



HERITAGE CHRISTIAN SCHOOL

Health and Safety Re-opening Protocols

Purpose

May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.

Romans 15:13

Heritage Christian School exists for the purpose of growing Learners, Leaders, and Lovers of Christ. With that purpose in mind we seek to provide both a safe and nurturing learning environment for our students and families during the academic year of 2020-2021. To prioritize face-to-face instruction HCS has prayerfully developed the following protocols to provide our children and staff a safe and healthy educational environment.

I General measures to promote behaviors to reduce the spread of Covid-19:

1. Ongoing communication will be via HCS website along with school generated emails and surveys. The administration will communicate, as appropriate, any “illness” related to Covid-19. Any positive case identified in a student or staff member will be reported to the Orange County Health Department. Further direction will be given to the school from the County. The Principal will inform families about any confirmed cases in the school in accordance with the FERPA and HIPAA regulation.
2. Limited campus access
 - a. HCS will exclude from our campuses any employee, student, parent, caregiver, or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
 - b. Non-essential campus visits will be strictly prohibited.
 - c. Students and employees who are well but have a household member that has been diagnosed with Covid-19 are directed to notify the Principal, School Office, and teacher respectively, HCS will work with them to ensure the CDC recommended precautions are followed.
3. Staggered drop-off and pick up times for entrance and egress – parents will not be allowed in the building for drop-off or pick up.
 - a. To allow for individual screening upon entering the building staggered drop off times will be followed. This will also decrease congestion and improve traffic flow. There will be two entry locations assigned. Parents will pull up, be greeted by the supervisor, and directed to the wellness and temperature screening area for their grade level.
 - b. For afternoon pick-up those students going to extended care will be picked up by the supervisors first. Next students that are to be picked up will remain in their

designated areas, using social distance. Upon arrival of their parent they will be dismissed to the supervisor that will direct them to the car.

II Screening of students and staff:

1. Staff members conducting the screening will: wear mask and/or face shields, wear gloves, use a non-contact thermometer.
2. If a student that does not present with a fever, but appears sick (cough, running nose, etc.) may be denied attendance
3. If a child has an underlying health condition, it is imperative that this information is communicated by the parents to the school office and teacher.
4. Arrival upon campus – wellness and temperature screenings
 - a. Home screening of students – parents are instructed to screen their student before leaving the house for school. A parent should confirm that the students has a temperature below 100.4 degrees Fahrenheit (as recommended by the CDC) and does not exhibit any other Covid-19 symptoms. (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
 - i. Any student who has a fever or other Covid-19 symptoms must stay home from school for at least 10 days after the onset of symptoms or such period as required by subsequent local order.
 - ii. Further, any student staying home for this 10-day minimum duration due to Covid-19 symptoms may not return to HCS campus until at least 3 days have passed since their recovery. The criteria for recovery will be the complete absence of fever for 72 hours without the use of fever-reducing medication and full subsiding of all other respiratory symptoms – cough, shortness of breath.
 - b. Home screening for staff – all staff shall perform a self-check for Covid-19 symptoms and temperature below 100.4 degrees Fahrenheit before leaving home for work.
 - i. Any employee who has a fever of 100.4 degrees or other Covid-19 symptoms, is directed to notify his or her supervisor and stay home. Any individual with suspected or confirmed Covid-19 should stay home from work for at least 10 days after the onset of symptoms, or such a period as required by local order.
 - ii. Further, any employee staying home for this 10-day minimum duration due to Covid-19 symptoms may not return to HCS campus until at least 3 days have passed since their recovery. The criteria for recovery will be the complete absence of fever for 72 hours without the use of fever-reducing medications and full subsiding of all other respiratory symptoms – cough, shortness of breath.
 - c. Campus screening of students – staff shall monitor each student for Covid-19 symptoms when the student enters the school site, which shall include a visual

- wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer.
- d. Campus screening of staff – daily in-person wellness checks of employees must be conducted before employees enter the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer.
5. Procedures for staff or student that becomes ill during school operating hours
 - a. The person will be moved to an isolation room or area separate from others.
 - b. Employees will be sent home or taken home.
 - c. Parents will be called to immediately to come and get their child.
 - d. Local health officials will be notified of any positive cases of Covid-19 on site.
 - e. Notify exposed staff and families maintaining confidentiality.
 - f. Room/area will be disinfected (waiting 24 hours if possible).
 - g. Student or staff members may not return until they have met the CDC criteria to discontinue home isolation, including at least 3 day with no fever, and at least 10 days from first symptoms.
 6. Office will track/monitor students and staff absences

III Healthy Hygiene Practices:

1. In addition to the screening protocols established in section two of this document HCS will also include the following guidelines each day.
 - a. All students and staff must wash or sanitize hands as they enter campuses.
 - b. Social distancing will be in place throughout the campus.
 - c. HCS shall provide tissues and no-touch trash cans in classrooms and work areas.
 - d. HCS shall make available soap, water and paper towels or dryers for hand washing in restrooms.
 - e. Students and staff are required to sanitize their hands when entering classrooms and before going to and returning from lunch.
 - f. HCS shall place posters conspicuously that encourage hand hygiene to help stop the spread of Covid-19.
2. Teachers will instruct students for ongoing handwashing/sanitizing throughout the day with additional signage both in the class, restroom and other public places.
3. Teachers will instruct students on coughing and sneezing etiquette and cleaning hands.
 - a. Handwashing with soap and water for at least 20 seconds.
 - b. Cover cough and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

IV Face coverings guidelines:

1. The recommended usage:
 - a. Under age 2 – no face covering is required.
 - b. 2 years to Second grade – face coverings are strongly encouraged.
 - c. Third grade through high school – face covering are required unless exempt.
2. All staff must use face coverings.

- a. In limited situations (communicating or assisting young children or special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others.
- 3. Face covering must be used in accordance with CDPH guidelines unless a person is exempt. Face coverings are used particularly in indoor environments and areas where physical distancing is not sufficient to prevent disease transmission.
- 4. Teachers will teach and reinforce the use of face covering by:
 - a. Reminding students not to touch their face covering and to wash their hands frequently.
 - b. Help them in the proper use, removal, and washing of cloth face coverings.
 - c. Help them to address the use within a classroom environment.
 - d. A face covering should be removed for meals, snacks, naptime, or outdoor recreation. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag marked with the student's name

V Classroom/Cohort Protocols:

1. Each class will remain as a stable cohort throughout the day on campus. Each class will have their nutrition break, lunch, and recess with their group only.
2. Classrooms will be equipped with hand sanitizer, disinfectant spray, wipes paper towels, and soap.
3. Each child will have their own pencil box/bag that contains their pencils, crayons, scissors, etc. (table or group sharing of supplies will not be allowed at this time)
4. Backpacks, jackets, and other items will remain outside in the assigned location for each class/child.
1. Children will remain with their class throughout the day. (Instruction, lunch, and recess – special teachers will come to them)
2. Desk are spread apart facing forward.
3. Use of reusable water bottles.
4. Students are encouraged to bring lunch in a disposable paper bag.
5. Assigned lunch tables to ensure social distancing and limited number of students per lunch period.
6. Classroom libraries, learning centers and games: teachers will disinfect between uses and establish procedures for each.
7. Healthy practices posters will be on display throughout the school.
8. Desk/chairs will be wiped down at the end of the day along with door handles, light switches, and common surfaces. The evening janitorial staff will be doing additional cleaning and disinfecting nightly.
9. Classroom doors are encouraged to remain open to increase ventilation.
10. Chapel services will continue in the Sanctuary with social distancing in place.
11. Lost and Found – it is important that you have your child's name in their sweaters, jackets, and sweatshirts. Items that are found on the premises will be returned, those without names will be kept for one week before being donated to a charity.

VI Athletics and PE:

1. All athletic equipment will be cleaned after each use and prior to the next practice or game.

VII Cleaning, disinfection, and ventilation of campus:

Heritage Christian School will continue to follow state and county guidelines for cleaning, sanitizing, and disinfecting the facility, especially frequently used spaces. The cleaning crew will assist staff in these duties each night. Learning materials, technology, and any shared items, when allowed, will be disinfected as needed.

