

# CYPRESS ADVENTIST SCHOOL

## SAFE START PLAN for 2020-2021

Revised: 8/19/2020

### **GOAL:**

The goal of Cypress Adventist School is to facilitate students' relationship with Jesus in a clean environment that is safe for both students and staff and is user friendly.

The detailed goal of this plan is to identify core principles and criteria into which flexible models may be incorporated which will allow Cypress Adventist School to re-open on-campus instruction in the fall of 2020 in ways that are consistent with the mission and values CAS, with the needs of the school community, and with guidance from public health. The priority is to serve students with as much face-to-face time with their educators and peers in schools as possible, consistent with health and safety needs. Regular monitoring of the reopening plan will take into consideration the course of the pandemic and ongoing guidelines from the Washington Conference of SDA, Department of Health, Office of the Superintendent of Public Instruction, and the state of Washington. The Safe Start Plan will be reexamined monthly by the CAS school board to ensure that our plan continues to be effective and takes into account the current changing needs of the students' wellbeing, the staff, the parents, and the community.

### **GUIDING PRINCIPLES:**

**Health and Safety** – In order to be part of the solution for controlling transmission of COVID-19 for all, we have a responsibility to engage in practices that support the health and wellbeing of the larger community. To limit the transmission risk of COVID-19 while creating the most effective teaching and learning scenarios, we will take prudent steps to follow health guidelines provided by the above stated agencies.

**Community Wellbeing** – The goal is to return to school for on-campus learning to the maximum extent possible. The student learning experience will be maximized by providing opportunities for students' academic, social, emotional, physical and intellectual growth. CAS will provide flexible, safe and healthy opportunities for ongoing connections with peers and staff. We are committed to equity and a quality education for all enrolled students whether on campus or remotely during the COVID-19 pandemic. There will be ongoing communication with parents about how best to work in partnership with the school to provide students the most support. To this end, we are asking that parents review the Safe Start Plan with their children and work with CAS in helping keep a safe and clean environment. During the week **prior to the scheduled opening** of school, the parents are required to schedule an appointment with their student's teacher/s to be certain that the expectations of the students, parents, and school are fully understood by all participants.

### **CAMPUS REOPENING PLAN:**

#### ***Mandatory Face Coverings***

- All students, staff, and visitors will be required to wear a face covering—mask or face shield—when they are on school property during school hours. (This includes from the time they arrive until they return to their car at the end of the day. This does not include mealtime or outdoor play provided that the students maintain physical distancing—a minimum of 6 feet.)
- CAS will provide masks for students who forget their face coverings at home or if it fails during the day.
- Students with medical conditions that hinder them from wearing a mask must wear a face shield.
- Everyone is expected to take their face covering home at the end of the day to clean it.

### ***Drop off & pick up***

- At drop off, parents must remain in the parking lot while their child receives the daily screening and may leave when the signal is given by staff.
- As students wait to be screened, they must maintain the 6 foot social distance.
- At dismissal, students may wait in family groups, but these groups must maintain the 6 foot social distance outside while waiting for their parents.
- Students and/or parents may not congregate on the playground or in the parking lot.

### ***Daily Screening***

- All students and staff members will be screened on entry of the school building.
- Every morning, staff will visibly screen students and check for any visible cold or flu symptoms. Staff will use a medical-grade infrared thermometer to check the temperature of all students on entry into the school building.
- Recognizing that students sometimes become ill at school, a second temperature check will be conducted sometime later in the day.
- No individual may enter the school building if they are showing symptoms of COVID-19 (may include fever, chills, cough, shortness of breath, difficulty breathing, unusual fatigue, new loss of taste or smell, muscle or body aches, headache, sore throat, congestion/runny nose, nausea, vomiting, or diarrhea).
- No individual may enter the school building if they have been in contact with someone who has tested positive for COVID-19 in the last 14 days.
- Anyone with a fever of 100°F or higher will not be allowed to enter the school building and will be asked to stay at home until they are symptom-free for at least 24 hours. See Contingency Plans below for how a student can stay up to date with schoolwork when they are sick.

### ***Physical Distancing***

- Students will practice physical distancing of at least 6 feet apart on school property (including inside the building and outside on the playground).
- In the classrooms, desks will be placed 6 feet apart to ensure physical distancing.
- Students should not congregate in bathrooms and hallways, or when washing hands.
- Physical distancing policies will be incorporated into CAS' discipline policy so students are intentional in following these guidelines.

