

COVID-19 PROCEDURES AND PROTOCOLS

Point of Contact: Mrs. Burchett and Mrs. Marecle

Send questions to calvaryeaglesnest@gmail.com. Procedures will be reviewed and adjusted as needed. Please, check your email for information.

PREVENTATIVE AND PROACTIVE MITIGATION

- Parents will be expected to pre-screen their children each morning before bringing them to school. Children who exhibit any of the following symptoms will need to remain home: temperature, loss of taste or smell, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or shivering, muscle pains or aches, diarrhea. Parents will not bring their children to school if they are sick or have any symptoms of sickness.
- Staff will monitor their own health before coming to school and will remain home if they are exhibiting any of the aforementioned symptoms.
- Staff will wash/sanitize hands upon arrival on campus and frequently throughout the day.
- Staff will sanitize and disinfect classrooms and frequently touched surfaces including desks, doorknobs, pencil sharpeners, etc. throughout the day.
- Staff will check students' temperature upon arrival to class. Any child running a temperature of 100 or above will be sent home. Parents will be expected to return to the school immediately to pick up their child to go home.

LAB CONFIRMED POSITIVE TEST

- Parents must notify the school office if their child has a lab confirmed case of COVID-19.
- Any person who has had a lab-confirmed case of COVID-19 cannot return to campus until released by a doctor.
- CBS will notify the local health authority, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, CBS will notify all teachers, staff, and families of all students if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

- CBS will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.

SUSPECTED COVID CASES

- Any student exhibiting any of the aforementioned symptoms during the school day will be immediately sent home.
- Students exhibiting symptoms prior to coming to school must not come to school.
- Parents of students exhibiting symptoms and suspected of having COVID-19 are strongly encouraged to contact the school.
- Parents should keep their child home if their child has had close contact with a person who is lab-confirmed COVID-19.
- **If a member of the household (siblings, parents, etc.) has tested positive for COVID-19, the student must stay home and quarantine for 14 days from the date of contact.**

CONFIRMED OR SUSPECTED COVID-19 CASES

- CBS will immediately begin a deep cleaning protocol in all areas where the specific student or staff member has been while on campus. A decision will be made regarding the need to close a classroom, a building, or the entire campus for a period of time. This will be a decision made at that time and with the information pertaining to the specifics of the situation. Student and staff safety are the highest priority in making the decision.

RETURN TO SCHOOL

In the case of an individual who was diagnosed with COVID-19, such individuals may return to school when all the following criteria are met. (In the case of an individual who has symptoms that could be COVID-19 related and who has not been evaluated by a medical professional or tested for COVID-19, **the individual is assumed to have COVID-19.**)

- The individual **must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or receive two separate confirmations at least 24 hours apart that they are free of COVID** via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
- Students who have been required to quarantine for two weeks as a result of a positive COVID 19 test by a member of their household may return to school if they have developed none of the listed symptoms. If they have developed symptoms, they must get a doctor's release to return to school.

NOTIFICATION

In case of a close contact for a staff member or student, appropriate notification will be given to the appropriate group of staff members, parents/guardians, and public health agencies, while maintaining confidentiality to the degree possible.

SCHOOL DAY PROCEDURE

STUDENT ARRIVAL

All students are expected to maintain social distancing upon arrival to campus. Elementary students arriving on campus at 7:30 should go directly to the cafeteria where they will be screened for a temperature; those arriving after 7:45 should go to their classroom for screening. Students in junior high and high school should wear masks and social distance until they are ready to report to their first period class for screening. If a temperature above normal is noted, students will be escorted to the school secretary who will recheck their temperature after 5 minutes. Parents will be notified to pick up the student immediately if the school secretary determines that a temperature or any other sign or symptom of COVID exists. Students will remain in a specified area until the parent arrives. Students will be required to meet the criteria stated above before reentry to school.

Tardy students go straight to their classroom, give a note from their parent explaining their tardy to their teacher, and get screened.

Students who return to school **after an absence** must bring their absence note to Mrs. Burchett's office and get screened.

