



County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

School Name

Calvary Christian Academy

District name

Private School

District School(s) Name**Contact Name**

James Henry

Contact Email

jhenry@ccaknights.com

Address

1771 East Palomar

City

Chula Vista

Zip Code

91913

Type

Private School

Grades to be Reopened

5
K

Number of Students in Reopening Grades

150

Number of Staff at Reopening Sites

30

Proposed Reopening Date

08/25/20

Labor Organization

Calvary Christian Academy does not have a Labor Organization that represents the employees at CCA. During a staff meeting on Monday 10 August 2020, the staff unanimously agreed to support the submission of the wavier and have our students to return to campus as soon as possible. The meeting minutes were enclosed in the file upload

Parent Organization

Calvary Christian Academy does not have a formal Parent Organization. CCA School Board is comprised of parents and speaks for the parents. The School Board expressed their full support of the wavier and to have our students return to campus as soon as possible. On Monday, August 10, 2020, the School Board wrote a letter of support that is enclosed in the file upload

Community Organization

Calvary San Diego is the Community Organization in Chula Vista that was consulted on August 10, 2020. A letter of support for the wavier and the return of students to campus as soon possible has been loaded to the file upload.

1. Published on Webpage

www.ccaknights.com

1.A) Webpage Section/Page

Calvary Christian Academy COVID-19 Prevention/Reopening plan is located on the home page. It can be assessed by clicking on the banner called Back-To-Re-Opening Plan

1.B) Webpage Language

The plan's name is "RETURN-TO-SCHOOL Health and Safety Plan in Response to COVID-19

2. Distance Learning

YES

2.A) Distance Learning Section/Page

Page 14-16

2.B) Distance Learning Language

Distance Learning

CCA has determined the most appropriate instructional Distance Learning model, taking into account the needs of all of our students and staff, and our available infrastructure. Implementation of our guidance has been tailored for each setting, including adequate consideration of instructional programs operating at CCA to meet the needs of our students and families.

Student and Staff Population: Currently CCA does not serve special need students or disabled Staff who will be impacted by our Distance Learning model.

Ability to Implement or Adhere to Measures: If needed by staff, students and families, Cox Connect2Compete is offering free internet for three months for students who qualify for free lunch and/or are low income:

<https://www.cox.com/residential/internet/connect2compete.html> and Spectrum is offering COVID-19 Remote Education Credit:

<https://www.spectrum.net/support/internet/covid-19-internet-offer-students/> CCA has the requirement that all CCA student own a Chromebook. CCA does offer for those students or families the opportunity to borrow for a short time a Chromebook to allow them to meet the Distance Learning plan. This may help those who need the tools, information, resources, and ability to successfully adhere to CCA's measures.

CCA's distance learning plan is based on the unique circumstances of each student who would be put at risk by an in-person instructional model. For example, students with a health condition, students who have family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning. CCA's distance learning option is provided to ALL students and families who do not feel comfortable returning to in-person instruction. This option will be made available to ALL regardless of student's health conditions.

a. Online Learning: Should this ever happen again, we would like our instruction to be uniform across the board.

b. In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to home-based instruction, all teachers will be proficient in the use of the following online tools:

i. Google Classroom: will be utilized for posting all assignments and communications regarding assignments

ii. Google Meets

iii. Google Hangouts

c. We have made the decision to move to synchronous classes for grades 1-12. Synchronous learning is when classes occur on set schedules and time frames. Students and instructors are online at the same time in synchronous classes since lectures, discussions, and presentations take place at specific hours.

i. All students must be online at that exact time in order to participate in the class.

ii. We will also be recording each of the classes. The school has made the commitment to purchase wireless microphones and cameras for each of our teachers. We feel that this commitment to the families will demonstrate how we feel towards adding more value to what we did last year.

f. CCA plans to offer asynchronous learning activities for the remainder of the year in the form of recorded classes for All students. Please contact the school if you plan to continue distance learning once the school returns to campus.

g. Please know that we are praying for our students and the decisions our parents are faced with. We have listened to your concerns and are doing all we can to support your needs while keeping our doors and arms open to you, our CCA family.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

pages 8-12,14

3. B) Physical Distancing Language

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. CCA employees, students, parents, and visitors should practice wearing masks, staying approximately 6 feet away from others, eliminating contact with others, and frequent handwashing.

