

Cortland Christian Academy

Reopening Plan-July 2020

Updated August 5 in accordance with NYS Reopening Guidance for Religious and Independent Schools (dated 7/27/20)

Cortland Christian Academy plans to return to full-time, in-person instruction for kindergarten through twelfth grade effective September 2, 2020, subject to guidance or executive order from local, regional, and state authorities. The following information is provided in accordance with New York State's Return to School guidance documents.

- I. Cortland Christian Academy's designated COVID-19 safety coordinator is Pastor J. Craig Miller (Head of School), assisted by Mrs. Stephanie Baldwin (Administrative Assistant), Mr. Nate Cobb (High School Principal), and Mrs. Kammy Ploss (Volunteer Health Services Director)
- II. Stakeholders engaged in the development of Cortland Christian Academy's Reopening Plan included CCA's faculty and staff members; members of the Board of Education; Pastoral leadership of Bible Baptist Church; and members of BBC's Board of Deacons. Anecdotal input from current parents and students was also taken into account.
- III. Preparations for Return to In-Person Instruction
 - A. Deep cleaning activities have been performed since school initially closed in March 2020. These activities included the disinfecting of classroom desks and chairs, lunchroom and folding tables, and lockers.
 - B. Routine cleaning is done prior to and following the regularly scheduled activities and services of Bible Baptist Church. Commonly touched surfaces throughout the building (counters, handrails, doorknobs and handles, light switches, etc.) are regularly disinfected as part of the regular cleaning regimen. Cleaning and disinfecting protocols will expand to a daily basis upon the return to in-person instruction.
 - C. Supplies of cleaning, disinfecting, sanitizing, and hand and respiratory hygiene products are being accumulated as products become available. These supplies are being distributed to each classroom for teacher use throughout the day.
 - D. Maximum occupancy (reflecting physical distancing guidelines) has been calculated and posted for each area planned for use as instructional space.
 - E. Classrooms have been arranged to maximize capacity in compliance with physical distancing guidelines. Students will stay with their cohort (self-contained group) to the greatest extent possible throughout the course of the day.
 - F. Traditional water fountains will be deactivated. Students are responsible to bring a personal use water bottle from home.
 - G. Reopening plans and protocols will be communicated to stakeholders through email, social media platforms, website, and through appropriately placed signage.
- IV. Health and Safety During In-Person Instruction
 - A. Monitoring
 1. Care-givers and staff should familiarize themselves with symptoms associated with COVID-19 and should report any student or staff member presenting such symptoms to the office.
 - a) Symptoms include:
 - Fever over 100.0 F or chills
 - New/Abnormal sore throat
 - New/Abnormal cough, shortness of breath, or difficulty breathing
 - Unusual diarrhea
 - Vomiting
 - New loss of taste or smell
 - Unexplained fatigue, muscle/body aches, or headache

- b) Outward indicators include:
 - o Flushed cheeks
 - o Rapid or difficulty breathing (without recent physical activity)
 - o Fatigue, and/or irritability
 - o Unusually frequent use of the bathroom

2. Faculty and staff members will self-monitor by responding to a daily screening questionnaire.

3. Care-givers will self-report the results of daily temperature screenings and weekly exposure assessment questionnaires for their students. Students for whom daily temperature screenings are not submitted or who do not respond to the weekly exposure assessment questionnaire will not be permitted to attend school.

4. Illness Management and Return to School Protocols

- a) Students or staff exhibiting symptoms associated with COVID-19 (with no other explanation or underlying condition) should not come to school. They should report their symptoms to the office and contact their healthcare provider for further instructions.
- b) Individuals who respond in the affirmative to any of the screening questions should not come to school and should contact their healthcare provider for further instructions.
- c) Individuals who become ill while at school must go home immediately. It is requested that students be picked up within an hour after being notified by the office. Students waiting to be picked up will be held in isolation until their ride arrives.
- d) If a person is not diagnosed by a healthcare provider with COVID-19 they can return to school:
 - o Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
 - o If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
- e) If a person is diagnosed with COVID-19 by a healthcare provider based on a test of their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
 - o It has been at least ten days since the individual first had symptoms
 - o It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - o It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