CLASSROOMS

Hand sanitizer units have been installed in student/staff areas. Staff and students fifth grade and up will be required to wear masks during certain activities. Teachers will create a physical learning environment that best enables social distancing. Teachers will develop activities and lessons to the best of their ability that do not require students to be in close contact. Disinfecting cleaner will be in each room for use by a teacher or student throughout the day as appropriate. Secondary students will be expected to use their face masks when at lockers and large student gatherings will not be permitted. Every effort will be made to minimize the interaction between the elementary and secondary students.

TRANSITIONS

Schedules for chapels, recess, lunches, etc. will be developed to maximize time between groups in given areas. Classes that are scheduled to arrive at the same location, at the same time, will be required to coordinate themselves for which class will arrive first,

followed by the next a few minutes later to avoid potential grouping up of students. Water fountains will be cleaned throughout the day and will be discouraged for use with the exception for filling water bottles. Students may bring a water bottle with a firm closure that has their name on it to be used at specific times.

CHAPEL

Chapel is a critical part of our students' school life. Therefore, grade level clusters are planned in order to maintain appropriate social distancing. We will delay the start of chapel services several weeks to allow us to establish best practices.

FIRST AID

If it is not an emergency, teachers will be asked to call the secretary to ask if it is an appropriate time before sending a student. Any student who has the need to visit the secretary's office daily due to medication, treatment, etc., will have a specified schedule that effectively minimizes contact with others, but still allows for appropriate treatment. Teachers will be given appropriate first aid supplies that will minimize the need to send a student for first aid. No student will, however, be denied access to first aid treatment if needed.

RECESS (Elementary Only)

Only one grade level at a time will be at recess on either of the two playgrounds. To the best of the teachers' ability, social distancing will be taught, expected, and monitored. Teachers will have a bottle of hand sanitizer with them for use during and after recess by teacher and students.

PHYSICAL EDUCATION/ATHLETICS

PE is a required course for all students and as such will remain an offering by CBS modified for safety. Social distance techniques will be taught, expected, and monitored by the teacher, and lessons will be designed that do not require students to be in physical contact. PE will be conducted outside as often as practical. The CBS Athletics Department follows guidelines established by TAPPS. For questions regarding Athletics, please contact our Athletic Director, Bill Stark.

MUSIC

Musical equipment used will be sanitized between groups and social distance techniques will be taught, expected, and monitored by the teacher, and lessons will be designed, to the best of the teacher's ability, that do not require students to be in close contact.

RESTROOMS

Only one elementary class of students will be allowed at a given restroom at a time. Social distancing is mandatory. Students will be taught proper hygiene and expected to follow the guidelines. Restrooms will be disinfected multiple times during the school day.

LUNCH

Our lunchroom has been mapped out for proper spacing of tables, and seats will be assigned at each table to provide for social distancing. Parents will be asked to send food that does not require assistance by a staff member for opening. Sharing of any food or drink between students has never been allowed and will be monitored even more closely this year. Additional lunch times have been created to reduce the number of students and staff in the lunchroom at any given time. Only single serving utensils and condiments will be used by CBS. No community tea, water, condiments, etc. will be provided to staff or students. Staff will monitor and clean as appropriate or necessary during each lunch period, and then thoroughly sanitize between each group. An appropriate amount of time has been designated between groups to allow for this. Staff will be required to actively monitor and assist with cleaning as necessary.

DISMISSAL

Most elementary students will be assigned to sit in clearly marked spots in the pickup line, as usual, but efforts will be made to social distance. Masks for fifth and sixth grade will be encouraged during this time. Teachers will actively monitor for social distancing during wait time. Teachers assisting elementary students into cars will wear masks and gloves (optional) and will maintain social distance. Secondary students who drive will be released to go immediately to their vehicles and exit the campus. The remainder of the students will be allowed to wait in the field or front of the school and will be expected to maintain social distancing.

CAMPUS WIDE CLEANING

Our staff will provide a thorough and ongoing cleaning of classrooms, restrooms, and common areas throughout the school day. In accordance with accepted practice during flu season, staff will take extra preventative measures to ensure cleanliness. A biohazard fogger will be used as needed.

