



# COVENANT

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CHRISTIAN ACADEMY

COVID-19 RESPONSE  
COVENANT CHRISTIAN ACADEMY

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## Background

Fulfilling the Mission of Covenant Christian Academy to partner with parents to provide a Biblically based, academically excellent education for our students will always be the goal of CCA teachers and staff. Above all else we acknowledge that God is sovereign and in control of all things. God:

- Is above all things and before all things. He is the alpha and the omega, the beginning and the end. He is present everywhere (Revelation 21:6).
- Created all things and holds all things together, both in heaven and on earth, both visible and invisible (Colossians 1:16).
- Knows all things past, present, and future. There is no limit to His knowledge, for God knows everything completely before it even happens (Romans 11:33).
- Can do all things and accomplish all things. Nothing is too difficult for Him or impossible with Him (Jeremiah 32:17).
- God is in control of all things and rules over all things. He has power and authority over nature, earthly kings, history, angels, and demons (Psalm 103:19).

We also acknowledge that COVID-19 caused major disruptions in our lives including the delivery of educational services to students during the 2019-2020 school year. We also recognize as difficult as the transition to remote and continuous learning was last year, the possibility exists that we will experience similar disruptions in the 2020-2021 academic school year. CCA staff did the heavy lifting of transitioning our instruction from “brick and mortar,” face-to-face instruction to remote learning with little previous experience or planning. While effective in our efforts, we desire to continually improve on our delivery efforts in order to ensure continuity of teaching and learning regardless of what public health emergencies or other disruptions may be encountered in the future.

This Covid-19 Response plan has been designed to assist CCA in planning for, and delivering instruction to students for the 2020-2021 school year. It is designed to address continuous learning efforts, whether in-person or remotely. It is also designed to address issues related to the health and safety of our students, their families, and our faculty and staff; to describe how communication of information to key stakeholders will occur; and to outline other pertinent details related to how the school will function in the 2020-2021 school year.

More than anything, our desire to ensure the health and safety of every individual who enters our campus. This desire is driven by a love for our students, school families, and staff. When Jesus was asked what the greatest commandment in the Law was, he answered in Matthew 22:37-39, “You shall love the Lord your God with all your heart and with all your soul and with your entire mind. This is the greatest and first commandment. And a second is like it: ‘**You shall love your neighbor as yourself.**’” Loving our neighbors during a global pandemic means we will have to do things differently. Keeping our distance from one another, limiting visitors in the building, even wearing masks - all of these are extraordinary actions that show love, care, and compassion for our neighbors. Our desire is to demonstrate that love in all that we do in the coming year.

## Guiding Principles

- Uphold and continue to deliver on the Mission of Covenant Christian Academy
- Provide a safe learning environment for students and staff
- Ensure continuous learning through a variety of potential teaching and learning models
  - a. On-site learning
  - b. Distance/Remote Learning
  - c. Hybrid learning

## Approach

For the last several months, CCA administration have been engaged in research and consultation with agencies such as State Licensing and ACSI along with journal articles, published research, faculty, and parents. As you can imagine, there is no consensus on many details. This plan has taken into account the best interest of our students while balancing that with the best interest of the broader community, including their families and our faculty and staff.

The American Academy of Pediatrics (AAP) has recently published guidance for the reopening of schools. A few key ideas from their report:

- “The AAP strongly advocates that all policy considerations for the coming school year should start with the goal of having students physically present in school. No child should be excluded from school unless required to adhere to local public health mandates or because of unique medical needs.”
- “School policies must be flexible and nimble. They should be practical, feasible, and appropriate for a child and adolescent’s developmental stage.”
- “Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. Also, children may be less likely to become infected and spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.”
- “There is a conflict between optimal academic and social/emotional learning in schools and strict adherence to current physical distancing guidelines.

The virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

With these principles in mind, the following plan represents the mitigation strategies that CCA will have in place beginning August 24 when students return to school. **This plan is not exhaustive and does not address every aspect of the school day. Additionally, this plan may change as we evaluate positive or negative changes to the outbreak.** While the school will be extremely vigilant on enforcement and ask for the cooperation of all students and families, there can be no guarantees that complete mitigation of risk will take place. The virus is not going away any time soon, so this is CCA’s plan to continue the vital work of Christian education in an environment that recognizes the real need for precautions. This work needs to take place in a world desperate for the Gospel.

