



Covid-19 Re-Opening School Guide 2020-2021

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Re-Opening Schools Guiding Statement

Laura E. Mason Christian Academy will implement practical best practices for re-opening school in the Covid-19 environment as outlined in this document. Under general principles of liability law, schools are freed from being responsible if they are deemed to be taking reasonable steps to protect students. As the nation continues to struggle to find ways to stem the spread of Covid-19, there is no clear definition of what steps would protect schools from being held legally liable.

Laura E. Mason Christian Academy will modify their physical spaces based on guidance from the Conference, North America Division, national, state, and local health officials.

The purpose of this document is to outline the best practices for the school as it reopens and to guide the school in determining the most appropriate actions while adjusting to meet the unique needs and circumstances of the school system and the local community. This guide should be followed in sequence by school administration, teachers, the local board, and constituent churches supporting Laura E. Mason Christian Academy.



HEALTH AND SAFETY PROTOCOLS FOR INDIVIDUAL SCHOOLS



Personal Protective Equipment (PPE)

- ❖ All employees, teachers and students are required to provide their own face mask.
- ❖ The option of providing a clear physical partition should be in place at student desks and at Library/Information Media Centers.



Wellness & Hygiene

- ❖ School leadership will review and respond to official guidance from the Conference, local, state and federal government agencies.
- ❖ Hands-free sanitizing stations should be provided in classrooms and hallways by the local school board.
- ❖ Frequent handwashing should occur throughout the school day.
- ❖ Soap and paper towel dispensers should be kept refilled in classrooms and bathrooms.
- ❖ Water fountains should be disabled for use at this time.



Public Signage & Reinforced Expectations

- ❖ Signage throughout the school facility should be in place regarding healthy hygiene.
- ❖ Posters regarding prevention and expected behaviors should be visible.
- ❖ Notice to stay home if sick should be located on the front door of the school facility.



Enhanced Facility Cleaning

- ❖ Improved routine cleaning and disinfecting of facilities.
- ❖ Safe and effective cleaners are to be used by teachers and all employees on high touch surfaces throughout the school day.
- ❖ Plans for response protocols will be developed by the school should it become impacted with a major illness.
- ❖ Facility rental agreements should reflect Conference standards and expectations.



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Health Services



- ❖ All persons must stay home who are sick or if he or she have symptoms of Covid-19, have tested positive or were exposed to someone who has tested positive or were exposed to someone who has tested positive within the last 14 days.
- ❖ All persons who become sick are required to go home immediately.
- ❖ All persons who have a temperature will be sent home.
- ❖ The school will update its handbook to include a student illness statement included in this guide.
- ❖ The school will develop a Covid-19 Health Letter if a potential case occurs in the building.
- ❖ The school will develop a plan to care for students should a staff member becomes sick during the day.



Nutrition

- ❖ The school multi-purpose gymnasium will be closed to eating, and all eating will be done in the classroom or outdoors.
- ❖ Cafeteria services should provide for a plan to deliver meals to classrooms.
- ❖ Plastic utensils and disposable paper goods are to be used for serving food.



TRADITIONAL 21ST CENTURY BLENDED LEARNING EXPECTATIONS

Instruction



- ❖ Teachers will intentionally increase their use of digital resources during face-to-face instruction (AKA Blended Learning).
- ❖ Teachers are to participate in the Adventist Learning Community workshops on Teaching in a 21st Century Environment.
- ❖ Teachers are to intentionally work on relationship building activities implementing targeted mental, spiritual, physical, and socio-emotional supports.
- ❖ Teachers should work on the DLD lessons so they have a bank of prerecorded lessons should they become ill or DLDs are required due to a shut down.

School Logistics



- ❖ Classrooms should only have essential furniture (i.e. remove teacher desks).
- ❖ Worship, Assemblies, and Weeks of Prayer should be conducted in the classrooms.
- ❖ Space desks and tables in classrooms to maximize social distancing.
- ❖ Use see-through physical barriers.
- ❖ Limit visitors and volunteers to necessary individuals (i.e. parent picking up an ill student, volunteers who teaches PE, etc.).
- ❖ Discourage sharing of personal school equipment or other personal items.

Technology



- ❖ Implement a Bring-Your-Own-Device Policy.
- ❖ The school may loan devices to those students who are unable bring their own device.
- ❖ Have parents sign a school-level device policy contract.



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STUDENT ILLNESS HANDBOOK STATEMENT



A student who is ill is required to stay at home. When a student becomes ill at school, the school will provide an isolated place for the child to rest. The parent, or an individual listed on the emergency contact form, is required to immediately come to the school to pick up the student or make arrangements within 30 minutes of the notification.

STANDARDIZED

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STUDENT AND EMPLOYEE SCREENING

QUESTIONNAIRE

If you answer “**yes**” to any of the following questions, please see the principal about reasonable accommodations or alternative work and learning options.

To be asked upon returning to school:

- Do you have anyone in your home/have you interacted with anyone that is at a higher risk for contraction (nurses, essential workers, etc.)?
- Do you have anyone in your home that could be more susceptible to contracting Covid-19?

To be asked weekly:

- Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with Covid-19 within the previous 14 days?
- Have you are someone you have been in contact with traveled domestically or internationally in the last 14 days.
- Have you are someone you have been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?*

To be asked daily:

- Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2 to 14 days?*

Please acknowledge the following upon arrival.

- I will follow my school's/employer's Covid-19 policy.
- I certify that all answers are true and correct to the best of my knowledge.

* Definitions represent CDC-designated guidance and symptoms of Covid19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC website.

This questionnaire is meant as a recommendation and should not represent a dispositive indication of a student or employee's exposure risk. While we tried to be comprehensive, we make no representations or warranties regarding the completeness of these materials in complying with your state and local laws.

Please consult the Centers for Disease Control (CD), US Equal Opportunity Employment Commission (EEOC), and/or the appropriate authority in your jurisdiction for applicable guidance. These forms were derived from the US Chamber of Commerce. Neither the US Chamber of Commerce nor Laura E. Mason Christian Academy can ensure safety and disclaims all liability from the use of this form.



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