an announcement to close school, faculty and staff are expected to remain to supervise students and perform student release procedures. The school will then institute an alternate education plan in order to maintain continuity of instruction.

## COVID-19 HANDBOOK

I have read the 2020-2021 COVID-19 Handbook  
and I understand and will comply with its  
contents.

This form must be signed and submitted before  
your student may begin school.

---

Parent/Guardian Signature

---

Date