



2020-2021 School Year In Person Instruction Plan

We have created this plan to support our safe return to school in August amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

In conjunction with the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (January 21, 2021)*, the following protocols will need to be in place to protect the health and safety of the staff, students and families of Antelope Christian Academy.

Staff Training and Family Education

Prior to the start of school and periodically throughout the school year, Antelope employees will go through specific training in the following areas: enhanced sanitation procedures, physical distancing guidelines, how COVID-19 is spread, COVID-19 symptoms, procedures to follow when a student or adult becomes sick at school. Families will have access to the above training as well. Students will also be intentionally taught healthy hygiene habits to practice throughout the day school and when at home.

Social Distancing

- All persons on campus will practice social distancing of six feet or more as much as is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes
- Signage will be used throughout campus to support social distancing and proper hygiene norms.

- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus
- No more than 2 students will be admitted into a restroom at a time to maintain social distancing at the sinks

Student Cohorts

Class sizes will continue to be small and they will consist of onsite and online cohorts. All grades will have no more than 16 students. It is important to note that families will be given an option as to whether they want their student in the onsite cohort or the online cohort. These classrooms and cohorts will remain stable throughout the year.

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

Recess & Lunch

Recesses are scheduled in areas designated exclusively for the learning group-cohort. Each classroom unit will play in a designated area for recess and lunch. We are blessed with 28-acres of space on our campus and have multiple seating areas for the students to enjoy their lunch. Specific areas will be assigned to classroom units so they remain together and do not mix. Students will wash their hands or use hand sanitizer before and after lunch and recess. Tables will be cleaned and sanitized between use.

Lunch breaks and times will be staggered. Hand hygiene will be performed prior to and after lunch breaks, and as weather permits, lunch breaks will take place outside.

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces. There will be limited access to certain workspaces to reduce exposure and ensure safety.

Screening for Students and Staff

- Attendance requirements will be relaxed for the 2020-2021 school year.
- Parents/caregivers are expected to screen their students for symptoms prior to coming to school each day. Anyone experiencing such symptoms should not come to campus or attend school.
- Symptoms to look for include:
 - Fever (100.4 or higher) or chills
 - Cough
 - shortness of breath or difficulty breathing
 - Fatigue
 - muscle or body aches
 - Headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea.
- ACA has a supply of contactless thermometers that will be used to check the temperature of each staff, faculty, and student on a daily basis upon school entrance.
- Parents are expected to take their students' temperature at home prior to school, and students must not have a fever of 100.4 or higher without the aid of fever reducing medicine.
- Any staff, faculty, or student that has 100.4 degrees or higher will not be accepted to school and be sent home. If fever and/or symptoms develop while on campus, students will be sent to the designated quarantine room to await immediate adult pick up.

- Areas where the sick student was come into contact with, will be immediately cleaned and sanitized.
- If a student or anyone in the child's household has been directly exposed to COVID-19, the student should stay home from school for a 14 day period. The school must be notified immediately.
- If someone in the child's household has been diagnosed with COVID-19, the child should stay home from school until the family member is no longer sick. After that, the student should stay home from school for an additional 14 day period. The school must be notified immediately, as directed by the CDC
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- If an employee has been directly exposed to COVID-19 or is sick, he/she will not return to school until cleared by a doctor to do so or after a 14 day quarantine period.
- If we have a confirmed case of COVID-19 in our school or school community, parents will be contacted immediately and the whole campus will be thoroughly cleaned and disinfected, according to CDC guidelines. The affected cohort(s) will be sent home to do distance learning for 14 days.
- If we have a confirmed case of COVID-19 in our school or school community, we will immediately contact CDC of the confirmed case, as directed by the CDC in the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (January 21, 2021*
- If a student or staff member has traveled outside the country, they will need to quarantine at home for 14 days before returning to campus.

Testing of Students and Staff

Families will be given this protocol:

- If symptoms of COVID-19, consult with your doctor, and remain home until cleared by a doctor, including a written doctor's clearance for the school.
- If no symptoms of COVID-19 and student is absent less than three days, the student can return with a parent note.
- If no symptoms of COVID-19 and student is absent three or more days, the student will be required to obtain a written doctor's clearance prior to return.

