

Richmond Christian School

Reopening of School for 2020-2021

(Note: the following is subject to change via new guidelines and current data at any time).

Please direct all questions related to this plan to office@richmondchristian.com.

The following plan assumes that by August 24, 2020, the state of Virginia will be well-along in Phase 3 of reopening and successfully experiencing a significant reduction in the advancement of COVID-19 (vdh.virginia.gov/chesterfield). Should that not be the case, we are developing contingency plans; one in which we encourage as many parents as possible to keep their children at home in order to accommodate greater levels of physical distancing in the classroom, and the other is to only offer remote instruction.

The current plan outlined below is based on a “Healthy Only” framework for reopening the RCS campus. This framework requires parents and employees to ensure that **only healthy individuals are entering the campus**. To support and enforce this approach, parents will be required to sign an agreement related to this and a health screening agreement. * A “Healthy Only” framework provides the greatest level of "normalcy" but depends on students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic. In addition, if anyone in a household is waiting for results of a COVID-19 test, no one in that home should come to RCS until a negative test result is reported. Violators may lose their privilege to return to campus for the duration of the pandemic.

The school facilities will receive increased levels of cleaning and sanitizing, as well as increased containment of groupings of students for the purposes of contact tracing, which may be required at any time during the school year. However, the disruption to typical classroom routines will be minimized to the greatest extent possible in order to support student and staff socio-emotional health, as well as best-practices of instruction.

Parents will have the opportunity to continue remote instruction for their children. Thus, a parent may elect to begin the school year at home via remote instruction, monitor the status of the pandemic and the health and safety of the school, and decide (in coordination with the school policies) as to when their child would return to campus-based learning.

Plan Item	Protocols
Athletics	<ul style="list-style-type: none"> ● RCS will comply with all guidelines provided by the VA Department of Health and Human Services, VISAA and the VCC. ● If interscholastic sports are not permitted, RCS will explore the development of an intramural program. ● It is strongly recommended that athletes, coaches, staff, and participants wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (i.e., less than 6 ft.). ● Pre-Work Screening: <ul style="list-style-type: none"> ○ All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout. Screening includes a temperature check. ○ Responses to screening questions for each person must be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.

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	<ul style="list-style-type: none"> ○ Any person with positive symptoms reported will not be allowed to take part in workouts and must immediately contact his/her primary care provider or other appropriate health care professional. ● There must be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students. ● Students must wear their own appropriate workout clothing (do not share clothing). ● Individual clothing/towels must be washed and cleaned after every workout/game. ● All athletic equipment including balls must be cleaned after each use and prior to the next workout/game. ● Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual. Any equipment that goes over the face is never to be shared (example of a catcher mask for softball or baseball).
Cafeteria	<ul style="list-style-type: none"> ● Meals, snacks & beverages must be individually packaged and served directly to the student. Silverware/Napkins will be prepackaged ● Only pre-packaged/bagged/wrapped lunches will be offered. ● Students in after school care will be provided their own individual packaged snacks and must bring their own water bottle. ● A clear glass divider will be installed at the window of the Cafeteria serving window. ● Everyone will eat in their classrooms or outside at this time, making sure to physically distant by 6' or more. When eating in the classroom the desks are to be cleaned before instruction begins again.
Classrooms & Facilities	<ul style="list-style-type: none"> ● All classrooms will be equipped with hand sanitizer, disinfectant spray, and cleaning towels. High touch services on desks and chairs (sides of each where students tend to place their hands) are to be cleaned. Edges can be more porous making them harder to disinfect properly. ● Common areas including the cafeteria will be cleaned & sanitized throughout the day. ● Cleaning staff will be responsible for cleaning and disinfecting the facility. ● Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow. ● Hand sanitizing stations will be placed in the hallways and other areas as needed. ● Students may only touch or handle their own learning materials (e.g., textbooks, pens).

