

## **Required Checklist to Re-Open 2020-2021**

Below are ways Bethany School will promote behaviors that reduce the spread of COVID-19.

- **Educating Staff, Students and Parents of COVID-19**
  - What are the symptoms?*
  - When should I stay home?*
  - What should I do if I have had close contact with a person testing positive for COVID-19?*
  
- **Daily Health Checks & Screening: Parents, Teachers and Students**

*Preventative measures are important. To support Bethany's reopening parents, teachers and our local community must practice daily screenings.*
- *Parents are to screen their children prior to arriving at Bethany School*
  - Symptoms to look for:*
    - fever, chills*
    - cough*
    - shortness of breath and/or difficulty breathing*
    - fatigue*
    - muscle pain and/or body aches*
    - headache*
    - loss of taste and/or smell*
    - sore throat*
    - nausea and/or vomiting*
    - Congestion or runny nose*
    - Diarrhea*
  - Students with these symptoms are asked to stay home and to see a doctor.*
- *AM screenings and temperature checks every morning for Bethany employees and students. Temperature must be 100.4 or below.*
- *Pamphlets along with other documentation will be given to parents and/or caregivers on the importance of monitoring for and responding to the symptoms of COVID-19 transmission*
- *Addresses and phone numbers of local clinics and hospitals will be given to every parent and/or caregiver should their child or someone within their household display symptoms of COVID-19 and/or if someone within their household comes in contact with someone testing positive for the virus.*
  
- **Personal Protection Equipment, PPE**

*Multiple SARS-CoV-2 strategies will readily be available daily.*

  - *Sufficient PPE for staff and students as needed*
  - *Gloves*
  - *Disposable face coverings and cloth face coverings*

- *Infrared thermometers for daily testing*
- *Masks are highly suggested for K-2<sup>nd</sup> grade and are mandatory for students 3<sup>rd</sup> – 8<sup>th</sup> grade at key times during the day.*
  
- **Sufficient Sanitation and Cleaning**
- *Sanitation stations in designated areas of the campus*
- *Bathrooms sanitized throughout the day*
- *Outside play equipment and play structure sanitized after every use*
- *Hand sanitizers dispensers*
- *Disinfectant wipes*
- *Disinfectant spray*
- *Ventilation in every classroom*
- *Clean and disinfect high touch areas: door handles, student desk and chairs, light switches, cabinet handles, locker handles w/ combination dials, keyboards and other computing hardware, and all frequently used areas*
  
- **Social Distancing**
- *It is the goal of Bethany School to promote behaviors that reduce the spread of COVID-19. We will routinely communicate, educate and reinforce appropriate hygiene and social distancing practices with visible signage to remind students, daily communication on the importance of hygiene, and weekly staff meetings with updates about our community and the impact of COVID-19.*
- *Alter ingress/egress routes on campus to promote one-way traffic and minimize student contact, to every extent feasible.*
- *Staggered schedules throughout the day; including recess, lunch and after school care.*
- *Students will remain in cohorts/pods during the day for the following reasons;*
  - decrease opportunities for exposure or transmission of SARS-CoV-2*
  - reoccurring contact with shared surfaces*
  - facilitating more efficient contact tracing in the event of a positive case*
  - allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school-wide measures in the event of a positive case or cluster of cases*
- *To every extent feasible students will have the same teacher during the core hours of the day with the same students.*
- *Highly visible cues, signs/posters, will be placed throughout the campus as subtle reminders*
- *Every effort to maintain social distancing will be used including outdoor spaces repurposed to increase classroom space*
  
- **Maintaining A Healthy Campus Environment**
- *Bethany School has a facility maintenance department on campus during hours of operation.*
- *We are working closely with Mr. Steele, campus Facility Maintenance Manager, to ensure*