COVID-19 testing for staff at regular intervals is voluntary in an effort to detect asymptomatic infections. [Sacramento County Testing Locations](#) and [Sacramento County Rite Aid & Walgreens COVID Test Sites](#). Recommended frequency include testing ([Testing Sites](#)) all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time. Routine surveillance testing allows for the detection of asymptomatic infection.

| Students or Staff with: | Actions: | Communication: |
|---|--|--|
| SCENARIO 1 COVID-19 symptoms | <ul style="list-style-type: none"> ● The cohort remains open ● The student or staff member should not enter the building, should be sent home, and self-isolate until symptoms have resolved for 72 hours. ● The student or staff member should contact their healthcare provider to determine if testing is advised. | No action needed |
| SCENARIO 2 Close contact with a confirmed COVID-19 case | <ul style="list-style-type: none"> ● The cohort remains open ● The student or staff member is expected to report this to Principal Hewett immediately ● Excluded from the cohort ● They and all household members should quarantine and monitor symptoms ● Contact their health provider to schedule testing ● Principal Hewett will gather any additional information regarding details of known contact and share this information with SCPH | <ul style="list-style-type: none"> ● School community notification of a known contact ● Contact SCPH |
| SCENARIO 3 Confirmed COVID-19 case infection | <ul style="list-style-type: none"> ● Cohort will be closed for 14 days from last known exposure ● The entire cohort should be tested working directly with their healthcare providers and/or SCPH ● Further testing of family members may be advised based on cohort test member results. ● Disinfect and clean classrooms and primary spaces where case spent significant time | <ul style="list-style-type: none"> ● School community notification of a known case ● Contact SCPH |

| | | |
|---|---|--|
| | <ul style="list-style-type: none"> • School remains open • Principal Hewett will gather any additional information regarding details of known contact and share this information with SCPH | |
| <p>SCENARIO 4 Test negative after symptoms</p> | <ul style="list-style-type: none"> • The cohort remains open • Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual. | <ul style="list-style-type: none"> • School community notification that the student or staff member tested negative |

Identification and Tracing of Contacts

The School staff will track via a real-time reporting system. Any positive COVID-19 tests of student or faculty-staff member will be reported to the Sacramento County Public Health Department (SCPH) by our designated Point of Contact Principal, Carolyn Hewett to the Sacramento County Public Health School Hotline: 916-661-7331. The Point of Contact will plan to take the [Johns Hopkins COVID-19 Contact Tracing course](#).

We will maintain confidentiality of family information in alignment with school communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records and other privacy laws.

Exposed contacts will be quarantined and excluded for 14 days.

Plan for When a Staff Member or Student Becomes Sick

If a child becomes sick while at school, they will be isolated in our Health Station that has been specifically created to host only possible COVID-19 cases. They will be given a room with a cot

away from the other children and staff. This will ensure they are being supervised while still being isolated from the main group.

A staff member will call the parent to pick them up. The child will need to remain home until his/her symptoms are gone for a minimum of 72 hours without the aid of medication.

Sick children and staff will be kept separate from well children and staff until they can be sent home.

After staff/student has gone home, all areas where they have come into contact with, will be cleaned and sanitized.

Communication Plans

Communication regarding cases and exposures will be relayed through letters going home and through class DoJo App. All forms of communication will adhere to state and local guidelines as well as our parents' right to privacy.

Triggers for Switching to Distance Learning

On-site instruction may close if within a 14 day period;

- An outbreak has occurred in 25% or more stable groups in the school.
- At least 3 outbreaks have occurred in the school AND more than 5% of the school population is infected.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper hand washing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.

Following the CDPH guidelines, face coverings are required for all students Kindergarten through 6th Grade. Cloth and Disposable face coverings will be available for students if they were to forget theirs at home, or if something happens to their face covering while on campus.

All staff and faculty are required to wear face coverings. Staff will be provided with face coverings in the event they need one when on campus. In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) a face shield can be used by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

If a family has a medical exemption for the use of face coverings, those need to be submitted to the school principal.

Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Cleaning and Disinfection

As a matter of utmost importance, Antelope Christian Academy has engaged high quality, reputable cleaning and sanitization experts to provide deep, thorough, comprehensive, detailed, state-of-the-art cleaning of the school immediately prior to the first day of school, and to thereafter regularly sanitize the school to mitigate the possibility of transmission infection on school surfaces.

