

New COVID-19 Procedures for Teachers and Parents

As we reopen, there are many levels of safety protocols that have been established. The following categories are listed here, and specific guidelines will be identified under each respective category.

- Social distancing
- Active monitoring
- Handwashing & hygiene
- Cleaning facilities & equipment
- Educating & informing

Social Distancing

Social distancing helps ensure that particulates from one person are less likely to come in contact with the surrounding people. This is accomplished by maintaining a recommended six-foot distance wherever possible and through maintaining low-density occupation of common spaces. Education, especially in elementary schools, often involves close proximity to students and amongst students. This poses some unique challenges and adjustments for students and staff alike.

ARRIVAL

To control and monitor the environment under shifting health conditions, arrival to the school campus will be different. There will be a strict protocol for anyone entering campus. To maintain social distancing, students will NOT be able to congregate in the Parish Hall before school. Using the protocols detailed below, students will report directly to the classroom each morning. Students' parents/guardians will not be allowed to enter the building while dropping off students. Grade level, color coded name tags will be provided for each student.

During the first two weeks of school, to alleviate backups in drop-offs, we will use staggered arrival times for students while we adapt to these new procedures. We will use the following alpha schedule (organized by last name):

- 7:30 AM – 7:40 AM A – G
- 7:40 AM – 7:50 AM H – N
- 7:50 AM – 8:00 AM O – Z

Students will remain in their parent's vehicle until staff has taken temperatures before entering the building at their designated entrances. If a student has a temperature of 99+, parents will drive to and park in the designated holding area outside the church office to recheck temperatures to determine if the student may enter the building or will need to return home.

PreK 3

After a temperature check each morning, PreK 3 students will enter through the North side Parish Hall doors and go directly to their classrooms.

PreK 4 – Grade 3

PreK 4 year old students through grade 3 will enter through the South side of the building via the circle drive off Travis Street. For the first two weeks, parents will wait with their student(s) while a temperature check is conducted. Staff will greet children at their vehicles for morning temperature check. Each child PreK 4 through 3rd grade will receive a badge with his/her name, grade level, and teacher to wear the first two weeks of school so that we can direct them to the appropriate room. Teachers will be waiting in classrooms for students' arrival.

Grades 4-12

Students in grades 4-12 will enter the building at the gate between the red playground and the gym off Austin Street, located between the Family Life Center and main building. Students will use the west stairwell to access their classrooms on the second floor. Staff will greet students at their vehicles for a morning temperature check, and teachers will be waiting in the classrooms.

Faculty & Staff

Faculty and staff will enter through the main office entrance before 7:25 a.m. to have their temperature taken each morning before heading to classrooms.

Families With Multiple Siblings for Arrival

Families with multiple siblings must drop off in the grade level appropriate drop off areas (ie. PreK 4 – grade 3 drops off in the circle drive off Travis street, etc.).

DISMISSAL

Students will be dismissed directly from their classrooms and exit the same location they entered in the morning. Dismissal staff members will radio the classroom teachers to let them know when to dismiss a student. Grade level, color coded carpool tags will be printed with family names and be distributed to parents before the start of school.

SCHOOL VISITORS

Calvary will restrict visitors to only those essential to school operations. All visitors will be required to check in at the school reception desk, have their temperature taken upon entering the building, complete the screening questionnaire, use hand sanitizer, and wear a face mask while in the building. Visitors will be required to wear masks, go directly to their designated area, and check out and exit through the school reception doors. Visitors need to be aware that they may be denied access to students. Anyone who has symptoms or is known to have been exposed to the virus must remain off campus for a minimum of fourteen days before re-entry is permitted.

CLASSROOM DISTANCING

Desks will be configured in rows facing the same direction to keep students six feet apart. In prekindergarten, at nap time, we will ensure that children's naptime mats are spaced out as much as possible, ideally six feet apart. Staff should consider placing children head to toe to further reduce the potential for viral spread.

MEALS

Students must sanitize their hands before and after eating.