We have staggered drop off locations per school (Preschool, Lower School, Middle/Upper School)

Traffic Flow – Taped lines on the ground will mark the walking direction throughout the facility as much as possible in order to maintain the social distancing requirement of 6 feet

Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

All students are to report directly to their classroom

All desks will be facing one direction with the maximum allowable distance between students

All late students must check-in at the office

Clear plexiglass divider has been installed at the front office

Lower School students will sanitize their hands prior to entering campus

Middle and Upper School students will sanitize their hands upon entering the classroom

Recess schedules will be modified so that each class will only interact with their own class in a designated area

Recreational and sports equipment will be regularly cleaned and sanitized

All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus

No personal items may be shared (e.g., backpacks, clothing, electronic devices)

Learning materials may be shared only once disinfected (e.g., textbooks, markers, learning manipulatives)

Individual Lower School students will remain in classrooms until called down when transportation home is at pick up location

CLASSROOM SPACE

To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. We will keep the same students and teachers or staff with each group, to the greatest extent practicable. Prioritize the use and maximization of outdoor space for activities where practicable.

Minimize the movement of students and teachers or staff as much as practicable. We will keep teachers with one group of students for the whole day as much as possible. In the middle and upper school, we will rotate teachers to the class as much as practicable to reduce mixing among cohorts and to minimize contact.

Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.

We will establish separation of students through other means as practicable, such as, six feet between desks, where practicable, markings on classroom floors to promote distancing and arranging desks in a way that minimizes face-to-face contact. We are redesigning activities for smaller groups and rearranging furniture and play spaces to maximize separation.

Students will follow 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. Activities, where there is an increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances, are not permitted. Activities that involve singing must only take place outdoors. Implement procedures for turning in assignments to minimize contact. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are required to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces such as counters, doorknobs/handles, light switches, desks

4. Stable Cohorts

YES

4. A) Stable Section/Page

pages 8-10

4. B) Stable Cohorts Language

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. CCA employees, students, parents, and visitors should practice wearing masks, staying approximately 6 feet away from others, eliminating contact with others, and frequent handwashing.

We have staggered drop off locations per school (Preschool, Lower School, Middle/Upper School)

Traffic Flow – Taped lines on the ground will mark the walking direction throughout the facility as much as possible in order to maintain the social distancing requirement of 6 feet

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Middle and Upper School students will sanitize their hands upon entering the classroom

Recess schedules will be modified so that each class will only interact with their own class in a designated area

Recreational and sports equipment will be regularly cleaned and sanitized

All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus. No personal items may be shared (e.g., backpacks, clothing, electronic devices)

Learning materials may be shared only once disinfected (e.g., textbooks, markers, learning manipulatives)

Individual Lower School students will remain in classrooms until called down when transportation home is at pick up location

CLASSROOM SPACE

To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. We will keep the same students and teachers or staff with each group, to the greatest extent practicable. Prioritize the use and maximization of outdoor space for activities where practicable.

Minimize the movement of students and teachers or staff as much

as practicable. We will keep teachers with one group of students for the whole day as much as possible. In the middle and upper school, we will rotate teachers to the class as much as practicable to reduce mixing among cohorts and to minimize contact.

Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.

We will establish separation of students through other means as practicable, such as, six feet between desks, where practicable, markings on classroom floors to promote distancing and arranging desks in a way that minimizes face-to-face contact. We are redesigning activities for smaller groups and rearranging furniture and play spaces to maximize separation.

Students will follow 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.

Activities, where there is an increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances, are not permitted.

Activities that involve singing must only take place outdoors.