### ***Regular Cleaning and Disinfecting***

- CAS will ensure that frequent and adequate hand washing occurs and that adequate cleaning supplies are available.
- Teachers and students will disinfect commonly used touched surfaces at the end of breaks, end of lunch time, and at the end of the school day.
- Bathrooms will be cleaned every day.
- CAS will provide school cleaning five days/ week. Additionally the school will be electrostatically fogged multiple times per week. CAS has also purchased a VECTORFOG machine to be used as necessary to adequately supplement cleaning of any area.
- Disposable gloves shall be provided, where safe and applicable, to prevent transmission on tools or other items that must be shared.
- An air purifier will be placed and running continuously in each classroom to cleanse the air.
- We will make sure sick employees and students stay home or immediately go home if they feel or appear sick, and that they follow all guidelines for a return to school.
- We will isolate any areas where an employee or students with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized.

--Agents and substances that are used for cleaning will be EPA registered and approved by the Department of Health.

### ***Personal Hygiene***

--Handwashing and hand sanitizer will be frequently used – upon entering the school; before and after meals; after recess, breaks, and PE; after coughing, sneezing, or blowing the nose; after using the restroom; and other times as needed.

-- Students will receive training on proper hand washing and other personal hygiene techniques such as keeping their distance while washing their hands or filling up their water bottles.

--Proper signage will be posted by sinks in the classrooms and bathrooms for proper procedure on hand washing.

--Students and staff will be reminded not to touch their eyes, nose, mouth, and face covering frequently.

### ***Social Distancing***

--Physical distancing will be practiced. Students' desks will be six feet apart.

--Six feet markings will be placed throughout the buildings and on walkways.

--Students may not congregate in the halls or bathrooms.

--All in the building will be asked to observe common traffic lanes, i.e. stay to the right.

--During group meetings, students will use staggered seating to maintain physical distance.

--Cohort size will be monitored to maximize the essence of social distancing and may influence cohort size, class daily schedule, and in-school or distance learning schedules.

--Classes offered and held in the library, gymnasium, art or music room will need to use staggered schedules to safely accommodate students.

--At dismissal time, students will be released from the classroom in small groups, gather their things, and line up in front of the school in family groups, with proper distancing, and will be released when their ride has arrived.

--As much as possible, all school-wide parent meetings or school events will be conducted outdoors with proper physical distancing. If food is offered at any event, pre-packaged boxes or bags for each attendee will be provided, rather than a buffet or family-style meal.

--Classes will be encouraged to spend more time outdoors, as weather permits.

--Until restrictions are lifted there will be no hot lunch program (this does not apply to food ordered from restaurants who deliver, such as pizza, burritos, or noodles). Delivery drivers will be met at the door and will not be allowed in the school.

-- Until restrictions are lifted there will be no transportation service. When restrictions are lifted van transportation service will be reconsidered.

### ***Altered Instruction***

--Google Classroom or Jupiter Pods will be used as the learning management system. The chosen system will be used for the remaining of the year. All assignments will be electronically posted—equal access for both in school and distance learning.

--Based on a recommendation from the Washington Conference Office, the school board voted to start the school's academic year in class, on September 8, 2020.

--Classes will be held in school M-Th for the 1<sup>st</sup> Quarter. Friday's school will be online. Attendance will be taken at 8:30 every day. This plan will be re-evaluated before 2<sup>nd</sup> Quarter to determine future scheduling as influenced by community risk and what we have learned to be maximally effective. Friday's distance learning will provide additional opportunity for the school to do deep cleaning, and for the students to have mask-free time at home.

--Whenever possible, we will have class, lunch, PE, recess, and breaks outside.

- Respecting appropriate social distancing, students may be given breaks outside in between classes and during transitions to accommodate a break from face coverings only if they are socially distanced.
- Students need to provide their own individual supplies of pencils, paper, and art supplies. Manipulatives will not be shared without sanitation between uses.
- PE, music, and art classes will be modified to account for adequate physical distancing.

### ***Altered Facilities***

- Wherever possible, CAS is considering touchless facilities to promote safety and cleanliness. Possibilities of touchless toilet flushing, hand washing, soap and paper towel dispensing are being considered for use in the school. These touchless approaches are being evaluated and will be adopted if feasible. Given the age of our facility, if the above is proven to not be feasible, a generous supply of 1-time-use cleaning wipes, hand towels, and hand sanitizing stations will be provided in both the bathrooms and the classrooms.
- Floor markings will indicate social distance spacing and traffic flow.
- Students will be required to bring a water bottle to school and will not be using drinking fountains.
- A touchless water bottle filler will be installed in the school.
- An air purifier will be placed and running continuously in each classroom to cleanse the air.
- CAS will invest in appropriate technology to accommodate lessons that need to be streamed, for students that are learning from home, and in the event that we need extended distance learning.