## Tiered Operating System

CCA will operate on a tiered operating system during the 2020-2021 school year. Conditions for the school’s operating status and other health and safety procedures will be continually monitored and changes communicated to all families. The table below outlines CCA’s operating levels and what to expect at each of

those levels. As with all things related to the pandemic, this list is not exhaustive and is subject to change. Additionally, there may be state or local requirements for schools that supersede our site-specific operating system.

GREEN Status	YELLOW Status	ORANGE Status	RED Status
<p>-Know the signs and symptoms of COVID-19 and monitor students and staff for symptoms at school</p> <p>-Evaluate students and staff who are at increased risk of illness and develop plans (as appropriate) for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact.</p> <ul style="list-style-type: none"> <li>Parents of children at increased risk for illness should discuss with their health care provider whether those students should stay home in case of school or community spread.</li> <li>Staff at increased risk for severe illness should have a plan to stay home if there are school-based cases or community spread.</li> </ul> <p>-Encourage staff and students to stay home when sick and notify school administrators of illness</p> <p>-Clean and disinfect frequently touched surfaces daily.</p> <p>-Ensure hand hygiene supplies are readily available - and used frequently - in the building.</p>	<p>-Continue cleaning, disinfecting and hand hygiene efforts</p> <p>-Implement social distancing measures</p> <ul style="list-style-type: none"> <li>Reduce the frequency of large gathers (e.g., chapel, assemblies)</li> <li>Limit the number of attendees per gathering</li> <li>Alter schedules to reduce mixing (e.g. stagger recess, entry/dismissal times)</li> <li>Limit inter-school interactions</li> </ul> <p>-Health checks (e.g., temperature screens upon entering the building and respiratory symptom screening) of students, staff, and visitors</p> <p>-Required use of PPE for staff and students (face shields/masks and/or use of gloves in certain situations)</p>	<p>-Students at increased risk of severe illness should consider implementing individual plans for remote learning</p> <p>-Shortterm closure of school (2 to 3 days) and cancellation or rescheduling of school activities as needed (e.g. infection of staff/students) for cleaning and contact tracing.</p> <p>-Implement short-term remote learning protocols during school closure</p>	<p>-Broader, longer-term school closure, either as a preventive measure, because of staff and/or student absenteeism, or due to a state/local mandate.</p> <p>-Cancellation, change or rescheduling of school-associated gathers (e.g. concerts, games, etc.)</p> <p>-Implement remote learning protocols</p>

## Communication Plan

During the 2020-2021 school year, communication - both internally and externally - will be critical. We desire to communicate the most accurate information related to school operations, health and safety, and other pertinent health and safety information to families, students, and staff on a regular basis. We understand both the need to provide relevant information but also the need to not inundate staff and families with too much information.

School staff will receive internal communications as needed related to pertinent COVID-19 issues (e.g. information from state and local health officials, school operations, building closure, etc.) These messages will come from either Mr. G or Ms. Bridwell with the **subject line: COVID-19 Update**.

CCA families will receive frequent updates on urgent information (e.g. steps at promoting health and safety, event cancellations, school closure notice, etc.). These messages will come from either Mr. G or Ms. Bridwell with the **subject line: COVID-19 Update**.

Additionally, teachers will be communicating regularly with parents regarding classroom activities, social distancing, cough and sneeze protections, and any other issues that arise within the classroom through their regular weekly newsletters.

Expect that communications from the school will intensify during any direct infection of students, classroom, or school closure. We will make every attempt to limit these communications but also want to ensure families are aware of all necessary information.

Finally, the COVID-19 pandemic has been, and will continue to be, fluid. Due to this fact, our planning assumes that guidance and current and future regulations and safety measures may change over time. As changes occur, it is likely our plans will also need to change. This document attempts to address the most common and likely scenarios that may occur due to COVID-19; however, in the event unforeseen circumstances warrant, we will address those issues and relay information to the school community in the most timely manner possible.

## Social Distancing Strategies

Covenant Christian Academy staff and families will work with TDSHSS, the CDC and American Academy of Pediatrics guidelines, and the local health officials to determine a set of strategies appropriate for our school. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19.

- Whenever possible, our classes should include the same group each day, and the same teachers/adults should remain with the same group each day.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room whenever possible.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and PE.

## Health Screening of Children/Staff

- While in YELLOW status, all children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees upon arrival every day until further notice. If a child is excluded from care because of fever, cough, or shortness of breath, the child must be symptom free for 48 hours to return to school.

