

# First Baptist

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## CHRISTIAN SCHOOL

# RETURN TO SCHOOL PLAN

IN RESPONSE TO COVID-19  
2020-2021

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*Changes to the public health situation over the course of the school year may necessitate changes to this guidance.*

## INTRODUCTION

We have created this plan to aid in navigating the return to school where staff, students, and families feel safe and to reduce the impact of COVID-19. The guidelines referenced in this plan are based on guidance from the Ohio Department of Health, Ohio Department of Education, Lorain County Health Department and Centers for Disease Control and Prevention. Regular updates will be made to this plan as needed.

## GUIDING PRINCIPLES

In order to ensure the continued safety and well-being of our students and staff the following guiding principles have been put in place.

FBCS will:

- 1.** Provide information to parents.
- 2.** Implement practices to prevent the virus from entering the school.
- 3.** Respond to a lab-confirmed case in the school.
- 4.** Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.

# **SECTION I:**

**SAFETY OF STUDENTS, STAFF AND VISITORS**

## VISITOR RESTRICTIONS

FBCS will limit visitation as much as possible at this time. All individuals entering the building will be required to abide by state & local mandates. Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors will be screened; visitors and staff will maintain physical distancing for meetings in conference areas.

## TRAVEL RESTRICTIONS

FBCS will discontinue staff travel to conferences and workshops until further notice. We will minimize non-essential travel throughout the year.

## EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and staff, we will be requiring parents to daily check temperature and assess the health of their children prior to coming to school. FBCS Staff will follow the same daily screening protocols prior to coming to school. This screening includes staff taking their own temperature; reading and answering a set of questions related to COVID-19 symptoms including:

- Temperature equal to or above 100.0 degrees Fahrenheit
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Body aches
- Loss of taste or smell
- Severe runny nose
- Nausea
- Vomiting
- Diarrhea

All screening information will be kept confidential by FBCS Office Staff as much as possible. Staff must let the office know if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must let the office know if they have had close contact with an individual who is lab-confirmed with COVID-19, and must remain off campus until the 14-day incubation period has passed. Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab-confirmed with COVID19. FBCS will do their best to help students who are quarantined receive their work via hard copies of materials and via google classroom for upper classes.

## TESTED POSITIVE FOR COVID-19

Any Student or Staff member who tests positive for Covid-19 will need to notify FBCS immediately. The Lorain County Health Department will be notified and FBCS Administration will FBCS Return-to-School Plan

notify the families of FBCS. Those testing positive for Covid-19 must quarantine at home for 14 days. Additionally, the return to school criteria is:

1. At least 3 days (72 hours) have passed since recovery (with no fever and without the use of fever-reducing medications); and
2. Respiratory symptoms have improved (cough, shortness of breath, etc.)



If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you could have COVID19 and may not return to work/school until the criteria listed above have been met.

If the individual has symptoms that could be COVID19 and wants to return to school before completing the above stay at home period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

## IDENTIFYING POSSIBLE COVID19 CASES ON CAMPUS

FBCS will immediately separate any student who shows COVID19 symptoms. FBCS office staff will take the student's temperature and assess their health. The student will be isolated in our newly designated clinic located at the end of the hall in the administration wing. Office staff will decide if the student's parents/guardians need to be called to pick up their child.

FBCS will clean the areas used by the individual who shows COVID19 symptoms while at school as soon as possible.

## COVID19 CASE FORM

If a staff member or student becomes ill at school, he/she will immediately report to the school office and the case form will be completed.

Once the staff member or student arrives at the office, office staff will immediately provide them with a mask, take their temperature and isolate them in the newly designated clinic located at the end of the hall in the administration wing.

- Office staff must complete the **HANDOUT: Suspected COVID19 Case Form.**
- Office staff and others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- FBCS Administration will direct the ill staff member to leave work or call the parent of the student to be picked up and go home.
- The clinic and suspected staff member or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the staff member or student.

## PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. FBCS staff, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating physical contact with others.

## CLOSE CONTACT (DEFINED)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)



In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of student and staff protection, as well as personal hygiene, physical distancing, and frequent cleaning efforts. FBCS Staff will be wearing masks unless outside and physically distanced.