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	<ul style="list-style-type: none"> ● Students may not touch or use another student’s locker, backpack, or any other item without first disinfecting the item. ● Teachers who identify themselves as “at-risk” may require all persons in their classrooms to wear masks or face shields. ● Staff and administrators who identify themselves as “at-risk” may require all visitors to their office to wear masks or face shields ● All students may be required to wear a mask or face shield at all times when there is a high level of COVID transmission at the school or within the community.
Clinic	<ul style="list-style-type: none"> ● The Clinic will have designated areas for students who may exhibit symptoms of COVID-19, students with other illnesses, and a third for those needing to take routine medications. ● The staff of the clinic will be provided with the proper PPE as needed. ● Only approved/trained staff will enter the clinic. No students are to be in the clinic at any time except related to their needs for clinic services. ● The clinic will be regularly cleaned and disinfected.
Guests, Parents, & Visitors	<ul style="list-style-type: none"> ● All guests, parents, and visitors are required to complete a health screening form and have their temperature checked. Temperature checks are not to be overly relied upon may need to be taken orally. ● All guests, parents, and visitors are required to wear a mask or face shield. ● Parents are not permitted to enter the building during drop-off or pick-up. ● Kindergarten parents, wearing masks, will be permitted to accompany their child to their classroom during the first day of school (or longer as emotionally required).
Health Screening on Campus and Acknowledgement	<ul style="list-style-type: none"> ● Temperatures of all persons (e.g., students, employees, parents) will be checked prior to entering the campus. ● Parents and employees must sign an acknowledgement at the beginning of the school year in regards to Covid-19 and agree that anyone in a household is waiting for a COVID-19 test result, no one from the household comes to campus until there is a negative test result (see below). * ● It is recommended that any person who has traveled out of the country or to a Covid-19 “hot spot” self-quarantine for no less than 14 days at home with no symptoms appearing prior to returning to school. ● Any student that exhibits a fever of 100.0+ will be held in the isolated sick room and parents will be notified to pick up their child. ● Any employee that exhibits a fever of 100.0+ will be directed to leave campus immediately.

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	<ul style="list-style-type: none"> ● If a student/staff presents any possible COVID-19 symptoms, the Clinic Adm. Asst. will complete the assessment and notify parents/staff to be sent home. ● If a student/staff has a negative COVID-19 test, they can return to school once there is no fever (without the use of fever-reducing medicines) and they have felt well for 24 hours and must provide a doctor's note. ● In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus, he/she must be able to answer YES to the following questions: <ul style="list-style-type: none"> ○ Has it been at least 10 days since the individual first had symptoms? ○ Has it been at least 24 hours since the individual had a fever (without using fever-reducing medicine)? ○ The individual's symptoms have been improving including cough and/or shortness of breath? ● Even if you answer yes to all of the above but the Health Department has extended your isolation, the school will follow the Health Dept. guidance ● Absences due to Health Screening restrictions will not be counted as school day absences.
Instructional - Virtual	<p>Closure:</p> <ul style="list-style-type: none"> ● If a case of Covid-19 appears on campus, there are protocols for both isolation and quarantine that will be determined on a case by case basis. Once the isolation or quarantine period is over, the individual may return to campus. It's possible the complete campus or just a portion may be closed. RCS will consult with the local health officials as needed. ● Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning. <p>Software:</p> <ul style="list-style-type: none"> ● In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to home-based instruction, all teachers will be proficient in the use of the following online tools: ● LMS - Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. ● SIS - Rediker: This Student Information System (SIS) will host all grade-book information as well as all parent communication. <p>Computers:</p> <ul style="list-style-type: none"> ● In Elementary school, we have Chromebook carts available for use by teachers, along with a protocol for continual surface cleaning. ● In the case of virtual learning, Chromebooks will be made available to

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	<p>students in need as we have available.</p> <ul style="list-style-type: none"> ● Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use.
Lost and Found	<ul style="list-style-type: none"> ● This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. ● All lost items will be secured by the Main Office where the items will be sanitized and held for only one week. ● After one week, items will be donated to a local charity.
Masks	<ul style="list-style-type: none"> ● The wearing of masks or face shields by students in the classroom will be optional if physical distancing is maintained. There may be times when masks may be required of everyone. If a teacher identifies himself/herself as “at-risk”, the teacher may require the wearing of masks even if the requirement changes. ● We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/student is welcomed to maximize this safety precaution if they desire to do so. Requiring them at all times, however, would limit the social-emotional impact of being physically at school. ● Students and employees are required to wear masks during times of transition from one location to another when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival, and dismissal). ● Our first orientation of the school year will include education for our students on socially appropriate conversation starters about masks. Instruction will also be provided on washing hands, social distancing, and other actions as needed throughout the school day. ● Our desire is to be an environment where everyone can truly be part of this community and be embraced through the love of Christ, regardless of outer appearance.
Personal Items	<ul style="list-style-type: none"> ● All personal items brought to the school by a student or employee must be thoroughly cleaned prior to being introduced to the campus. ● No personal items may be shared (e.g., backpacks, clothing). ● Learning materials may be shared only once disinfected (e.g., textbooks, tablets). ● All personal items (including textbooks) must be labeled with the student’s name (e.g., water bottles, notebooks, backpacks).
Physical Distancing & Minimizing Exposure	<p>Drop Off / Dismissal / Main Office:</p> <ul style="list-style-type: none"> ● Student drop-off begins at 7:30 AM at multiple designated areas.