Implement procedures for turning in assignments to minimize contact

5. Face Coverings

YES

5.A)Face Covering Section/Page

pages 5-8

5.B) Face Covering Language

A significant portion of individuals with COVID-19 lack symptoms and that even those who eventually develop symptoms can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity – for example speaking, coughing, or sneezing – even if those people are not exhibiting symptoms. The Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain. The intent of wearing face masks is to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings may be fashioned from household items or made at home from common materials and should:

Fit snugly but comfortably against the side of the face

Be secured with ties or ear loops

Include multiple layers of fabric

Allow for breathing without restriction

Be able to be laundered and machine dried without damage or change to the shape

Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Teachers will be wearing face shields. All other staff will be wearing a mask. Students need to wear masks coming on and leaving the campus, in the classroom, and traveling the campus. (See CDPH guidelines below). Students and employees will wear masks during times of transition from one location to another when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival, and dismissal). We acknowledge the benefits of utilizing masks to prevent the spread of disease. Our desire is to be an environment where all can truly be part of this community, embraced through the love of Christ, regardless of outer appearance.

Face coverings will be required for students at Calvary Christian Academy when physical distancing requirements are not practicable. *Subject to change according to health and county guidelines.

Age

Face Covering Requirement

Under 2 years old

No

2 years old – 2nd grade

Strongly encouraged**

3rd grade – High School

Yes, unless exempt

**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 is 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. We will have a supply of disposable face coverings for anyone unable to provide their own.

Gloves:

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. Please remember to wash your 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

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

pages 8, 10-12

6. B) Cleaning and Disinfecting Language

PERSONAL WORKSPACE/CLASSROOM

CCA staff will use the signage provided to indicate when the room has been properly sanitized and disinfected. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are required to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces such as counters, doorknobs/handles, light switches, desks, and chairs.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CCA has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CCA Facility Team will clean all workspaces at their designated

cleaning time.

Please note that proper equipment, such as CDC acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– CCA will be monitoring the number of employees in the offices while the risk of infection exists and/or as it begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use a virtual option even for employees in the office or school.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our campus has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category

Area

Frequency

Workspaces

Classrooms, Offices

At the end of each use/day

Appliances

Refrigerators, Microwaves, Coffee Machines

At the end of each use/day and/or between use

Electronic Equipment

Copier machines, Shared computer monitors, TV's, Telephones, keyboards

At the end of each use/day and/or between use

General Used Objects

Handles, light switches, sinks, restrooms

At least 4 times a day

Common Areas

Lunch Area, Playground Equipment, Common Areas

At the end of each use/day; between groups

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly using disinfectant approved by EPA that will not trigger or aggravate students with asthma.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID- 19 based on testing.

FOOD DELIVERY

We will discontinue the use of any food services, ex: hot lunch, UberEats, DoorDash, or any type of food delivery service. We ask that all food be brought in a disposable package or packaging, with no personal lunch boxes or reusable containers. Snack items, candy, and drinks will not be provided until further notice. Sharing refreshments during meetings, classroom events, and campus events is prohibited in order to limit the risk of contamination.

Parents may deliver lunch to the office in disposable containers.

Students must bring their own personal water bottles labeled with their name. Water fountains will not be operational. If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged.

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

pages 1-2, 8-10

7. B)Entrance/Movement Language

Entrance/Movement Language

Guests, Parents, & Visitors

CCA will not allow visitation to our campuses during normal working hours. If guests, parents, and visitors need to conduct business or speak with an administrator they are required to complete a health screening form and receive a temperature check first. All guests, parents, and visitors are required to wear a mask. Grade k-12 parents are not permitted to enter the campuses during drop-off or pick-up. Only CCA staff and students will be allowed on campus during working hours. CCA will continue to enforce the closed campus policies

We have staggered drop off locations per school (Preschool, Lower School, Middle/Upper School)

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Students will follow 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

8. Health Screenings

YES

8. A)Health Screening Section/Page

pages 2-5

8. B) Health Screening Language

EMPLOYEE/STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and our students, we will be requiring employees to complete a DAILY self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Cough
- Known close contact with a person who is lab-confirmed to have COVID-19

Students are required to utilize established entry points onto campus and participate in temperature screening at each entry point. After temperature screening, each student will be asked the following questions:

Do you have a new cough, nasal congestion, or a runny nose?