Maximum efforts will be made to reduce the need to touch objects/doors (no-touch waste containers, prop doors open), and teachers and staff will regularly reinforce “no sharing” of food, water bottles, or cutlery policies. To the greatest extent possible, classroom materials and equipment will be made of materials that can be cleaned and disinfected. Whenever possible, classes will try to be “paperless” and submit assignments and work digitally to reduce contact exposure.

Elementary Staff will be trained on the following cleaning and disinfecting procedures:

Cleaning, sanitizing, and disinfecting will be conducted throughout the day and at the end of each day. Clean and sanitize frequently touched surfaces in the classrooms (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, faucet and toilet handles, toilets, sinks, check-in counters). Wash hands after you clean. Reduce the spread of germs in the program space by removing items that are not easily cleaned such as stuffed animals and pillows.

- Cleaning removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
- Sanitizing reduces germs on surfaces to levels that are safe.
- Disinfecting kills germs on surfaces of a clean object.
- The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. If you sanitize or disinfect without cleaning first, it will reduce how well these chemicals work and may leave more germs on the object.
- Current [guidance for cleaning and disinfection for COVID-19](#) from the CDC states that disinfectants should be registered by the EPA for use against the novel coronavirus.

Always follow the disinfectant instructions on the label:

- Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when children are not present and the facility can air out before children return.
- Use the proper concentration of disinfectant.
- Keep the disinfectant on the surface for the required wet contact time.
- Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.
- Keep all chemicals out of reach of children.

We will have a dedicated enrichment staff member that will be responsible for disinfecting other high-contact areas around the school - bathrooms, hallway door handles, etc. Students will be encouraged to bring their own water bottles to campus as all drinking fountains have been disabled, to stop high frequency touching. Teachers have water bottles in the classrooms for any student who needs additional water.

Playground equipment will be sanitized every week with a multi-surface cleaner and sanitizer that uses environmentally friendly biocides and not pesticides or harsh chemicals to clean and sanitize; it contains sodium carbonate, sodium bicarbonate, sodium percarbonate (hydrogen peroxide), and sodium metasilicate. The EPA rates all these ingredients to be "green" through the EPA Safer Choice Program.

In the classroom, students will have their own supplies/materials to limit contact. When this isn't possible, items will be cleaned after use.

Healthy Hygiene Practice

Hand sanitizer will be available in every classroom. As students enter and leave the classroom, they will use hand sanitizer when hand-washing isn't available. Teachers will also teach and reinforce avoiding contact with one's eyes, nose and mouth and covering coughs and sneezes. Students will be reminded to wash their hands throughout the day and will have access to hand sanitizer at multiple points throughout campus.

Age-appropriate signage is placed at Antelope Christian Academy to remind students to perform hand hygiene. A regular schedule for routine hand hygiene, above and beyond what is usually recommended (before eating food, after using the washroom etc.) will be encouraged. Possible options would be to have regularly scheduled hand hygiene breaks based on a pre-specified schedule (for example, scheduling a minimum of 5 times during the day). For practical reasons and to avoid excess traffic in the hallways, the preferred strategy for these extra hand hygiene moments would be hand sanitizer unless sinks are readily available in the classroom.

Ventilation

Adequately ventilated classroom environments (e.g. open windows with airflow, and improved airflow through ventilation systems) are expected to be associated with less likelihood of transmission compared with poorly ventilated settings. Antelope Christian Academy will, clean/replace and inspect all ventilation systems on a regular basis to maintain proper use and optimize classroom ventilation. Antelope Christian Academy is committed to increasing the proportion of outside air brought in through these systems, where possible, and to the use of outdoors or environments with improved ventilation (e.g. keeping windows/doors open, weather permitting).

Entrance, Egress & Movement Within the School

Traffic flow for the movements of students and staff on campus have been created to avoid close contact and/or mixing of cohorts. Staggered drop-offs and pick-ups for each grade level have been created to relieve the flow of students when they arrive and leave campus. The start

and end times for our daily schedule has been altered: Kindergarten to Second Grade - Monday - Friday: 8:30am - 2:30pm; Third Grade to Sixth Grade - Monday - Friday: 9:00am – 3:00pm. In the mornings, the students will enter campus at one location to have their symptoms & temperature checks. There will be social distancing markings as children line up for daily temperature checks. After temperature checks, students will walk to their classrooms where they will be greeted by their teacher and given hand sanitizer, or be directed to wash their hands.