B. Visitors, Guests, Vendors, Contractors, Deliveries

1. A screening questionnaire and temperature check will be conducted for any visitor, guest, vendor, or contractor who needs to enter the building during school hours. All such individuals must wear an appropriate face covering. A disposable mask will be provided as necessary.
2. All school-related business that needs to be conducted with the faculty and staff should be done by phone or email correspondence if feasible. Business that needs to be handled in-person should be done by pre-scheduled appointment except in the event of an emergency. All individuals will be required to complete a screening questionnaire and have their temperature checked.
3. As much as is possible, all deliveries will be accepted at the door without entering the building.
4. A log of all visitors, guests, vendors, contractors, and delivery drivers who enter the building during school hours will be maintained in the school office.

C. Hand and Respiratory Hygiene and Cleaning

1. Proper hand and respiratory hygiene practices will be taught across all grade levels.

2. Signage promoting proper hand and respiratory hygiene will be posted in classrooms, bathrooms, and common areas of the building.
3. Regular cleaning and disinfecting of facilities will be conducted. Cleaning will occur between individual student/teacher use of a space or item. Cleaning will also occur between cohort use of a space.
4. All restrooms will become single use spaces. Restrooms will be checked and cleaned frequently throughout the school day and thoroughly cleaned after school hours.
5. If a faculty or student is suspected or confirmed to have COVID-19 we will:
 - a) Close off the affected area that the person used.
 - b) Open all windows and doors in the affected area.
 - c) Wait 24 hours before cleaning and disinfecting the area. If 24 hours is not feasible, we will wait as long as possible to clean and disinfect.

D. Physical Distancing

1. Physical distancing practices will be taught across all grade levels. Physical distancing is defined as being 6 feet or more away from any other individual in any direction.
2. Signage promoting physical distancing standards will be posted in classrooms and common areas of the building.
3. Physical distancing markers are in place in common areas throughout the building and any place students may be forced to wait in line.
4. Students from the same family units will be exempted from social distancing requirements within their cohort.

E. Face Coverings (Masks)

1. Definition-cloth-based, surgical-style, or other type device that covers both the mouth and nose
2. All faculty, staff, students, visitors, and vendors must wear acceptable face coverings upon arrival, when moving through common areas of the building, or anywhere in the building that physical distancing standards cannot be maintained.
3. All staff members will be provided with a supply of reusable cloth masks; staff members are free to wear a suitable mask of their own choosing
4. Students, visitors, and vendors are requested to provide their own masks. A supply of disposable masks is available in the event any individual does not have a suitable mask or theirs can no longer be used.
5. Teachers and students will not be required to wear face coverings in their cohort's classroom as long as physical distancing standards are maintained, when eating, or when the core nature of the activity dictates otherwise.
6. All faculty, staff, and students have the option of wearing appropriate face coverings in any setting in which they feel more comfortable doing so, even if physical distancing standards are in place.
7. Students and teachers will be exempted from wearing face coverings for physical or mental health reasons as indicated in writing by a healthcare professional.

F. Vulnerable Populations

1. Accommodations for faculty, staff, and students who themselves are (or who live in the same household as someone who is) at risk due to potential exposure to COVID-19 will be determined at the appropriate level on a case-by-case basis.

G. Emergency Drills

1. There is no change to the mandatory number of evacuation and lockdown drills that must be conducted during the course of the year, despite COVID-19 restrictions.
2. The design of fire and lockdown drills will be modified to reduce congestion in the hallways, stairwells, and at the gathering area while adhering to physical distancing standards. Modifications may include (but are not limited to) a staggered schedule of drills on the same day

- or “virtual” drills. All students will be given the opportunity to practice these safety procedures in a variety of situations in which they may find themselves during the course of the school day.
3. Students will be instructed that in the event of an actual emergency, COVID-related protocols of physical distancing are secondary to the priority of getting to safety.

V. Programs and Services

A. Before and After Care

1. Not applicable (No formal programs are offered)
2. Upon arrival, students will proceed directly to their cohort’s assigned location.
3. Students will be dismissed from their cohort’s assigned location.
4. School-aged children of staff members must remain with their parents upon dismissal.