Snacks:

Snacks from home need to be labeled with child's name. No community or bulk-packaged snacks will be allowed; all snacks should be individually pre-packaged. Students will not be allowed to share food brought from home with classmates.

Lunch:

Calvary will be using a service for parents to pre-order meals for students. Meals will be pre-packaged and labeled with student's name when delivered. Meals will be delivered to the classroom. Parents may send a lunch from home if they choose not to use this service. Outside deliveries from other vendors will NOT be accepted. Water fountains will not be available for drinking; however, the bottle fillers may be used. Students are encouraged to bring refillable water

bottles for personal use; if they choose not to do this, they will need to bring bottled water clearly labeled with their name.

Birthday Celebrations:

For students' birthdays, parents may choose to provide individually packaged, store-bought treats. No homemade food items or party favors will be allowed. Parents must deliver items to the office, and teachers will distribute to students at lunchtime.

COMMON SPACES ON CAMPUS

Lunch:

For the time being, we will no longer use the gym for lunch. Lunch will be held in the respective classrooms or outdoors.

Chapel:

All school chapels held on Mondays and Fridays will be conducted via a digital streaming platform that students will view from their classrooms. Age specific chapels will be held in the gym: PreK3 through 3rd grade will be on Tuesdays, 4th – 5th grade will be on Wednesdays, and Middle and Upper School will be on Thursdays. Chapel services are an important aspect to the spiritual development of our students. As COVID-19 case counts fall, we may be able to transition to school gatherings in the sanctuary and resume singing.

Recess:

Recess and use of playground equipment are acceptable but must be done one class at a time to maintain social distancing. Recess at CEP will be scheduled so that there is sufficient time between groups of students to disinfect common surfaces like swing chains, monkey bars, and slides with a cleaning solution. Surfaces will be sprayed and left to air dry.

Bathrooms:

Bathrooms will be designated by grade level. Students in PreK 3 through grade 3 will either use the restrooms located in their classrooms or in hallway leading to the Parish Hall.

Students in grades 4 and 5 will use the restrooms located outside the East stairwell on the second floor. Students in grades 6-12 will use the restrooms located on the second floor of the Family Life Center in the Middle/Upper School hallway.

NON- CLASSROOM LEARNING

Enrichment Classes:

Students will continue to attend enrichment classes (Fine Arts, Bible, Music, Computer, Spanish, etc.) with the enrichment teachers traveling to students in their homeroom classes. If instruction takes place in the classroom, rooms will be disinfected between classes. Teachers may also elect to teach outdoors.

Physical Education:

Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. Heat advisory guidelines will regulate outside activities. Any activities bringing students into close physical contact will be avoided. Visual markers will be on the gym floor and bleachers as reminders of social distancing rules. Procedures will be implemented in the bathroom/changing areas to adhere to social distancing rules.

Library:

Visual reminders will be placed, and furniture arranged, to help students maintain social distancing while in the library. Students and staff will sanitize hands upon entering and exiting the library. High-touch surfaces (i.e., tabletops, chairs and door handles) will be disinfected regularly. Occupancy will be limited. Books will be quarantined until disinfected and then returned to the shelves for circulation.

Active monitoring

Temperature Checks:

Calvary staff will conduct temperature checks of all students and faculty on arrival each morning using non-contact thermometers. Students will be rechecked mid-day. We will utilize the following guidelines for temperature screening:

- *If using disposable or non-contact (temporal) thermometers with no individual physical contact, it is not necessary to change gloves before the next check.*
- *Should it become necessary to use contact thermometers, they will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each use.*

Check for Signs of Student Illness:

All faculty and staff will look for signs of illness and send students who seem unwell to the school nurse. We will have a designated area for students to wait if they need to be picked up early from school because of illness. If an individual is sent home with fever or any signs of Covid-19, the area and items in the area will be disinfected.

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COVID-19 Symptoms:

In determining whether an individual has symptoms consistent with COVID-19, Calvary will consider the following: Has he or she recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 99°F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Handwashing & Hygiene

Handwashing:

On the first day of school, all students will receive a lesson on proper handwashing following CDC protocol. Students and staff are expected to wash hands before and after snacks and lunch and when transitioning from one place to another (i.e. returning from outside, going from classroom to Spanish, etc.). Hand sanitizer will be provided in every classroom, building entrances, offices, teacher workroom, and gym. All students, staff, teachers, and visitors will be required to sanitize hands before entering the building.