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	<ul style="list-style-type: none"> ● Staff will enter through multiple designated areas and will report directly to their classroom or office. ● Students checking in after 8:00 AM are to be dropped off at the Main Office and checked in via the Lobby as designated. ● A clear glass divider will be installed at window of the Main Office desk. <p>Check Out:</p> <ul style="list-style-type: none"> ● Parents will call the Main Office to request their child to check out. ● The child will be released when the parent reports to the Main Office. <p>Classroom:</p> <ul style="list-style-type: none"> ● Upon entering the classroom, students may sanitize their hands. ● Students will be instructed not to share items with their classmates. <p>P.E. & Recess:</p> <ul style="list-style-type: none"> ● Contact sports will not be permitted during Physical Education classes or Recess times. ● Recreational and sports equipment will be regularly cleaned and not shared. ● Recess schedules will be modified to only allow one class at a time on the playground. The playground will be regularly sanitized. <p>Facilities:</p> <ul style="list-style-type: none"> ● Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, welcome center, administrative offices) for students and staff: <ul style="list-style-type: none"> ○ Stay 6' apart when possible ○ Proper and frequent handwashing ○ How to stop the spread of germs ● Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible. ● Chapel services will continue to be held in the Worship Center with physical distancing in place or will be done virtually as needed. ● Chapel seating will be sanitized between each chapel group.
Transportation	<ul style="list-style-type: none"> ● School vehicles will be disinfected after each use. ● Hand sanitizer will be provided and used by each student prior to boarding. ● Larger vehicles will be used to accommodate a larger number of students and allow for physical distancing to the greatest extent possible. ● The Athletic Department will be responsible to ensure all vehicles are properly disinfected after each use.
Water	<ul style="list-style-type: none"> ● Water fountains will not be operational, with the exception of the bottle-filling stations. ● Students will bring their own water bottles labeled with their name.

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	<ul style="list-style-type: none">• If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged accordingly.
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SCHOOL ACKNOWLEDGEMENT

We at Richmond Christian School ("School") are delighted to inform our school community that the School will resume its face-to-face instructional program and extra-curricular activities for the 2020-2021 academic year. Since we place a highest priority on the health and safety of all students in our care, School will resume with some changes in place in the face of COVID-19 to assure, to the extent possible, that students, faculty, and staff may safely attend. In this document we wish to inform you of our efforts to do so.

Upon your review of these efforts, we request your acknowledgment that your child (or you, if 18 years old or older) attends the School voluntarily and with the understanding that, notwithstanding our efforts, the School cannot guarantee that it will remain free of virus or that you or your child will not contact this virus or any other infection at the School. We also ask that you acknowledge that subsequent events, such as a secondary resurgence of cases or a renewed shelter-in-place order, may require the School to suspend its face-to-face instructional program and extra-curricular activities. In that case, the School will continue its instructional programs virtually.

The School will comply with all applicable legal mandates, including those regarding public health. The School will make reasonable efforts to follow appropriate guidelines for schools issued by the Centers for Disease Control and Prevention, the Virginia Department of Public Health, and other applicable authorities.

Based upon the applicable mandates and appropriate guidelines, the School intends to implement the following prevention and mitigation efforts, assuming no intervening events that would supersede them.

Personal Prevention

- Temperature checks before entering school will be required for everyone. Younger children will be checked in car-pool lines; older students, faculty, staff, and visitors will be checked upon entering the buildings. The School will acquire appropriate technology so that temperatures may be taken quickly, efficiently, and with minimum intrusion.
- Anyone with a temperature over 100.0°F will be isolated, sent home, and will not be permitted to return until fever-free for 48 hours without fever-reducing medicine.
- The School will cooperate with the local health department to engage in confidential contact tracing, and reporting to minimize spread of the virus.
- Hand sanitizer will be available in each room and will be encouraged to be used upon entrance. Hand washing before exiting a restroom is required.

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Cloth face coverings will be required for all faculty, staff, visitors, and students when physical distancing cannot be maintained and during transition times.

Environmental Precautions

- Classrooms will be set up to maximize personal distance and minimize face-to-face interactions among students, faculty, and staff.
- All school buildings that are in use will be thoroughly cleaned and disinfected at the end of each day.
- All school buses, vans, school vehicles used during the day will be thoroughly cleaned and disinfected after each use.
- Adequate supplies of approved cleaning materials will be available in classrooms for use as needed on surfaces.
- Adequate supplies of approved cleaning materials will be available in restrooms for application after each use on surfaces.

Food Service

- Food service will prepare individual lunches for applicable students, either to be delivered or to be picked up on a staggered basis. In pleasant weather, students may be taken outside to eat, maintaining proper distance, and not in large groups.
- Students may bring sack lunches from home.

Group Instruction and Events

- Group instruction for such activities as weekly chapels will be limited to the number of students allowable to maintain social distance standards.
- We will follow guidance from appropriate authorities concerning athletic and other events that have the potential of larger numbers of attendees.

Acknowledged this _____ day of _____, 2020, by _____, parent or legal guardian of _____, student (or by student if 18 years old or older).

Signature: _____

Print name: _____

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