B. During school

1. Students will, to the extent possible, remain in their cohort group’s primary location.
 - a) Anticipated cohort groupings:
 - Kindergarten and First Grade
 - Second and Third Grades
 - Fourth and Fifth Grades
 - Sixth Grade
 - Seventh and Eighth Grades
 - Ninth and Tenth Grades
 - Eleventh and Twelfth Grades
 - NOTE: Out of necessity, there will be a blending of cohorts in some classes and activities in the Middle School and Senior High divisions.
 - b) Elementary teachers will conduct their self-contained classrooms with specials being taught in the classroom.
 - c) To the extent possible, high school teachers will rotate classrooms to teach their academic subject to each cohort group.
2. Lockers will only be assigned to upper high school which allows for social distancing between lockers. All other students will keep their supplies at their desk.
 - a) Cohorts will have designated locker times and will not be permitted to have unregulated access to their lockers at other times.
3. Small spaces (e.g. lift, supply rooms, closets, faculty offices) will be limited to 50% capacity unless it is designed to be used by a single occupant.
4. Ventilation will be increased to the greatest extent possible within each classroom. Teachers are encouraged to open windows and doors while maintaining health and safety protocol.

C. Transportation

1. Not applicable (No transportation system operated)
2. To protect the health and safety of all occupants of the school bus, (drivers, passengers) bus students and their families should comply with the health practices that the public school that transports their children puts in place – including physical distancing and mask wearing where it does not affect the mental or physical health of the child as indicated in writing by a healthcare professional.
3. When students embark and disembark the bus, they should follow social distancing protocols.
4. Since hand sanitizer is not permitted on school buses, hand sanitizer will be available as students enter the building.
5. NOTE: If a school district is in session, remotely or otherwise, pupil transportation must be provided to students in religious and independent schools. Religious and independent school students eligible for transportation, to the extent required by law, cannot be denied transportation. Questions in this regard should be directed to officials of your school district of residence.

D. Food Service

1. No lunch program will be offered

2. All students and staff will bring their own lunch and snack items
3. No items will be available for purchase
4. Students will not have access to microwave use or shared use of the kitchen's common refrigerators.
5. Food may not be shared or exchanged, including for birthday, holiday, or other class celebrations
6. Students will eat lunch with their cohort group in their primary cohort's location.
7. All students and staff will practice proper hand hygiene before and after eating.

E. Athletics

1. Interscholastic athletics are suspended, subject to pending guidance from New York State
2. If interscholastic athletics are allowed, we will follow as closely as possible the NFHS guidelines for sports. (See Athletic Reopen Plan)

F. Assemblies and Field Trips

1. In-person congregate chapel/worship services or assemblies will not be conducted until gathering restrictions are lifted
2. Field Trips will not be scheduled until further notice. Teachers are encouraged to participate in virtual field trips.

G. Other Considerations

1. Large group activities requiring the forceful expulsion of air (singing, wind instrument playing, physical education classes, etc.) will be adjusted or restricted until deemed to be safe as normally conducted.
2. Art classes where social distancing and shared equipment protocols cannot be adhered to will be adjusted or restricted until deemed to be safe as normally conducted.
3. Library will be reserved for check in/check out purposes only with reduced occupancy of students from the same cohort at a time
4. Playground use will be scheduled by cohort

VI. Tracing and Tracking

A. Metrics

1. Should the school's COVID-19 infection rate exceed 9%, we will close school and transition to an online learning format for a 10 day quarantine period. There will be a full building deep cleaning during the 10 day quarantine period.
2. If a student tests positive for COVID-19 the student's cohort will transition to online learning at home for 2 days so there can be a deep cleaning of the room.

B. Notification

1. The school will notify the state and local health department that a positive COVID-19 case has been verified for an individual that has had access to the school grounds and facilities.
2. The school will notify the parents of a positive case within the school community using confidentiality protocols. The parents will be asked to monitor their students closer to check for symptoms.

C. Tracing Support

1. The school will support the local health department through the New York Contact Tracing Program.

D. Quarantine, Isolation, and Return to School

1. Students or staff that test positive for COVID-19 will follow the state and local health guidelines for monitoring and returning to school.
2. Reporting plans will be in place for individuals that have come in close contact with a person with COVID-19.
3. The staff will follow the [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#).