

COVID-19 (Coronavirus) Action Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

CCA person of contact for COVID-19 is the school administrator.

CCA Action Plan:

1. Campus Protocol:

- CCA to display signage regarding Wellness Tips in classrooms, restrooms, offices, etc.
- CCA will ask if any member of the staff, student population, and parent community (*all of these groups will be referred to as "members"*) if they are at risk of being sick or carrying illness. The daily pre-screening will include these questions:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19 in the past 14 days?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms? Have you had any of these symptoms within the past 72 hours?
- Per CDC recommendations, if any answer is "yes", the member will be asked to leave the campus immediately and may not be allowed to return to the campus without a doctor's letter verifying "OK to return to work/school" status.
- Temperature checks using infrared thermometers will also be used as a pre-screening for campus entry. All members entering campus will have a temperature check. If there is a temperature of 100 degrees or more, the member will be asked to leave the campus immediately.
- Additionally, any member returning from anywhere outside the United States must remain off campus for 14 days after returning to the U.S.. This includes any individual with pick up/drop off privileges at the campus. If at the end of the 14 day period the traveler has not experienced any symptoms, the member will need to notify the school office and obtain medical clearance prior to returning to campus.
- Any member with a suspected or confirmed case of Covid-19 must remain off campus until receiving medical clearance to return. This includes individuals with pick up/drop off privileges.
- If any member has been in close contact, meaning anyone in the same household or spending a significant amount of time, with someone who has been traveling outside the US or have had possible exposure to COVID-19, must stay off campus for a 14 day period.
- CDC recommends that members who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) or any other symptoms of COVID-19 upon arrival to campus or become sick during the day be separated from other members and be sent home immediately. CCA will send any member home if there are any observed symptoms of sickness.
- Staff will be required to show a negative test result within 14 days to the start of the school year. Periodic testing of staff will continue through the remainder of the school year per CDPH guidelines.
- Campus entry will be limited to students and staff who clear the pre-screening process as well as the temperature check.

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- Visitors will have limited access to on-campus. Any visitors granted entry must also clear the pre-screening process as well as temperature checks.
- Our campus has three main access points to enter classrooms/hallways. Each group will be given a specific entry point to access their hallway/classroom. No more three groups per entry point.
- Hand rails and bathroom fixtures will be disinfected every two hours by a dedicated staff person.
- Mixed/large group events or gatherings will be based on CDC guidelines for the specific phase the school community is in.
- CCA will prevent stigma and discrimination in the facility. Do not make determinations of risk based on race or country of origin.
- CDC "School Decision Tree" will be used to determine if a school closure is needed in cases of site exposure.

2. Office/Classroom Protocol:

- CCA will display signage regarding Wellness Tips throughout the classroom, restrooms, and lunch areas, etc.
- Hand sanitizing stations will be in all classrooms, offices, as well as hallways. All members will need to sanitize hands before entry into the classrooms or offices.
- Each class cohort will have several scheduled bathroom breaks to include proper hand washing. Breaks will be scheduled no more than 1.5 hours apart.
- Students will be instructed on proper handwashing technique as well as other precautionary measures to prevent the spread of disease.
- Student work space will be maximized and areas that are communal areas, such as reading corners, learning centers, etc. will be minimized.
- Student work desks will be separated with physical distancing.
- Student work desks will not face each other.
- Student work desks will have plexiglass shields installed to add a protective barrier between students.
- Staff will create a traffic pattern within the classroom for movement.
- Staff will wear face coverings or shields at all times while indoors and outdoors if the ability to maintain social distancing measures are compromised.
- Students will be reminded that face coverings are encouraged when social distancing is not possible and while indoors.
- Students will adhere to the California Department of Public Health guidelines for face coverings.
- Grades K-2 will be recommended to wear face coverings, grades 3 and up will be required to wear face coverings when proper social distancing cannot be maintained. *
- CCA will have on hand and provide any student a face covering who does not have one.
- No community sharing of pencils, markers, etc. Student materials will be kept in individual desks and/or cubbies.
- Each classroom will be a static cohort group. Grouping of students and staff will remain as static as possible.
- Staggering drop off, pick up, and recess times will also be implemented to limit contact between groups.
- Morning drop off: Staggered drop off points and multiple entry doors will be implemented to limit students from congregating in one area.
- Afternoon pick up: Staggered dismissal times will be implemented to limit contact between groups. In addition, various pick up points on campus will be designated to alleviate groups

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congregating.

