

Neighborhood Christian School's Re-Opening Plan for In-Person Instruction

1. Hours of Operation

When Neighborhood Christian School (NCS) begins operating with students on campus, it will be with a modified schedule. School hours will be daily from 8:30am – 12:30pm to mitigate the risk exposure to all students, staff and families. The rationale behind this schedule is that it will help minimize the mixing of classes/cohorts and the risk and exposure from COVID-19, while still allowing the students to receive all their necessary academic and core subjects in achieving success for their grade levels. Thus, by eliminating students eating lunch on campus along with eliminating a longer morning and afternoon recess, including the extended lunch recess, it will help us accomplish this reduced risk factor. In addition, the compressed and concentrated day will make the wearing of masks for the elementary students more manageable by not having to wear it for an additional two hours in a full school day, which also eliminates chances for misuse in the proper wearing of the mask.

2. Cleaning and Disinfecting

Neighborhood Christian School (NCS) will follow the guidelines for cleaning and disinfecting as set forth by the California Department of Public Health (CDPH). Approved cleaning and disinfectant products will be used. Regular ongoing instructions and training on promoting healthy hygiene practices among both the staff, families and students will be done. Staff will be trained in these enhanced sanitation practices and proper protective equipment used as needed.

Staff will wipe down frequently-touched surfaces throughout the school day, and at the day's end when students are not present. A thorough deep cleaning and disinfection shall occur with proper ventilation maintained during this cleaning. "High touch" surfaces will include, but are not limited to: desks, door handles, light switches, sink handles, bathroom surfaces, student desks, chairs and tables.

Classes (cohorts) will not mix and will be kept separate from other classes (cohorts). NCS has combined grades together due to small class sizes and these classes will be considered as a single cohort. Items shared shall be minimized within each class/cohort. However, any shared equipment within a class/cohort will be cleaned and disinfected between each use, should such use arise. In addition, one class or cohort will not mix with other classes either within the room or during their short outside break. Students turning in papers to teachers and putting items away in their individual student cubbies, desks or storage areas will be staggered to avoid grouping. There will be no shared cubby space and students shall have a specific seat for instruction with no exchanging of seats or desks. Parents will be instructed to label all important items for their student, including jackets and backpacks, with the first and last name of the student.

Within each class/cohort student desks will be arranged to maximize spacing and maintain physical distancing separation (minimum of six feet). Students will have their own individual supplies to the maximum extent possible. Students may only touch or handle their own learning curriculum and learning materials (textbooks, pens, pencils, etc.) All drinking fountains have been turned off and covered and their use has been suspended. Students will bring their own individual water bottles or containers, and there will not be any sharing of water bottles among the students. Neighborhood's playground remains closed for any use.

All the classes will have hand sanitizers, disinfectant sprays, and wipes/paper towels. Classroom doors will be kept open as much as possible to allow ventilation and airflow.

3. Distancing inside and outside NCS's Classrooms / Entrance, Egress and Movement within NCS

There are designated routes for entry and exit to Neighborhood Christian School, using as many of our entrances as feasible (Maps with directional signage are displayed throughout the campus).

There will be limited direct contact with others as practical. There will be one way directional arrows in the hallway to maintain physical distancing.

Upon entering Neighborhood's campus by carpool drop off, students will proceed to their wellness check point to be completed by their teacher. Once completed the students will proceed to the classroom while maintaining a physical distancing line. Classes/cohorts will be kept separate from each other.

When the school day ends, the students will be taken outside by their teachers to their carpool pick-up line. Students will be assembled with physical distancing between the classes/cohorts. When the names of the students are called, the teacher or staff member brings them to their cars and places them inside their vehicle. Parents will pick up students by lining up in their cars in two parallel lines, and they will remain in their cars until their student(s) is/are brought to them.

In the event that NCS parents are not driving but choose to walk up to collect their students, they will be directed by the teacher or staff present to wait in a specified area to ensure that students and parents don't mix outside of their class/cohort during carpool pickup and physical distancing is maintained. Teachers or staff will collect their corresponding student(s) and bring them safely to their waiting parent while maintaining physical distancing throughout this time. If a student walks or rides their bike they will keep their physical distancing and leave for home by the walk-in gate (which will be kept open during pick-up and drop-off times) near the parking lot. A staff member will be stationed near the gate to direct any in-coming/out-going traffic to mitigate congestion and maintain physical distancing of incoming/outgoing persons. Also all students leaving campus by their own means will need to wear their face coverings and other essential protective gear.