## Child

- Perform hand hygiene once in the classroom
- Staff will wear a mask and gloves while checking the children's temperature upon entrance.
- Check each child's temperature upon arrival. Currently, as of June 25, 2020, a fever is considered 100.4 degrees
- Thermometer must be disinfected before and after use of checking the children's temperature unless a non-contact thermometer is used.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail.
- Staff should sign off on Student/Staff Arrival Questionnaires.

### Staff member

- Staff are expected to arrive at least 5-10 minutes earlier than their scheduled shift and check in at the office for health screening.
- Staff should answer the questions on Student/Staff Questionnaire once their temperature is taken.

### Arrival of children

- We may stagger arrival and drop off times and/or have staff members come outside the facility to pick up the children as they arrive. *As of 6/25/20 this is not in effect but may happen with notice to families*
- We may plan for curbside drop off. Pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations. *As of 6/25/20 this is not in effect but may happen with notice to families*
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19
- Parents should use the Hand Hygiene Station set up throughout campus, and clean their hands before they enter (applicable to parents of preschoolers); Other grade level parents are discouraged from dropping off students to their classrooms.
- Check each child's temperature upon arrival. Currently, as of 6/25//20, a fever is considered 100.4 degrees. Families also need to comply with daily questions of child's exposure to Covid-19, and if the child has any of the identified symptoms set by the CDC guidance, the child will not be permitted to attend. Attendance will be denied for a minimum of 48 hours following.
- Children will not be allowed to bring toys from home, or other personal belongings into the center. Fresh bedding must come laundered and in a plastic bag each Monday (or the first day of the week that your child attends)
- Car seats may not be left at the school.

### Arrival of Staff

- Bring in to the center as little as you possibly will need for the day.
- Wash hands immediately upon arrival in the classroom.
- Spray your lunch bag down with bleach and water and place in refrigerator
- Put other items away

### Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- Wash hands
- Take all belongings home daily

### Various times of the day

- All children's nap mats and extra clothes are to stay at the classroom for the week to reduce the transmission of Covid-19 from home to school
- Keep classroom size as small as possible.

- At nap time, ensure that children’s cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread. *Masks are not worn at nap time.*
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- No touch trash cans in classrooms instead of cans that require a hand to touch

### Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one-three minutes
- Precautions such as wearing gloves during use of the product.

### Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely or

### Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it. Stuffed animals are put away for now.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep the dish pan and water out of reach . Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand in the school

## Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Rinse hands under running water
  - Dry hands with single use paper towels
  - Turn off faucet with paper towels

## Alcohol based sanitizers

Use of an alcohol-based hand sanitizer should only be practiced when soap and water method is not available

## Respiratory Hygiene

- All staff should cough and sneeze with tissues or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

## Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- **Frequent cleaning of all touch points.**
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

## Personal Protective Equipment (PPE)

There is no doubt that PPE has proven effective in limiting the spread of COVID-19. We also recognize that PPE can present challenges to students and teachers in the educational environment. Balancing between safety and effective instruction is challenging and we want to do our best to ensure both.

- CCA **teachers and staff will be required** to wear facemasks and/or face shields during school hours.
- Students **will be required** to wear facemasks and/or face shields during school hours (with the exception of the preschool classes. (as per licensing regulations)
- Visitors in the building will be limited and those required to enter the campus (e.g. paraprofessionals helping with tutoring, UPS/FedEx deliveries, maintenance workers, etc.) **will be required** to wear face masks while on campus.

## Contact Guards

Plexiglass guards have been installed in the school office.

## Plan for shared classroom materials/resources

Within the educational setting, there are often shared materials among students in the classroom (e.g. computers, math manipulatives, science equipment, etc.). Ensuring that these materials are properly disinfected and cleaned will be an important step in slowing the spread of the COVID virus.

Each classroom will establish a routine for limiting the use of shared materials and for wiping down shared spaces and equipment. This will vary across classrooms and age groups but will include such areas and equipment as:

- PreK and Kindergarten
  - students and teachers wiping down blocks and shared tables
  - Ensuring there is a procedure for wiping down and disinfecting electronic devices
  - Ensuring students have their own crayons, markers, writing instruments in their own desks/containers rather than shared bins.
- 1st - 5th grades
  - Students and teachers wiping down shared spaces within the classrooms.
  - Assigning classroom textbooks to each student rather than allow general classroom use.
  - Ensuring there is a procedure for wiping down and disinfecting electronic devices.
  - Ensuring students have their own crayons, markers, writing instruments rather than shared bins.