- Staff will daily disinfect, with EPA approved disinfectant, door handles and open up windows and doorways to allow better ventilation within the classroom upon arrival and prior to student entry.
- Staff will daily disinfect, with EPA approved disinfectant, all student work stations and chairs upon dismissal of students at the end of the day.
- Water fountain usage will be limited to filling station use in which members will have their own bottle provided from home.
- Throughout the day if staff notice any mood or behavior changes, rashes, unusual spots, on going complaints of not feeling well, suspect discharge from eyes or nose, diarrhea, or vomiting, parent contact will be made and administration discretion will be used to determine if the student will need to be sent home.
- The student will be isolated in a room in the office until the student is picked up.
- Office staff will monitor daily absenteeism for significant indicators of illness within a class population.

3. COVID-19 Measures:

- Members who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify the school office and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If a member is confirmed to have COVID-19, CCA will inform all campus community members of their possible exposure to COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA), HIPPA, and FERPA. Members exposed to a confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If a student member, staff member, or other member on campus has been exposed to COVID, consultation with a physician will be required. The member may be required to undergo testing and/or self isolation for a period determined by the physician.
- If an employee is diagnosed with COVID-19, they must stay home. CCA will provide paid leave (without affecting PTO) per the federal CARE Act.
- CCA will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism. This could include a short term closure per the CDC School Decision Tree or an extended term closure.
- Students and parents will be communicated with regarding the importance of staying home when not feeling well.
- The “stay at home when not well” campaign will be reinforced by the use of Google classroom for daily assignments, additional time given for make up work, and excused assignments for absent work when deemed necessary by the teacher or administrator.
- CCA will continue to develop and implement a distance learning plan for possible closures and well as for students who are required per policy to stay home for “self-quarantining.”
- CDPH guidelines calls for individual school closure based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and consultation with the local public health agency.
- CCA will keep a daily log of students, staff, and visitors who come on campus. These daily logs will be kept in the Academy Office.
- Beth Holiday, Principal, will be the designated person of contact for the local public health department.
- In the event of a confirmed COVID-19 case, the designee will contact the local public health office to confer and make decisions regarding possible closure of the campus.

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4. Travel Protocol:

CCA advises all members before considering travel to take certain steps:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://wwwnc.cdc.gov/travel>
- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
- Members who become sick while traveling must notify the office and should promptly call a healthcare provider for advice.
- CCA will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.
- Inform office prior to scheduling any travel.

5. General Protocol:

CCA will actively encourage sick members to stay home:

- If members are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave campus:
 - Fever
 - Cough
 - Shortness of breath
- Members who have symptoms of acute respiratory illness are required to stay home and not come to campus until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Members should immediately notify their office and stay home if they are sick.
- CCA will communicate with our members about the importance of staying home and/or going to the doctor.
- Per CDC recommendations, members who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to campus or become sick during the day will be separated from other members and be sent home immediately.
- CCA will communicate the following to its employees and contractors:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing (or use hand sanitizer)
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

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- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Staff have reviewed CCA's site safety plan and practiced implementation of these strategies in cohort groups of students attending on-campus daycare camps.
- Staff will receive continued training as additional guidance is released by the local public health agency.
- Parents and students have been made aware of the site safety plan and its posting on the school website for reference.
- Parents enrolling their child in CCA agree to adhere to guidelines set forth for continued enrollment in CCA.
- CCA will follow CDPH guidelines for all communications regarding possible exposure.
- Per CDPH: If symptoms found during screening--member sent home, no communication needed to school community. If a member has a close contact with a confirmed COVID-19 case-- member sent home, quarantined, testing done by recommendation, and consideration of communication to school community. If a confirmed case on campus—notify local health agency, isolate and exclude from school for 10 days from test date, identify exposed contacts and self-isolate for 14 days, disinfect classroom, school community notification of a known case.
- Communications regarding COVID-19 exposure, updated guidelines, or other COVID_19 related issues will be sent out via email on our school information system.
- The school also asks parents to register for the "Remind" text message communications to receive emergency updates via text message.
- Please note that each member of our school community is afforded privacy of certain personal information through HIPPA and FERPA laws. The school will not disclose the information in violation of those laws.

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. COMPANY's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.