Teachers will remain with one class/cohort throughout the day to the greatest extent practicable, including their short outside breaks. Spacing of students and desks will be maximized. Teacher desks will be at least six feet away from student desks as much as practicable. Student desks will also be arranged in a way that minimizes face-to-face contact. Procedures are in place for staggering students as they turn in assignments to minimize contact.

4. Cohorts/Physical Distancing

NCS students shall be kept in their own classes and shall only participate in activities within that grade(s) or cohort group. Each of these cohorts shall be taught in their own classrooms. Contact among students, staff, families, and the community will be minimized. There will be no mixing of classes or cohorts for any instruction, activities (both inside or outside), P.E. or their short outside breaks. Neighborhood will be operating on a minimum day schedule so there will be no lunch or extended lunch recess break. NCS does not have a cafeteria or serve any prepared lunch or meals to the students. The classes/cohorts will take separate short recess/bathroom breaks at staggered intervals to avoid mixing on campus. Should there be two or more cohorts outside at the same time they will be kept in separate play space areas on the field or blacktop. The school's very large play areas and fields surrounding the campus will allow plenty of safe distances between classes/cohorts without any concern with their mixing.

Teachers and other NCS staff members will maintain a distance of at least six feet away from students whenever practicable. Also, maximization of outdoor space will be implemented where practicable. There will be no indoor singing with NCS classes/cohorts in accordance with CDPH and SCPHD. Any activity that requires singing will only take place outdoors with each class/cohort and done with physical distancing within the class/cohort.

Recess, PE and other outside classroom activities will be done at separate times as practicable. However, if there are classes/cohorts that are outside at the same time, all activities will only be done in separated, designated areas with ample physical distancing between each cohort. There will be no communal activities or mixing of cohorts during these times.

The bathroom usage with the short outside breaks will be staggered at separate times to avoid students congregating inside or outside the restrooms. Student numbers inside and outside the restrooms will be limited to avoid 'contact' (a 'contact' being defined as being less than six feet for longer than 15 minutes with other students). There will be physical distance markings outside of the bathrooms for those waiting to use the facilities.

5. Health Screening for Students and Staff

Neighborhood Christian School will maintain only healthy students, parents and staff on campus. Thus, staff, parents and students will frequently be reminded about not attending school if they have any symptoms in accordance with CDPH standards (fever, cough, shortness of breath or difficulty breathing, chest discomfort, chills or repeated shaking with chills, fatigue, muscle pain or body aches, headache, congestion or runny nose, sore throat, nausea or vomiting, diarrhea, and new loss of taste or smell). Thus our campus will have only healthy students and staff by adhering to all the safety regulations. However, for any serious injury or illness 9-1-1 will be called without delay and medical attention sought.

In addition to a daily visual wellness check for each student, along with questions asked about their wellness, every Neighborhood Christian School student will have their temperature taken daily through a touch-less, digital thermometer by our teachers/staff before entering their classrooms. Any student showing a temperature of 100.4 degrees or greater will be in our isolation Room 6 (not used) and re-checked. If the elevated temperature remains, the student will be kept isolated in the empty classroom, Room 6, and sent home. During the school day, any student or staff exhibiting COVID-19 symptoms will also be isolated in our Room 6 and sent home. Staff screening will be self-applied. Any student or staff testing positive for COVID-19 or having COVID-19 like symptoms will be isolated and excluded from school as indicated in Section 6 below.

Neighborhood parents will have the opportunity to choose to continue their child's education through remote instruction. This would occur, at the family's choice, if they have "high risk" individuals with medical conditions (either the student or others at home), or they don't feel comfortable with the risk of possible COVID-19 exposure at school.

6. Identification and Tracing Contacts

For any positive case of COVID-19, that individual will be required to isolate for at least 14 days from the positive test or symptom's onset. There must also be at least 3 days that have passed with no fever (without taking fever reducing medications) and all other symptoms must have improved before the student or staff may return to school. We will identify potential contacts, quarantine and exclude close contacts, recommend testing of contacts, and disinfect and clean the classroom, along with other areas of the school where significant time was spent by the positive case. Per CDPH, it will be presumed that each member of a class/cohort is defined as a close contact individual. Decisions about closing a class/cohort for a positive case are addressed below in Section 8 'Triggers for Shifting to Distance Learning' as adhered to by the SCDPH protocols for COVID-19 in the school classroom setting. Contact tracing will be conducted by Neighborhood Christian School Principal and COVID Designated Lead, Rick Vidmar, with assistance from his administrative staff, Bryan Walls and Janet McNeill. Principal Rick Vidmar will be the contact for Solano County Health Department regarding COVID-19. Contact info: Rick Vidmar, Principal, (707) 678.9336. rvidmar@neighborhoodchristian.org

If a student or staff member reports a confirmed case to NCS, that information will be conveyed to the Solano County Public Health Department [Communicable Disease Main Line at (707) 784-8001] by Neighborhood Christian School and their directives will be followed.