- scheduled hours of cleaning and disinfecting during the day.*
  - Play equipment, classroom desks, and high touch areas will be thoroughly cleaned throughout the day*
- Limited Extracurricular Activities**  
*Bethany School has integrated SARS-CoV-2 mitigation strategies into co-curricular and extracurricular activities*
  - We will limit and/or cancel participation of activities if social distancing is not feasible*
  - If events are held, social distancing of at least 6 feet will be promoted*
  - Masks will be available along with sanitation stations*
- Closed Campus**  
*Only employees and students of Bethany School are allowed on campus with the exception of the following;*
  - IEP visitors*
  - Speech therapists*
  - ABAs*
  - Essential school providers*
- Food Service**  
*Due to COVID-19 Choice Lunch is no longer available for student lunches. K-8 must bring a lunch daily.*  
*We are looking to have Choice Lunch resume when available. (Choice Lunch is a certified food program that is in compliance with the CDC and prepares individualized prepackaged disposable lunches.)*
- 2020-2021 COVID-19 Compliant Team**  
*The purpose of this team is to strategically prepare to meet the demands of COVID-19:*
  - Mrs. Tonia Hill, Principal*
    - \*Contact to the Department of Public Health and Long Beach Health Department**
    - Ms. Gina Martinez, Preschool Assistant Director*
    - Mrs. Diane Golden, Assistant Administrator*
    - Mr. Eddie Steele, Facility Maintenance Manager*
  - Strategies and best practices are in place for the following;*
  - Students becoming ill at school, displaying COVID-19 symptoms or other symptoms will have their temperature taken and will be isolated until they are picked up from school. Staff working closely with ill students will have on proper PPE equipment.*
  - When and if a student or staff member tests positive for COVID-19, the classroom will be closed and locked for 24 hours of ventilation. After that time our custodial staff will disinfect all desks, chairs and workspaces of the classroom. Students and staff of said classroom will self quarantine for 14 days.*
  - Communicating with state and local Long Beach health department to conduct case*

*tracing in the event of a positive case on campus*

- *We have developed ongoing channels of communication with the state and our local Long Beach health department to stay current on COVID-19 transmission and the response within our area.*
- *Notification when and if there are COVID-19 cases in the school*

*The COVID-19 Compliance Team will establish a written, worksite-specific COVID-19 prevention plan, and perform a comprehensive risk assessment for all work areas and work tasks.*

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### **Daily Arrival & Departure**

- *Monitor and check students prior to arriving to school for signs of illness. Students showing signs of COVID-19 should not come to school and should complete the following;*
- *Seek council from your child's pediatrician*
- *Stay home as advised by your doctor OR*
- *Stay home until receiving a negative test response OR*
- *Stay home and isolate using the CDC guidelines:*
- *24 hours fever free*
- *Respiratory systems have improved*
- *10 days since symptoms first appeared*

#### **AM K-8<sup>th</sup> Grades 8-8:25am**

- *After 8am parents will drop off students using the drive through turn about entering the campus parking lot heading South on Clark Avenue*
- *Students may not be dropped off, but must be accompanied by an adult to be accepted onto campus*

#### **PM K-8<sup>th</sup> Grades 3:30-6pm**

- *Parents will pick up students from the gate at the back of school campus between the hours of 3:30-6pm*
- *Students being picked up between 2:50-3:30pm are asked to line up at the gate, six feet apart*
- *Drive onto campus parking lot using the drive through turn-about as instructed above.*

- *For evening pickups, remain in your car*
- *If your mode of transportation is walking, you must wear a mask and wait outside the gate until approached by a Bethany School staff employee*
- *Bethany School staff will validate who you are and contact your child*
- *Your child will be sent to your car for departure*
- *Parents are not allowed to exit their car at pick up*
- *During this most unusual time, Bethany School administration requests that you communicate with your child's teacher via phone call, email or MySchoolworx.*

### **Daily Screening of Staff and Students**

- **Staff**
- *All staff are given the opportunity to be tested for COVID-19*
- *All staff are given the opportunity to receive the COVID-19 vaccine*
- *Prior to arriving at school, staff will screen for COVID-19 in their home*
- *Staff will stay home if they have symptoms*
- *If an employee develops symptoms of COVID-19 while at work, he/she will be asked to immediately seek medical care and/or go home.*
  