Are you experiencing shortness of breath or difficulty breathing? Are you having new muscle pain or fatigue?

Do you have a headache (that is not normal for you)?

Do you have a sore throat?

Are you experiencing a new loss of taste or smell?

Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?

Have you been exposed to anyone who has been tested positive for COVID-19 in the last two weeks?

8. C) Language for Symptomatic Students or Staff

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

If COVID-19 is diagnosed in either a student or employee, the following will occur:

CCA has assigned a COVID-19 Liaison Officer

Health Officials will be immediately notified to determine the course of action to be taken by the CCA COVID Liaison Officer.

Close off areas used by the person who is sick.

Open outside doors and windows to increase air circulation in the infected areas.

Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection are not necessary.

If multiple positive COVID-19 cases in multiple cohorts/classes occur within a 14 day period that affects at least 5% of the students/teachers/staff, the school may be required to close temporarily in consultation with the public health officer.

Any decision about school dismissal or cancellation of school events will be made in coordination with our local health officials.

Schools are not expected to make decisions about dismissals on their own.

We may need to temporarily dismiss school for 2-5 days if a student or staff member attended school before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals. (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community.

Please do the following:

Quarantine yourself in a specific room away from others in your home

Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions

Your healthcare provider

CCA's HR department if Employee or CCA Office if Student or Parent

Your supervisor

Your supervisor will work with HR to determine the appropriate next steps.

COVID-19 CASE FORM

If an employee or student becomes ill on-campus/district, he/she will immediately go to the CCA's isolation room (COVID-19 Health Center) and the case form will be completed.

Once the employee or student arrives in the isolation room, we will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

The staff and others attending the potentially infected person should also wear a protective mask and gloves while working with the suspected infected person.

The staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

The staff and campus supervisor must identify persons who may have come in contact with the suspected infected person.

Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

pages 7-8

9. B) Healthy Hygiene Language

Gloves:

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. Please remember to wash your 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:

Wash your hands often with soap and water for at least 20 seconds.

Use hand sanitizer with at least 60% alcohol if soap and water are not available. All students under the age of 9 will use hand sanitizer only under adult supervision.

Students should wash their hands or use hand sanitizer frequently and in the following situations:

After using the restroom

Before eating

When entering a classroom

If their hands are visibly soiled

If the student has encountered chemicals or other items such as soil in a science lab, art room, or other educational venues

If the student encountered chemicals during cleaning the school environment

CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of handwashing on most occasions.

Hand sanitizer stations are in each classroom

Avoid touching your eyes, nose, and mouth

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

Cough and sneeze etiquette

Cover your mouth and nose with a tissue when you cough or sneeze.

Put your used tissue in the wastebasket

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands

After coughing or sneezing near your hands, wash with soap and warm or cold water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

These policies and procedures will be covered during student orientation and reviewed throughout the academic year

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

pages 4-5

10. B) Identification and Tracing Language

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

If COVID-19 is diagnosed in either a student or employee, the following will occur:

CCA has assigned a COVID-19 Liaison Officer

Health Officials will be immediately notified to determine the course of action to be taken by the CCA COVID Liaison Officer.

Close off areas used by the person who is sick.

Open outside doors and windows to increase air circulation in the infected areas.

Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection are not necessary.

If multiple positive COVID-19 cases in multiple cohorts/classes occur within a 14 day period that affect at least 5% of the students/teachers/staff, the school may be required to close temporarily in consultation with the public health officer. Any decision about school dismissal or cancellation of school events will be made in coordination with our local health officials. Schools are not expected to make decisions about dismissals on their own.

We may need to temporarily dismiss school for 2-5 days if a student or staff member attended school before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals. (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community.

Please do the following:

Quarantine yourself in a specific room away from others in your home

Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions

Your healthcare provider

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Your supervisor

Your supervisor will work with HR to determine the appropriate next steps.