Neighborhood Christian School will communicate both through email and/or by phone to our entire staff and parents. Our school will create and provide to the health department a list of any person(s) in close contact with a confirmed case. Documentation will be done on tracking incidents of exposure and notification to local health officials and affected staff and families. Parents in the affected cohort will receive prompt communication by the school. We will follow all the quarantine and isolation protocols of CDPH and SCPHD. (See Section 8 below.)

Also, as stated in Section 8 of this document, Neighborhood Christian School will not release the names, or any personal identifiable information, about a positive case, except to public health officials, or where otherwise required by law.

Any staff or student testing positive for COVID-19 will be isolated and excluded from school. Any individual who recently had close contact with a person with COVID-19 is required to notify the school and stay home for the quarantine period. Any student that is isolated and sent home for the quarantine period will be treated as sick (not penalized) and provided distance education. Staff will be provided with unlimited leave to quarantine or isolate. All means will be made to identify individuals who have been in close contact of an infected person and steps will be taken to isolate COVID-19 positive person(s) and close contacts.

To summarize COVID-19 illness return-to-school plans, students/staff who have tested positive for COVID-19 will be only be allowed to return to campus when they show medical confirmation in regards to the following:

It's been at least 14 days since the individual first had symptoms.

It's been at least 3 days since the individual had a fever (without using fever-reducing medicine).

It's been at least 3 days since the individual's symptoms have improved, including cough and/or shortness of breath.

7. Testing of Students and Staff

Should the situation arise with a student, teacher or staff member having COVID-19 symptoms, Neighborhood Christian School recommends that the student, staff or teacher obtain a COVID-19 test with their medical providers, and have all necessary documentation needed to expedite a COVID-19 test. Also Neighborhood Christian will recommend regular testing for staff in accordance with CDPH and SCPHD testing requirements in order to detect asymptomatic cases through the teacher/staff's health care provider. If testing is not available through the Primary Care Provider (PCP), individuals may access the Solano County testing resources. Note: Asymptomatic persons may be scheduled out more than 10 days, and results may also take 10 days or more. Priority may be given by severity of symptoms, profession, etc. Testing is by appointment only. Online applications for appointments can be scheduled at lhi.care/covidtesting or individuals without internet access can call 888.634.1123.

NCS will consult with Solano County Public Health regarding any possible need for widespread COVID-19 testing for teachers and staff. When widespread testing is deemed appropriate, schools can look to the COVID-19 Testing Task Force Lab List to find regional labs that may be contracted with for testing.

8. Reopening and Partial or Total Closures - Triggers for Shifting to Distance Learning

If any student or staff member in a class or cohort tests positive or is diagnosed with COVID-19, the school will close that cohort for a minimum of 14-days from the last known exposure date. The class/cohort will shift to distance learning for this temporary period of quarantine. Public Health will be notified and provided close contact information. (See Section 6 for further details.) Neighborhood Christian School will not release the names or any personal identifiable information about a positive case, except to public health officials or where otherwise required by law. In the 14-day period of quarantine, NCS will thoroughly clean and disinfect the classroom. After the required period of quarantine is complete the school will make an evaluation regarding the status of the students and staff to determine whether to continue the period of closure beyond the 14 days. If other members of the class/cohort have tested positive or are demonstrating symptoms, distance learning and isolating through quarantine would likely continue until a sufficient number of students/staff are able to return to in person instruction within the classroom.

NCS will move to school wide distance learning if at least 5% of the total number of teachers, students and staff test positive within a 14-day period. Additionally the school will move to all-school distance learning if there are positive cases among instructional staff or students in more than one cohort within a 7-day period of time. During this all-school distance learning period of 14-day quarantine, a thorough cleaning and disinfection of any classroom with a positive case shall take place. The public health will be notified of such occurrence and they will be consulted regarding the school's shut-down and related procedures. Full cooperation will be made with any public health investigation.

Implementation of all the necessary processes and protocols, should Neighborhood Christian be an outbreak of COVID-19, will be in complete accordance with CDPH and SCPHD guidelines. Should a COVID-19 outbreak occur, NCS will investigate to determine if any work-related factors could have contributed to the risk of infection. The school plan will be improved upon and updated as needed to prevent further cases. All of these will be implemented with reference to the CDPH Framework for K-12 Schools and FAQs for Solano County Schools.