### ***Contingency Plans***

#### **Distance Learning Plan:**

- Support on how to cope with going back to distance learning will be provided to all students.
- Students will be provided with the necessary materials to take home, including Chrome books.
- Additional Chrome books may need to be purchased to ensure that there is a 1:1 ratio for Chrome books:students from grade 2 and up.
- All assignments will be posted on an electronic format, and class meetings will be held every morning (M-F) at 8:30 to be counted tardy or absent.
- Teachers will provide an assignment schedule for students to follow to ensure they are completing their daily assignments.
- Teachers will be available to help students via phone or Google Meet during school hours.
- Teachers will be in regular communication with parents to ensure students are keeping up with their schoolwork.
- Parents will have electronic access to their student's grades whether students are in school or using distance learning.

#### **A student or staff member tests positive for COVID-19:**

- School is closed for a 14-day quarantine period and will be cleaned, following requirements from the Department of Health.
- CAS will report the case(s) to the local health department.
- Transition to distance learning format mentioned above.
- The student will be isolated in the office until a parent/guardian can pick them up.
- The student will be sent home with a Chrome book and the necessary hardcopy materials.
- The student (and parents) will be responsible for joining the class virtually from home through Google Meet or Zoom, and checking for assignments on Google Classroom

**A student does not pass daily screening or gets sick at school:**

- The student will be isolated in the office until a parent/guardian can pick them up.
- The student will be sent home with a Chrome book and the available hardcopy materials.
- The student (and parents) will be responsible for joining the class virtually from home through Google Meet, or Jupiter Pods, and checking for assignments on the chosen electronic SIS system.
- The student may return to school if they have been symptom-free for at least 72 hours.

***Specific to Pre-K.***

- All the building modifications, and screening requirements are for all students, including Pre-K.
- The expected population of Pre-K ranges from 4 to 6 little students.
- Pre-K meets only M, W, F, from 8:30—11:30. This schedule will continue.
- We will follow the NPUC Pre-K guidelines as soon as we are apprised of such guidelines.

***Assessment and integration***

- Teachers will use MAP (Measures of Academic Progress) online testing to assess the strengths and learning needs of all students at the beginning of the year, middle, and at the end of the year.
- Social-emotional learning (SEL), such as self-understanding and self-regulation, are skills that allow students to be able to learn and access academic content and deal with change. Teachers will design instruction with a social and emotional lens to serve the whole child. They will also consider ways SEL can be woven into academic standards.

***General***

- Students will be expected to bring lunch from home and will have it at their seats in the classroom.
- Parents are expected to provide student transportation.
- Water bottles and masks should be taken home every day and cleaned.
- Until restrictions are lifted, field trips, special performances, service outings, and group parent meetings are cancelled.
- Visitors, volunteers, and parents will be limited within the school.
- The school calendar may be adjusted as needed, to allow flexibility in accommodating short-term closures and cleaning needs.

***Statutory Education Requirements:***

- CAS follows the Washington Conference of SDA Office Education school calendar. It accommodates 180 instructional days providing required instructional hours assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements. The total number of hours annually is: K →450 hours of instructional time; Grades 1-8 → 1,000 of instructional time per year. Due to the Covid complications, the 1,000 of instructional time is what is being monitored.
- The school weekly schedule is as follows: Monday – Thursday: 8:30-3:15 in person face-to-face. Friday: 8:30-2:00 is considered the school day, and will be conducted online for the 1<sup>st</sup> quarter. Before the beginning of the 2<sup>nd</sup> quarter, the school board will re-evaluate the in-school/online component of this schedule. The school board will continue or alter the schedule as it deems necessary for the safety of the students, staff, and community. Early out days before holidays will be 8:30 to noon. Chapels will be virtual on whatever day is chosen for Chapel to limit group risk. Each class will function as a cohort, and all-school meetings will be minimal until restrictions ease.
- Daily attendance will be taken at 8:30 A.M. on Jupiter for both in-school and virtual school days. Attendance will also be taken at 8:30 A.M. for students choosing to participate virtually.

- Teachers will follow the curriculum and learning standards established by the North American Division of Seventh-day Adventists. Grading will be based on achievement and include in-school, virtual learning, projects, and assessment. Through Jupiter, parents will have access to current assignments, scores, and grades whether in-school or distance learning.
- CAS will continue to use the Google Classroom or Jupiter Pods as the electronic platform as part of its ongoing instruction and communication, whether face-to-face, virtual, or hybrid. Parent/guardian emails will be added to the students' login-ins to allow access to the learning platform.