FBCS policy is that we do not recommend that students in grades preschool-2<sup>nd</sup> grade wear masks. FBCS recommends but does not require that students in grades 3-12 wear face masks unless outside and physically distanced. We recognize that the Governor has said he will require K-12 students wear masks. If the Governor establishes executive order that students are required to wear masks FBCS will require that students follow the order. Please be cautious that students wear masks that are appropriate.

**FBCS recognizes that the wearing or not wearing of face masks has become a real source of division among many in our country. Whatever you choose for your family, FBCS is committed to strive for unity among the student body. Shaming on either side of the issue will not be tolerated within the student body.**

**Instead our goal is to exemplify Philippians 2:3-5 “Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others. Let this mind be in you which was also in Christ Jesus.”**

**Gloves:** Office staff will wear gloves when coming into contact with a student exhibiting signs of illness. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Staff will wash

their hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**In addition to using PPE, please remember to:**

1. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol to supplement handwashing times.
2. Avoid touching your eyes, nose, and mouth.
3. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.



## PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their grade level. Staff will disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Music classes and choir will take place in the chapel. Students will use their own art supplies for art class. Any shared supplies will be sanitized between uses.

## SHARED WORKSPACE



Staff are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. FBCS has alcohol-based hand sanitizers throughout the school building. Cleaning sprays and wipes are also available to clean and disinfect in between each use of frequently touched objects and surfaces such as desks, chairs and keyboards. The FBCS Custodial Team will sanitize all classrooms at the end of each day.

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. FBCS will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the instruction and supplies for students to clean their own spaces after they are used, in ways that are safe and developmentally appropriate. Each night the janitorial staff will be utilizing a newly purchased Emist Electrostatic Disinfectant Sprayer to thoroughly disinfect the school building.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active staff member or student is identified as positive for COVID-19, based on testing. Deep cleaning should be performed as soon as possible upon the confirmation of a positive test. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so.



1. FBCS will close off areas that were heavily used by the individual with the lab-confirmed case (student or staff member) until the disinfection process takes place.
2. Notification: FBCS will notify all staff members and FBCS families if a lab-confirmed COVID-19 case is identified among staff or students.

## SIGNAGE

Signage will be placed throughout the school building.

## PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL

1. FBCS will have extra times allotted for handwashing. There will be extra hand sanitizer stations set up throughout the building to help supplement the handwashing times, not take the place of.
2. Students, staff, and campus visitors will be encouraged to wash and sanitize hands frequently.
3. Touchless thermometers will be on-site for employee and student screening
4. FBCS recommends but does not require that students in grades 3-12 wear face masks unless outside and physically distanced.
5. There will not be drinking fountains available. Each student must bring a water bottle that can be refilled at the newly purchased water filling stations. These will be located where the water fountains were.



## STUDENT AND STAFF GROUPINGS

Where feasible without disrupting the educational experience, FBCS will encourage students to practice physical distancing.

1. Classrooms are reconfigured to give as much space in between desks as physically possible. Student's desks will face the same direction in classrooms.
2. In classrooms where students might be within six feet of one another, FBCS will plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.

## Student Arrival & Dismissal

FBCS will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity.

### ARRIVAL:

Preschool students will be met by office/preschool staff at the office entrance and taken to their classroom. Kindergarten through sixth grade students will enter the building using the office

entrance. Students will then go directly to the chapel where they will wait in a designated area for dismissal to class. Seventh through twelfth grade will enter the building using the South West entrance. They will then go directly to the chapel where they will wait in a designated area for dismissal to class.

#### DISMISSAL:

Preschool students will be brought down to the office at the end of each day. FBCS will continue to utilize the vehicle line up and number dismissal. Elementary students will remain in their classroom until their numbers are called. All 7<sup>th</sup>-12<sup>th</sup> grade students will go directly to the chapel and wait for their numbers to be called.

## LOCKER ROOMS

While in locker rooms, students are to stay 6 feet from others as a normal practice. Seek to eliminate contact with others. Avoid touching surfaces touched by others to the extent feasible.

## CAFETERIA AND MEAL PERIODS

Students must bring their own meals, drinks and snacks. Elementary students will eat in their classrooms. All 7<sup>th</sup>-12<sup>th</sup> grade students will eat in the Learning Center and other designated areas to be determined.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

FBCS will continue to make the safety and well-being of our staff and students a priority. FBCS families can expect a serious, faith-filled, balanced approach to the virus as well as any other challenging situations that may arise. FBCS staff will continue to come alongside students offering hope, help and encouragement.