MASK POLICIES

The use of face coverings will be determined by the rate of community transmission of COVID-19 and the health recommendations associated with each level. CBS will rely on guidance from the Department of State Health Services (DSHS), Montgomery County

Health Department, as well as any executive orders or directives from Governor Greg Abbott, to determine the community transmission level and use of face coverings. CBS will determine the use of face coverings based on the COVID-19 Community Alert.

Students in 5th-12th will not be wearing masks during class except for certain activities such as class drills or student collaboration. Masks are also required during class changes and in the lunch line. Students 5th -12th should have a mask with them at all times.

We strongly recommend K5-4th to have a mask on campus in the event of an unforeseen situation. Any student may wear a mask at any time.

STUDENTS

- Green: Beginning school with new procedures
- Yellow: Enhanced sanitation and mask policies
- Red: Face coverings worn by students fifth grade and up are required in all areas, including classrooms, and when social distancing is not possible. Face coverings are encouraged for students ages 5-9.
- *Students' individual mask needs will be addressed on a case-by-case basis with a medical exemption. Exemptions will be considered due to medical conditions such as asthma or sensory sensitivities.*

VISITORS

The CBS campus will be closed to visitors. Anyone needing to conduct essential school business must first report to the school secretary for screening and will be required to wear a face covering while on campus. Until further notice, parents will not be allowed on campus to attend chapel or eat lunch with their student or participate in classroom activities. When guidelines become less restrictive, we will notify parents.

VIRTUAL LEARNING OPTION

Families requesting the option of distance learning to begin school must notify the school by August 17. Should distance learning become a necessity during the school year, contact the office as soon as you are aware.

Our Virtual Learning Option provides a safe, excellent Christian education in preparation for a seamless integration back on campus. Learners will access on-campus classroom direct instruction. Virtual Learners may return to the on-campus classroom when restrictions lift and they are ready to return, or they may choose to remain in our Virtual Learning Classroom all year. Virtual Learning is also a flexible option for learners who are home sick or in quarantine.

We are proud of our school's ability this past Spring to "pivot" so decisively and quickly from being 100% on campus to being 100% in our Virtual Learning Classrooms, but we have worked to eliminate frustrations and glitches in our system to create a more user friendly experience. As this is a developing system, we realize that there will be obstacles to overcome and a need for continued improvement; therefore, we are asking for extra grace and patience as we launch the virtual learning option. Families who choose this option must understand that the success of this program will depend heavily upon parent involvement and supervision. Teachers will need parents to ensure students are turning in assignments on time and may rely on them to administer quizzes with specified guidelines. Parents will also be responsible for materials being picked up and dropped off at the school in a timely manner.

- **Platform:** We will be using the Microsoft Teams platform for all virtual learning. We do not intend to use the Zoom platform this school year.
- **Schedule:** Teachers will record and upload their pertinent instruction times throughout the day. Virtual students will be able to access the recordings of any classroom instruction by the following day.
- **Interaction:** Virtual students can submit all questions through email or scheduled phone calls with the teacher which may be scheduled during specified teacher conference times.
- **Class Work/Grading:** Virtual students will be required to complete and submit all class work by the teacher's deadline. This will be done electronically as well as through physical materials dropped off and picked up in designated area. Tests will be administered **on campus** every three weeks at a designated/scheduled time. Assignments considered for grading will be the same across the board for all students.

GOVERNMENT MANDATE

CBS is developing a virtual learning plan. If we must close school for a period longer than a few days, we will be ready with a robust virtual learning experience for our students. If a single staff, or student must be quarantined, CBS will also have a plan for virtually including them in the day-to-day class experience with their peers to the extent possible.

It is important to note once again, some details of this plan may change if CBS receives new information, or if we are duly mandated by the Governor or County Judge to follow a specific guideline. Our prayer is that guidelines become less and less restrictive, but CBS will be prepared if that does not prove to be the case.