- **Students**
- *Prior to arriving at school, students will self-check for COVID-19 in the home via online*
- *Students will be screened daily upon entering school campus. This will be their second screening*
- *Students will stay home if they have symptoms (please see below)*
- *If a student develops signs of illness during the day at work, they will be isolated, parents will be contacted and they will be asked to immediately seek medical care.*

### **Staff/Students Who Become Sick or Exposed to COVID-19**

- **Signs/Symptoms of COVID-19 include**
- *Fever chills*
- *Cough*
- *Shortness of breath and/or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste and/or smell*
- *Sore throat*
  
- *Nausea or vomiting*
- *Congestion or runny nose*
- *Diarrhea*

### **School Closure**

- Recommendations for school closures are determined by the local health officer, Dr. Anissa Davis, based on the number of cases and percentage of teacher/students/staff that have tested positive for COVID-19.

### **Close Contact w/ a Person Who Tests Positive for COVID-19**

- “Close contact” as defined by the CDC is someone who was within 6 feet of an infected person for a minimum of 15 minutes starting from 48 hours before illness onset (showing symptoms). In a school setting, this will likely mean a student’s grade-level classmates and teacher.
- Students and staff members who have been in close contact with a person who tests positive must complete the following;
- *Stay home and obtain a COVID-19 test and continue to stay home until receiving a negative test result OR*
- *Stay home and isolate for 10 days from the last contact with the person who tested positive for COVID-19*

### **Academic Requirements for Students Who Must Stay Home Due to Exposure/Illness**

- Bethany School will provide distance learning (DL) for students who must stay home due to exposure or illness.
- Students who are too ill to participate in DL will be expected to make up assignments when they have recovered and are cleared to return to school.

### **Promoting Healthy Hygiene**

- *All classroom sinks and restrooms are equipped with running water, soap and paper towel dispensers*
- *All classrooms, restrooms, offices and lunch areas will be equipped with hand sanitizer*
- *Bethany School will continually instruct students and staff on proper hand washing protocols*
- *Staff and students will wash or sanitize their hands;*
  - upon arrival to school*
  - before and after playing outside*
  - after using a shared surface*
  - before and after usage of the restroom*
  - after blowing his/her nose, coughing or sneezing*
  - before and after eating*

### **Best Practices For High Touch Areas**

- The following surfaces will be disinfected between shared use throughout the day by staff;
- *Desks and/or tables*

- *Countertops*
- *Chairs*
- *Keyboards*
- *Copy machines*
  
- The following surfaces will be sanitized by Bethany's facility maintenance department;
  - *Doors and handles*
  - *Handrails*
  - *Bottle filling stations*
  - *Restroom surfaces*  
     *-mid morning, after lunch and evening*
  - *Classroom phones*
  - *Elevator buttons*
  
- In the event of a reported case of COVID-19 on campus
  - *The room will be closed for 24 hours before cleaning*
  - *All windows and doors will be opened for ventilation during the 24 hour time period*

### **Promoting Physical Distance of Staff and Students**

- In the classroom
  - *Students desks will be 6 feet away from teacher's desk*
  - *Extra furniture and tables will be removed from the classroom to allow required distance of desks as feasible*
  - *Students will remain at their desk as much as possible*
  - *If a student requires assistance, the teacher will go to them*
  - *Classrooms and offices will have "in" and "out" door procedures to minimize fact-to-face contact*
  - *Teachers will modify student movement on stairways, to and from classrooms and space within the classrooms to promote physical distancing to every extent possible*
  
- Outdoors
  - *Teachers will utilize outdoor space for learning when it is practical to do so*
  - *Playground activities will be modified to promote physical distancing in staggered schedules*
  - *Students will eat lunch physically-distanced outside with their cohort. Grade levels will be assigned to different areas of campus for lunch*
  
- Large Group Gatherings
  - *Large gatherings such as chapel, assemblies, etc. will be held outside and/or divided into smaller groups to promote physical distancing.*

### **Face Coverings**

- Bethany School acknowledges face covering requirements can be quite difficult to wear all day for both students and staff. Face coverings can make learning difficult and can take away from the enriching school experiences needed for mental, social and academic

health. Bethany School has devised a balance to ensure the success of both student and staff during the school day while complying with the CDC;

