

Columbia County Christian School



Communicable Disease Management Plan

Revised 8/14/2020

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GENERAL PROTECTIVE MEASURES

Protocol for Confirmed Cases of COVID-19

If a student or staff test positive for COVID-19, the school will transition to distance learning for 14 days. The administrator will contact the Local Public Health Authority (LPHA) and the school will follow the cleaning process recommended by the CDC.

Parent Education on Illness Reporting

Parents will be emailed by the school administrator about the expectations. Teachers will include the policy within their welcome letters, and a sign will be posted with specific instructions and expectations in the office. The plan will be added to the school handbook.

Student Screening

Teachers will screen for a cough, fever, chills, shortness of breath, or difficulty breathing upon student's entry to school.

Secondary symptoms that will be considered are a new loss of taste or smell, headache, muscle or body aches, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose.

PreK- The teacher will meet students at Entrance Door and will conduct a visual screening of each student. Students will then use the sinks in the hall bathroom to wash their hands, while practicing social distancing, before entering the classroom.

Kindergarten- The students will go directly to their classroom where their teacher will conduct a visual screening of each student. Students will then use the bathroom to wash hands, while practicing social distancing, before entering classroom.

K/1st Grade- The students will go directly to their classroom module where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

2nd Grade- The students will go directly to their classroom module where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

3rd Grade- The students will go directly to their classroom module where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

4th/5th Grade- The students will go directly to their classroom module where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

Middle School (6th, 7th, 8th grades)- The students will go directly to their Bible classroom where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

Any student who arrives late will have to check in at the office where our Carla Warnock, Beth Winegar, or office staff will do a visual screening. The student will wash their hands in the hall bathroom before going to their classroom.

Daily Cohort Recording

Staff will be trained on the importance and requirement for daily logs during the in-service days before the beginning of the school year.

The protocol for the daily log is as follows:

Teachers are responsible for maintaining a daily log for their class cohort. This log will include information from the morning student screening. They will also include names of any other adults/cohorts the students come into contact with during their class period.

School Entrance Record

Carla Warnock will be responsible for maintaining a digital Daily Log of anyone who enters and exits the school. The log will include:

- Name (Last, First)
- Time IN
- Screening at Entrance (yes/no)
- Contact Information
- Time OUT
- Any symptoms or exposure concerns noted

Isolation Protocol

If an individual is sick while at school, he or she will be isolated to Rm. 105. The student must wear a face covering if safe to do so. One staff person, wearing a face covering and gloves and maintaining social distancing, will stay with the student until a parent can come pick the student up from school. Their illness will be documented in the Daily Log by Carla or office staff.

HAND HYGIENE

Hand Hygiene Start of School

PreK- The teacher will meet students at Entrance Door and will conduct a visual screening of each student. Students will then use the sinks in the hall bathroom to wash their hands, while practicing social distancing, before entering the classroom.

Kindergarten- The students will go directly to their classroom where their teacher will conduct a visual screening of each student. Students will then use the bathroom to wash hands, while practicing social distancing, before entering classroom.

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Middle School (6th, 7th, 8th grades)- The students will go directly to their bible classroom where their teacher will conduct a visual screening of each student. Students will use hand sanitizer before taking their seat.

Any student who arrives late will have to check in at the office where our Carla Warnock, Beth Winegar, or office staff will do a visual screening. The student will wash their hands in the hall bathroom before going to their classroom.

Hand Hygiene Before Meals

Pre-K is dismissed for pick up before lunch.

All students will use bathrooms to wash hands or hand sanitizer prior to lunch. Students will eat lunch in the classroom. Hot lunch will be a grab and go.

Hand Hygiene After Restroom Use

Teachers will use the first week of school to train students to wash their hands after using the restroom. Teachers will continue to reteach and reinforce this learning as needed throughout the school day/year. Signs will be posted in bathrooms to remind students how to correctly wash their hands.

DAILY SANITATION PROTOCOLS

Classroom- Teachers will disinfect commonly used spaces before and after lunch and a deep clean will be done at the end of the day.

Restrooms- Melissa Thayer or Amy Molden will deep clean restrooms after school and wipe down throughout the day.

Whole School/Common Spaces- Melissa Thayer and Amy Molden will wipe down all commonly used spaces every day after school.

Playground Equipment- After each cohort, the playground will be disinfected by the duty aide.

PE Equipment- The PE teacher will clean all PE equipment and commonly used spaces before and after each cohort.

Classroom Cleaning/Closure In A COVID-19 Exposure

If a student or staff test positive for COVID-19, the school will transition to distance learning for 14 days. The administrator will contact the Local Public Health Authority (LPHA). When we are aware of a known and confirmed case, every space that the cohort was in will be thoroughly cleaned following the CDC guidelines for cleaning.

Cleaning Supply Storage/Ordering

We utilize a combination of CDC-approved products including disinfectants and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day. Disinfectant wipes/spray and hand sanitizer will be present and safely stored in each classroom. Backup supplies will be in janitor closet in Rm 101. Each week Melissa Thayer will do an inventory check of cleaning supplies and purchase as needed. Teachers are responsible for reporting a need for additional supplies to Carla Warnock before they run out.

PHYSICAL DISTANCING

The person in charge of enforcement of social distancing expectations will be Beth Winegar and Carla Warnock with the support of teachers and staff.

A minimum of 35 square feet per person will be maintained in all spaces (e.g., classrooms, hallways, cafeteria, bathrooms, etc.)

To minimize the interactions between students we have created cohorts. The cohorts will be based on classes and capped at 18.

Physical Distancing Requirements

Classrooms- All classrooms and instructional spaces have been measured and classes will be capped at 18 to ensure that social distancing requirements can be met. Bookcases, desks and furniture have been removed when necessary to make the appropriate amount of space.

Teachers will train students, through visual aids and demonstrations, what six feet of distance looks like and the importance of social distancing.

Restrooms If the restrooms are in use by three people, the fourth and one will have to wait in the hallway.

Arrival & Dismissal- Parents will be informed via email that students are to be dropped off near the entrance of the school and head straight to their classroom module. Teachers will escort students to designated class dismissal area. Students will also be trained in this routine.

Recess Each class will have designated time for recess. All equipment will be cleaned after each cohort.

Worship and Chapel

For all school worship the school will use the Sanctuary, which can hold 120 students socially distanced. There will be a minimum of 6 feet between cohorts and cohorts will not mix. For chapel no more than two academic cohorts will be combined, and the cohorts will be socially distanced and not mix.

FACE COVERINGS

Students, staff, parents and all visitors should wear a face covering in accordance with the CDC guidelines.

COMMUNICATION

Any updates will be included in the administrator's weekly email. Teachers will communicate weekly with parents about classroom activities. In the situation of a COVID-19 case the communication will be as follows:

Parents → Teacher → Beth Winegar (Or acting administrator) → LPHA → Beth Winegar → Staff and Stakeholders

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Script for Communication of COVID-19 Cases:

Dear Parents/Guardians,

There has been a confirmed case of COVID-19 at our school in the ___ grade level cohort. At this time, we will transition to distance learning for 14 days. We will return to in person learning on _____.

During that time, the school will be cleaned and prepared for students to return. We have contacted the local public health authority and will update with any further information.

Please know that we are consistently working to limit exposure within our school. If you have any questions or concerns, please reach out to me directly.