1. Drinking fountain will not be operational and students will be encouraged to have their own water bottle labeled with their name.
2. Frequently touched surfaces in the school such as door handles, light switches, sink handles, bathroom surfaces, tables, desks, chairs, etc. will be disinfected daily using products approved for Covid-19.
3. All cleaning products will be stored away from children.
4. A cleaning and disinfecting schedule will be developed and followed by the cleaning staff with oversight by the office.
5. Air filters and filtration systems are checked to ensure optimal air quality.
6. Outside doors may be kept open to improve ventilation.

VIII Covid-19 Education – Staff Training and Family Education:

1. Educating both staff and families on the following:
 - a. Enhanced sanitation practices
 - b. Social distancing and the importance of it.
 - c. Proper use, removal, and washing of face coverings.
 - d. Screening practices in place on campus.
 - e. How Covid-19 is spread and the symptoms.
 - f. When to stay home or to keep your child home
 - g. Procedures for when a staff member or child gets ill on campus.

IX Identification and Tracing of Contacts:

1. If a suspicion of a COVID related illness is identified, staff will immediately inform the Principal. The child will be kept away from other students waiting for parent pick up. Parents will be expected to have an emergency pick up plan in order to get to your child immediately.
2. The child will be required to stay home, be evaluated by a doctor, and remain home in quarantine until cleared by a doctor to return, or a negative Covid test result can be verified.
3. If a sick child has sibling, they will also be sent home and be required to stay home, be evaluated by a doctor, and if deemed appropriate, receive testing.
4. If a staff member becomes ill, the same procedures will be used. The staff member will be sent home, evaluated by a doctor, and if deemed appropriate, receive testing, waiting at home for the results.
5. For students and staff who had close contact with a COVID positive person the student (and potentially siblings) should self-quarantine for the recommended 10-14 days.

6. Any confirmed positive case at HCS will be reported to the Orange County Health Department. This agency's guidelines will further guide and regulate return factors for the student or staff member.
7. Communication to HCS families of such positive COVID-19 cases will be appropriate per situation. The Orange County Health Department will be informed and guide the school with further instructions.
8. In addition to contacting the OCHD HCS will
 - a. Close off areas used by the person who is sick.
 - b. Increase air circulation when feasible
 - c. Sanitize exposed areas
 - d. Deem appropriate spaces, classes, or programs temporarily closed if necessary
9. HCS staff will work with any student who needs to remain at home for an extended quarantined time. (Remote e-learning)
10. If a non-COVID related illness is experienced at school, regular school health policies and procedures will be followed. All sick children must be fever-free (with not medications) for a minimum of 24 hours, including one full school day, before returning to class.

X Criteria to switch to e-Learning:

1. The school Principal, office staff, and teachers will monitor student absences and the related reasons.
2. Single classes due to an COVID related illness may be closed for the two-week period.
3. HCS will close for the two-week (14 day) period if more than 25% of student/staff population are ill.

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Parent Protocols for In-Person Instruction

Daily Home Health Screening

- Before leaving for school the following screening must be completed at home.
 - A parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit (as recommended by the CDC) and does not exhibit any other Covid-19 symptoms. (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
 - The parent will be asked to confirm this upon arrival in the carpool line by a staff member.
 - Any student who has a fever or other Covid-19 symptoms must stay home from school for at least 10 days after the onset of symptoms or such period as required by subsequent local order.
 - Further, any student staying home for this 10-day minimum duration due to Covid-19 symptoms may not return to HCS campus until at least 3 days have passed since their recovery. The criteria for recovery will be the complete absence of fever for 72 hours without the use of fever-reducing medication and full subsiding of all other respiratory symptoms – cough, shortness of breath.