- *It is highly suggested that students K-2<sup>nd</sup> wear masks/face coverings*
- *School faculty and staff will wear face coverings that comply with the CDC recommendations while in the presence of students or when physical distancing from other faculty/staff members is not possible*
- *Students in 3<sup>rd</sup> grade and above are required to wear masks/face coverings*
- *Face shields will be used by staff to accommodate students when it is important for students to see their face*
- *It is highly suggested that students bring two clean masks/face coverings with them daily*
- *Bethany School will provide and make readily available disposable masks if a student or staff forgets theirs at home*
- *Usage of masks/face coverings on campus are as follows*
  - Students will wear face coverings upon arrival on campus*
  - Students will wear face coverings when inside his/her classroom or moving from room to room on campus*
  - Students will not be required to wear face coverings when learning, playing, physically distanced outside, when eating or when/if napping*
  - Lanyards will be provided for every student. When a face covering is temporarily removed, it can hang from the lanyard. Only with the exception of physical education can the face covering be fully removed and placed in the child's backpack.*
  - Bethany School acknowledges some parents may want their child to wear his/her face coverings at all time (except for eating or drinking) no matter what mandates are in place. Bethany staff will encourage those students to comply.*
  - Students with breathing difficulties or any other health issues may be excused from face coverings requirements with written permission by the parent or care provider.*
- *Students and staff will follow CDC guidelines for safe wearing and sanitizing of face coverings, including washing face coverings daily.*

### **Hydration, Snacks and Lunches**

- *Students are required to bring a refillable water bottle each day.*
- *Students can bring snacks and lunches in a lunch container as usual.*
- *Students are not allowed to handle each other's lunch containers.*
- *Students may not share snacks or lunches*
- *Students are protected by dividers at the lunch benches during lunch time*
- *Students will remain with their cohort and grade level classmates during lunch time*
- *To minimize unnecessary foot traffic on campus and in the main office it is imperative that parents remember to send a lunch with their child daily.*



## **Supplies**

- Please help your child remember to bring all supplies needed for the day, including homework, jackets, lunches, etc. to minimize unnecessary foot traffic on campus and in the main office

## **Ventilation of Classrooms**

- *All classroom air conditioning/heating filters have been cleaned and updated as of September, 2020*
- *To increase ventilation, classroom windows and/or doors will be opened when practical*
- *When students are not in the classroom, doors will be left open*

## **Use of Outdoor Spaces for Learning and/or Play**

- Bethany School is located on a beautiful green lush campus with courtyards, small grass area, and enough outside space conducive for “outdoor classroom” learning. Teachers are encouraged to utilize these outdoor spaces for instruction as much as practical in ways that do not interfere with student learning.
- *Classes will take turns using the playground equipment adhering to a staggered play schedule.*
- *The playground and playground equipment will be sanitized after every use*

## **Visitors & Volunteers**

- Bethany School is a closed campus. Visitors are limited to essential workers (IEP, Speech therapist, etc.) to campus.
  - All visitors must be free from COVID-19 symptoms and wear a mask at all times; no exceptions
  - Visitor must enter the campus from the main school office located off of Clark Avenue and proceed with the following;
  - *Visitors must complete symptom screening and a temperature check before being allowed to enter onto the campus*
  - *Sanitize hands*
  - *Sign in the visitor log including name, phone number and email address*
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- Church volunteers will remain physically distant from students

## **Distance Learning From Home**

- Should directives require our school to temporarily implement distance learning; for example ‘Shelter In Place’ or ‘Safer At Home’, we are ready for the transition. Necessary adjustments have been made to our distancing learning model from surveying parents, students and staff. Creating a digestible schedule for your child along with user friendly technology, all students will continue to thrive academically.
- For those families who have chosen to continue with distance learning for the 2020-2021 school year, your child will continue to progress with comprehensive learning. Standards

for each grade level will be taught with adequate benchmark testing during the course of the school year.

- Parents choosing Bethany's Distance Learning will sign an agreement and additional documents for the current school year.