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Once the employee or student arrives in the isolation room, we will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

The staff and others attending the potentially infected person should also wear a protective mask and gloves while working with the suspected infected person.

The staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

The staff and campus supervisor must identify persons who may have come in contact with the suspected infected person.

Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

11. Staff Training and Family Education

YES

11. A) Staff Training and Family Edu. Section/Page

pages 12-13

11. B) Staff Training and Family Edu. Language

CCA will conduct return to school training to include;
Align local protocols and procedures with this manual; Disinfection methods, comprehensive cleaning training
It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.
Content Covered:
All training topics can be reinforced with signage in the buildings.
School checklists
Response Teams
Disinfection Measures
Transportation
Isolation protocols
On-site health screening Daily self-screenings Visitors
Cleaning Crew Protocols FAMILY TRAINING
Email referring all parents regarding return to the school safety video
Continually update COVID-19 related information in emails and on website
We will be adhering to the linguistic needs of the community

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

Pages 4-5

12. B) Testing Language

GUIDANCE IF EXPOSED

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If COVID-19 is diagnosed in either a student or employee, the following will occur:

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Health Officials will be immediately notified to determine the course of action to be taken by the CCA COVID Liaison Officer.

Close off areas used by the person who is sick.

Open outside doors and windows to increase air circulation in the infected areas.

Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection are not necessary.

If multiple positive COVID-19 cases in multiple cohorts/classes occur within a 14 day period that affect at least 5% of the students/teachers/staff, the school may be required to close temporarily in consultation with the public health officer.

Any decision about school dismissal or cancellation of school events will be made in coordination with our local health officials.

Schools are not expected to make decisions about dismissals on their own.

We may need to temporarily dismiss school for 2-5 days if a student or staff member attended school before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and

disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals. (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community.

Please do the following:

Quarantine yourself in a specific room away from others in your home

Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions

Your healthcare provider

CCA's HR department if Employee or CCA Office if Student or Parent

Your supervisor

Your supervisor will work with HR to determine the appropriate next steps.

COVID-19 CASE FORM

If an employee or student becomes ill on-campus/district, he/she will immediately go to the CCA's isolation room (COVID-19 Health Center) and the case form will be completed.

Once the employee or student arrives in the isolation room, we will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

The staff and others attending the potentially infected person should also wear a protective mask and gloves while working with the suspected infected person.

The staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

The staff and campus supervisor must identify persons who may have come in contact with the suspected infected person.

Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student

12. C) Staff Tested Periodically Language

STAFF TESTING

Once CCA is reopened to at least some in-person instruction, it is recommended that staff testing be implemented based on local disease trends. If epidemiological data indicates concern for increased community transmission, CCA will increase testing of staff to detect potential cases as lab testing capabilities allow. CCA shall test staff periodically as testing capacity permits and as practicable. Prior to the start of school, 25% of our staff will be tested.

13. Triggers for Switching to Distance Learning

YES

13. A) Triggers to Dist. Learning Section/Page

Page 4

13.B) Triggers to Dist. Learning Language

If multiple positive COVID-19 cases in multiple cohorts/classes occur within a 14 day period that affects at least 5% of the students/teachers/staff, the school may be required to close temporarily in consultation with the public health officer. Any decision about school dismissal or cancellation of school events will be made in coordination with our local health officials. Schools are not expected to make decisions about dismissals on their own.

We may need to temporarily dismiss school for 2-5 days if a student or staff member attended school before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals. (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community

14. Communication Plans

YES

14. A) Communication Plans Section/Page

page 13

14. B) Communication Plans Language

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

Teachers, students, and parents need to check their email often.

Visit our CCA website

Follow our social media platforms

Using Google Classroom Grades K-12

Fall Parent Orientation Night will be held virtually

All Fall parent-teacher conferences will be held virtually

CCA will abide by the privacy requirements of FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).

Superintendent Name

James A Henry

Job Title

Head of School

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619-591-2260

E-mail

jhenry@ccaknights.com

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