Students will cover coughs and sneezes with tissue whenever possible. Sleeves and elbows will be used if this is not possible. Throw tissue in the trash and wash/sanitize hands.

Masks:

1. For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may improve the ability to see mouth movements and improve air circulation. If people are less than 6 feet apart and are talking, a mask will be used instead of a shield. If masks are disposable, they are to be thrown in the trash at the end of the day. If masks are reusable, they are to be washed at the end of the day.

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2. Schools are required to comply with the governor's executive order regarding the wearing of masks. Students ten years old and up are required to wear masks.

3. In addition to the executive order, Calvary may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.

4. It may be impractical for students to wear masks or face shields while participating in lessons and some athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

In summary, students will be required to wear mask when entering and exiting the building, during arrival and dismissal, while walking to class, and while changing classes. Students ten years and older will be required to wear mask in class whenever they are less than six feet apart.

Clean Facilities & Equipment

The guidelines from the Texas Education Agency (TEA) outline the nature of this cleaning.

Schools should arrange for additional cleaning and disinfecting of surfaces that are touched in common throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.

All classrooms will contain a spray bottle with a cleaning solution for disinfecting surfaces. When students are not in the classroom, teachers will clean the surfaces with this solution.

Teachers will need to clean shared equipment at the end of each day with disinfecting solution. This includes classroom surfaces such as: tablets/iPads, LEGOs, blocks, math manipulatives, books, etc. Anything used by multiple students will need to be noted and cleaned.

Facilities and equipment will be cleaned and disinfected on a daily basis. Prior to the arrival of faculty and students, our cleaning contractors will perform a deep cleaning campus wide. Additionally, the school will be treated with an EPA registered disinfectant, Cover Shield, which is administered through a fogging process. It leaves an antimicrobial coating on non-porous surfaces.

- Cleaning crews will clean nightly following CDC guidelines.
- Teachers will clean shared equipment, surfaces, and supplies between groups of students.
- Each classroom will be outfitted with hand sanitizers, spray disinfectants, and cleaning supplies.
- Soft surfaces, such as carpet, curtains, and soft toys will not be allowed in classrooms to reduce the spread of infections.
- Blankets and pillows for PK/K students will need to be put in extra large Ziploc bags.
- Water fountains are unavailable for individual use; however, the bottle fillers may be used. Students are encouraged to bring refillable water bottles for personal use.

Educate & Inform

Staff will complete mandatory safety guideline training at the start of the school year during faculty and staff in-service. Within the first three days of school, students will receive instruction to learn about the coronavirus: how it is spread, and how the safety guidelines at school will help keep our community safe. Lessons will focus on:

- Handwashing techniques (Taught the first day of school.)
- How to sneeze and cough appropriately, and about microdroplets
- Biology and spread of viruses

Teacher resources for these lessons include:

- <https://www.brainpop.com/health/diseasesinjuriesandconditions/coronavirus/>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- <https://www.nctsn.org/resources/trinka-and-sam-fighting-the-big-virus>

Safety Guideline posters will be made and posted throughout the building as a reminder to students, staff, and visitors about how to be safe in the building. We will utilize CDC images and language from these informative posters, modified to be kid-friendly and accessible (for example, handwashing posters above sinks, distancing posters in the hallways, etc.)

Additional Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Social Distancing Strategies:

- https://www.dhs.gov/sites/default/files/publications/panthr_covid-19_fact_sheet_v13_27apr-final_0.pdf
- <https://www.cdc.gov/handwashing/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
Wash your hands often

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf> Clean and disinfect thoroughly
- <https://tea.texas.gov/sites/default/files/covid/covid19-SY-20-21-Public-Health-Guidance.pdf>
- <https://www3.nhk.or.jp/nhkworld/en/news/ataglance/845/>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>