9. Healthy Hygiene Practices

Each teacher/staff will provide instruction and train students in proper hand washing, avoiding contact with one's eyes, nose, and mouth, handling face coverings (covering both mouth and nose), and also covering coughs and sneezes with tissue or the elbow. There will be tables with hand sanitizers outside each classroom, school entrance and bathrooms. The students will receive regular reminders about washing hands thoroughly after bathroom use and avoiding congregating in and outside of bathrooms to every extent possible. Hands will be washed with each cohort/class at staggered intervals. NCS will also maintain adequate supplies to support healthy hygiene, including but not limited to: soap, hand sanitizers, cleaning supplies and face coverings.

10. Face Coverings and Shields

In compliance with CDPH all students in Grades 3 and above are required to wear face masks (unless there is a medical exemption). All staff members are required to wear face masks (or face shields as indicated in the paragraph below). If a student or staff claims an exemption for medical reasons, there will need to be medical documentation provided to the school for such allowance. Also, even though not required, public health makes a strong recommendation for face coverings for children in grades K - 2. Thus NCS will also very strongly encourage all students in grades K - 2 to wear masks throughout the school day.

Specifically, regarding face coverings: Information will be provided to all staff and families in the NCS community on the proper use, removal and washing of cloth face coverings or disposal of other protective face masks via postings throughout campus or direct communication to families.

Public Health guidance for schools states that for teachers/and or staff "a face shield can be used instead of a face covering while in the classroom as long as the wearer maintains physical distancing from others to the 'extent practical' in limited situations where a face covering cannot be used for pedagogical (teaching) or developmental reasons (i.e. communicating or assisting young children or those with special needs)."

Students who decline to wear a mask, in grades other than K - 2, (and are not otherwise exempt through medical documentation) will be quarantined in Room 6 and sent home. NCS will maintain an adequate supply of face masks for students who forget, lose or damage their face coverings throughout the school day.

Should students temporarily need to remove a face covering for a mid-morning snack, to be eaten in the classrooms at the students' desks, the teachers will give a bag with the student's name and grade on it, so that the mask can be placed in it during the short period of the snack break. After eating the snacks, the students will take their masks from their own individual bags, and students will return to wearing them.

11. Staff and School Training and Family Education

A copy of this plan will be published on our school website: neighborhoodchristian.org. All staff will also be provided a copy of this plan in a staff meeting (social distancing and masking required) to explain the plan as well as provide training in the safe implementation and enforcement of this established plan. Topics will include, but not be limited to, training in proper mask/shield use, hand washing techniques, and the importance of not touching one's face and other hygiene/health habits for keeping safe from COVID-19. NCS staff will be trained on illness prevention practices and protocols along with educational materials provided to families regarding enhanced sanitation practices, physical distancing guidelines and their importance, proper mask use (see Section 10 above) screening practices (see Section 5 above), COVID-19 symptoms and transmission (Section 5), and how to prevent COVID-19 spread (Sections 5, 9 & 10).

Also, in accordance with CDPH and SCPHD's strong recommendations, Neighborhood Christian School will also encourage and recommend that all staff and students be immunized each autumn against influenza unless contraindicated by personal medical conditions. This will help protect the NCS school community, reduce demands on health care facilities, and decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

All Neighborhood (neighborhoodchristian.org) this information via email in addition to having it on our school website (neighborhoodchristian.org). Training of students will be done in each class/cohort on campus, as well as periodic reminders throughout the school year. Topics will include, but not be limited to: face coverings, social/physical distancing, proper hand-washing techniques and other related hygiene habits.

Proper CDC signage has also been posted and prominently displayed both outside and inside the school office and in each classroom as well as entrances to the school. These signs indicate the required need for face coverings, social distancing and health measures in effect.

All in-person communal activities have been eliminated. Neighborhood Christian School will not be having large/small group or public gathering of students, families or friends at or away from school, in accordance with SCPHD guidelines.

Parents of Neighborhood Christian School will be required to sign a waiver of liability before having their elementary student(s) educated at NCS through in-person instruction.

12. Visitors and Guests

There will be a very limited number of nonessential visitors and school families allowed on the campus. Any guests, parents and visitors on campus are required to wear a mask. (Extra masks will be available in the office for those not having one.) Hand sanitizers will be available for any school visitors. NCS parents and families will be encouraged, as much as possible, to do electronic business with Neighborhood's office. Visitors, including volunteers, will not be permitted in the classrooms, as practicable as possible.

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