Drop Off Procedures

At this time parents are not allowed to park and walk their elementary children to their classrooms. Please explain this information to your child. Some younger students may have a hard time understanding this requirement at this time. Changes may occur during the course of the academic year, until such time please follow these procedures:

- Drop off will begin at 8:15
- Approach the parking lot from the **SOUTH ONLY** (NO LEFT TURNS INTO THE PARKING LOT ONLY RIGHT-HAND TURNS)
- Two lines will begin to form once cars are in the driveway – left hand lane will be for preschool ONLY, right hand lane (elementary parents) will proceed around to the drop off location. **Preschool only** – will proceed to the designated parking area, park, and sign in their child. **Preschool/elementary** families will go to the preschool designated area, park, and sign in their preschool child(ren) while the elementary student will proceed to their classroom
- Pull forward to the available staff member
- The staff member will open the car door and ask if you have completed the home screening and that your child's temperature is under 100.4 according to the CDC guidelines.
- All students **MUST** exit the vehicles on the right-hand side.

- Students will be directed to the hand sanitizing station first, and then to their classroom where the teacher will be taking and recording their temperatures.
- **Only right-hand turns exiting the parking lot.**

Pick Up Procedures

- Heritage Harbor students will be picked up by HH staff members at 2:55
- Line procedures are the same as the A.M. drop off procedures – ONLY right-hand entrance.
- Pick up will begin at 3:00 with classes arriving in their designated areas.
- Parent will drive through and stop at the available staff member that will open the car door(s) on the right side.
- Only right-hand turns exiting the parking lot.

Health Related Issues and Communication Policies

- Please read, in a timely manner, important updates and changes to these policies that will be communicated through the main office. To ensure important updates keep your classroom teacher and Mrs. Johnson informed of any email changes.
- If a non-COVID related illness is experienced at school, regular school health policies and procedures will be followed (refer to the Parent Handbook). All sick children must be fever-free for at least 24 hours, including one full school day, with out fever reducing medication before they may return.
- Please stay in communication with your classroom teacher and the main office regarding seasonal allergies you child may have.
- Remember – all medication must be given through the main office. Please DO NOT send your child with any medications “to be taken with lunch,” unless approved and administered through the school office.
- If a child has a temperature increase or show other symptoms of COVID during the academic day the parent will be called to get their child immediately.
 - Any confirmed positive case will be reported to the OCPH Department. The agency’s guidelines will further guide and regulate return factors for the student.
 - For students who had close contact with a COVID positive person k the student and potentially siblings should self-quarantine for the recommended 10-14 days.



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Parent Compliance

- ___ I acknowledge that I have read and understand the communicated guidelines implemented in response to COVID-19 and the re-opening at Heritage Christian School.
- ___ I agree to carefully screen my child(ren) at home and keep them from attending school if they have any symptoms not covered by a doctor's note including but not limited to:
- Fever, chills, or sweating
 - Cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Muscle pain
 - New loss of taste or smell
 - Diarrhea
 - Rash
 - Any additional CDC symptoms that may be presented
- ___ My child has not been given fever reducing medicine to attend school. Their temperature is below 100.4 according to the CDC guidelines.
- ___ I will inform the school office and principal if my child has had any close contact with an individual diagnosed with COVID-19 or if we have traveled internationally or to a COVID-19 hot spot. Close contact is currently defined as being within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the illness onset until the time the patient is isolated according to the CDC.
- ___ I agree to follow the current guidelines as stated at this time and to be supportive of the teachers and staff as they strive to make the best possible environment for the children's safety, health, and learning.

Signature of Parent/Guardian

Date

Child's Name

Grade



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Daily at Home Screening Checklist

Each parent/household is to keep a copy for daily reminder of health screening. Parents will be asked when they bring the children if they have completed the morning health screening.

Temperature taking	Please do not bring your child to school if their temperature is 100.4 or above. Do not give your child fever reducing medication in order for them to attend school.
Symptom Check	Make sure your child does not have fever, chills, sweating, cough, shortness of breath or difficulty breathing, sore throat, muscle pain, loss of taste or smell, diarrhea, rash, or any additional CDC recommendations.
Communication	I will report screening results, when asked by HCS staff. I will inform the school/administration if my child has had any close contact with an individual diagnosed with COVID-19. I will agree to follow current guidelines as communicated and will be supportive of the teachers and staff as they strive to make the best possible environment for the children's safety, health, and learning.