## STAFF AND STUDENT TRAINING

- 1. Pre-Return to School Training** - Presented remotely to staff to ensure understanding and preparedness to align with this manual
- 2. First Day Training/Orientation** – Staff will be given the necessary information to conduct class wisely and safely. On the first day of school, FBCS will provide instruction to students on physical distance, cleaning of common use spaces and appropriate hygiene practices.

**SECTION II:**  
**ACADEMICS AND REMOTE LEARNING**

## SCHOOL COMMITMENT

FBCS School Committee, Administration & Staff are committed to doing everything in their power to remain in school with classroom instruction.

## REMOTE LEARNING

FBCS is not capable of offering both in classroom learning and remote learning. Therefore, if mandated to close in classroom instruction we will as seamlessly as possible go to our remote learning model (Pathway 2). This would involve both packets of work for our younger elementary classes as well as google classroom assignments.

## GRADING POLICY

### **Grading and Attendance**

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located in our school handbooks. Grading policy will be the same for remote learning as it is for in classroom learning (Pathway 1).

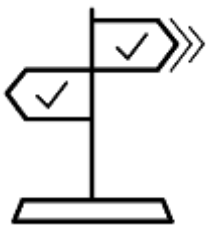
### **Completion Protocols**

Students will be expected to complete assignments on time and participate throughout the school year.

## RECEIVING AND RETURNING STUDENT WORK

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

FBCS will use a combination of worksheets and google classroom for grades K-2. FBCS will use Google Classroom for grades 3-12. Google Classroom and email will be our main communication methods for parents to be able to contact the classroom teachers.



## PATHWAYS FOR INSTRUCTION

The framework below outlines two primary pathways for the school and families to assess and evaluate. As FBCS prepares for a new school year, we will continue to monitor and follow local, state, and federal requirements.

**1. Pathway 1: Students and Staff return to the classroom on September 2nd.** The Administration and Staff are preparing instruction and safety protocols for our students to be in the classroom. Pathway 1 means students will return to the classroom on September 2<sup>nd</sup>. Having all students in the classroom is our priority! We believe this is the best instructional approach allowing us to best meet student needs- academically, socially, emotionally and spiritually.

**2. Pathway 2: Remote Learning (Technology Required)**

We will utilize books, worksheets and google classroom. Students will complete most work on their own; self-guided using the worksheets and chromebooks assigned. Students not engaged in daily lessons will be marked absent. The grading policy will be consistent with those used on campus and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

## TECHNOLOGY DEVICES AGREEMENT

Technology devices will be issued to families having students in 3<sup>rd</sup>-12<sup>th</sup> grade requesting a device and signing the **FBCS Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

**SECTION III:**  
**EXTRACURRICULAR ACTIVITIES**

FBCS will comply with federal, state and local agencies mandates and protocols regarding athletics and other extracurricular activities. FBCS will implement guidelines for physical distancing at games, programs and other extracurricular activities. FBCS may choose to limit the amount of extracurricular activities for the 2020-2021 school year including concerts, plays, etc.

## Field Trips

FBCS will not be participating in field trips for at least the first semester.

## Programs

FBCS will not have programs for at least the first semester. We are still planning to have weekly chapel for elementary and 7<sup>th</sup>-12<sup>th</sup> grade. Students and staff will be physically distanced.

## Soccer, Volleyball, Basketball and Physical Education

When feasible and appropriate, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of the virus being spread outdoors. FBCS will continue to offer extracurricular activities at our discretion and consistent with local, state, federal and OHSAA's guidance.

FBCS will consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together. Consideration is based on local conditions and health advice.

- 1. FBCS Athletics** - Staff will be trained in COVID-19 safety protocols. Coaches will do a daily health assessment of each athlete prior to practice and games. All coaches, athletes and spectators will follow rules established by OHSAA.
- 2. Elementary Physical Education** - Physical education for elementary is required. We will use outdoor activities as the weather permits. When required to be inside due to weather conditions the PE teacher will do their best to enforce physical distance and proper personal hygiene. Elementary PE classes will all be by individual grade with the exception of 5<sup>th</sup> & 6<sup>th</sup> grade.