As students transition, there will be directional paths for the students to take to maximize spacing. High contact areas (desks, door handles, tables, etc) will be disinfected between classes. Students will use hand sanitizer as they enter the classroom after a transition.

Physical Distancing

Classrooms will be considered family units and students will remain with their class throughout the day; classes, or groups of students outside the homeroom class will not mix. Teachers will be encouraged to conduct class outside in an effort to maximize space as much as possible, weather permitting. If an activity involves singing, the class must be outside and students/staff must continue to use social distancing.

Desks will be spaced 6-feet apart throughout the classroom and students will not be seated facing one another to minimize exposure and maximize space. The procedures of staying within their workspace will be explicitly taught and practiced. Small group tables will be removed from classrooms, giving additional space within the classroom.

Specific language and redirection techniques will be utilized by the staff to ensure that space is being maximized throughout the day.

Partitions will be added to the front office to allow for physical distancing and any staff training will be held in a space that allows for physical distancing.

Volunteers

At this time, we will not be allowing volunteers on campus.

Chapel

Devotions will continue to take place on Wednesdays within the guidelines set forth in CDPH.

Special Events & Student Life

Our goal is to make your child's elementary school experience enjoyable, educational, and filled with God's love. At this time, we have canceled any special events until May 2021.

Distance Learning Options

We will be offering online learning options for elementary students. In all online learning options, elementary parents will need to be available to partner with the classroom teacher to maximize learning and ensure standards mastery. A weekly schedule will be provided to families.

Mrs. Carolyn Hewett

Principal

APPENDIX A

COMMUNICATION TEMPLATES

The following pages include sample letters for communicating with parents and/or staff regarding the scenarios described in our reopening plans. Note that every scenario is unique and these templates are provided only as guides.

SCENARIO 2 IN A SCHOOL OR COHORT SETTING

To be utilized when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.

(date)

Dear Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort [*lives with/has been in close contact with*] a person who has tested positive for COVID-19.

Sacramento County Public Health (SCPH) has been notified and is taking further steps. In accordance with SCPH guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [*yourself/your student*] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,
Mrs. Carolyn Hewett
Principal

SCENARIO 3 IN A SCHOOL OR COHORT SETTING

To be utilized when a student or staff member of a cohort tests positive for COVID-19.

(date)

Dear Parents and Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort at Antelope Christian Academy has tested positive for COVID-19. The last date of known exposure to the classroom cohort was [*date here*].

You may be contacted by Sacramento County Public Health (SCPH). In the meantime, SCPH advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. We will work with SCPH to schedule testing for your child. You may also work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [*Information related to distance learning will be placed here*] If you have any health-related questions, please contact your healthcare provider. Thank you for your prompt response to this matter.

Sincerely,
Mrs. Carolyn Hewett
Principal

SCENARIO 4 IN A SCHOOL OR COHORT SETTING

To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios 1, 2, or 3 and is tested – and tests negative.

(date)

Dear Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [*exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19*] has tested negative.

In accordance with Sacramento County Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,
Mrs. Carolyn Hewett
Principal

APPENDIX B

COVID-19 NOTICE AND RELEASE

Antelope Christian Academy/Center (“ACA”) is hereby providing notice to me/us that it currently intends to open its educational and school program for the 2020-21 school year. I/we understand that ACA cannot protect my child/student and/or me from risks which may be encountered as a result of my child attending ACA. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I/we hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I/we understand these inherent risks and dangers involved with participation in the school providing its educational program and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my/our child/student participating in Antelope Christian Academy/Center’s educational and school program, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Antelope Christian Academy/Center, its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID19) or other biological agents, virus or similar bacteriological agent by me or my/our child/student’s attendance at and participation Antelope Christian Academy/Center’s educational program, including any medical expenses, injury and/or death.

I/we agree to indemnify Antelope Christian Academy/Center, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student’s participation in the aforementioned program, whether caused by negligence of Antelope Christian Academy/Center, or otherwise. I fully understand, on my own behalf and on behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital. The parties to this agreement hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the State of California.

I/we expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I/we understand that by signing this agreement I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the Antelope Christian Academy/Center's educational program.

I/WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I/WE SIGN THIS RELEASE VOLUNTARILY AS MY OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Parent/Guardian_____

Date_____

Parent/Guardian_____

Date_____