- Creating a method for students to utilize classroom libraries that limit the number of books they touch and a procedure for checking books in that allows for cleaning.
  - Determining a method for cleaning shared classroom furniture or eliminating their use during COVID outbreaks.
- Middle School
    - Utilizing same methods as in grades 1 - 5
    - Ensuring students have ample writing instruments in their possession. Eliminating classroom sets or bins of writing instruments. Students should come prepared to class and not share materials.

### Drinking Fountains and water bottles

Students should plan to bring water bottles to school. Drinking fountains on campus will be turned off to avoid the potential spread of the virus.

### Eliminating soft surfaces

CCA is removing “soft surfaces” from classrooms (e.g., cloth upholstered chairs, area rugs, etc.) for the 2020-2021 school year that cannot easily be wiped down, cleaned, and disinfected. This will help eliminate areas in classrooms that could trap and accelerate the spread of the virus.

## Guidelines for onset of illness at Covenant Christian Academy

### Child

- If a child becomes sick during the day, the teacher will remove the child to the office, where the child will be kept comfortable until the family can arrive.
- The family will immediately be called and a request for immediate pick up will be made.

### Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from children, co-workers, parents, visitors, and be sent home.
- If an employee is confirmed to have COVID-19 infection, administration will inform parents, fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees and families should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current illness policy to understand the return to school policy. If symptoms are consistent with Covid-19, please call your child’s pediatrician and ask for guidance. Please call us and share that guidance so that Covenant Christian Academy will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.

- Stay in touch with your doctor
- Stay away from others: as much as possible, you stay away from others. You should stay in a specific “sick room” and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or extreme exhaustion
  - Bluish lips or face

### Family member

- If caring for a sick household member, follow the recommended precautions and monitor your own health
- For any additional questions about their care, contact their healthcare provider or state or local health department.

### Keep surfaces disinfected

- Disinfectants and sanitizers should be left on surfaces to air dry and not be wiped off. Consult the manufacturer label for more instructions.

### Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms must stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees and students who are well but who have a sick family member at home with COVID-19 should notify CCA immediately (msjulie@ccamcallen.com) and follow CDC recommended precautions. They will need to isolate with their families for 14 days and show proof of clearance from the doctor before returning to CCA campus.

### Children/Staff with COVID-19 who have been home isolated can stop isolation with these conditions

#### No Test Method:

- If a test will not be administered to determine if you are still contagious, children and staff can return to Covenant Christian Academy after these three things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
  - other symptoms have ceased (cough, shortness of breath, etc.)
  - at least 10 days have passed since symptoms first appeared

#### Test Method:

- If a test is used to determine if person is still contagious, children or staff can return to Covenant Christian Academy after these three things have happened:
  - No fever (without the use medicine that reduces fevers)
  - AND

- other symptoms have ceased (cough or shortness of breath)  
AND
- Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines

#### Asymptomatic:

- Persons with laboratory-confirmed COVID-19 who have not had any symptoms (asymptomatic) may discontinue isolation when *at least* 10 days (CCA requires 14 days from positive test) have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.

#### Returning to Campus:

- For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.
- Students and/or staff will need a doctor's note of clearance before returning to CCA campus.

#### If Covenant Christian Academy has a case of Covid-19

- Covenant Christian Academy will notify families and staff of the exposure
- Covenant Christian Academy will report the confirmed case to the local health department and follow their specific guidelines
- Covenant Christian Academy will report the confirmed case to the state Department of Public Health
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
  - Continue routine cleaning and disinfection
    - When cleaning•
      - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
      - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
      - Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

## Determining When to Close the Building

During the 2019-2020 school year, state leaders made decisions about school closures outside of CCA's control. In the coming year, such closures may occur again. Decisions on school closure related to COVID-19 will need to be made on more localized issues and data. CCA will work with our local and state health departments in making any decisions about short-and long-term school closures.

In order for CCA to operate effectively in what will likely be a quickly evolving landscape, guiding principles on school closure and a Tiered Operating Structure have been established. Moving from one level to the next will be evaluated by CCA's administration and in consultation with local and/or state health departments. The Head of School will make all final decisions regarding moving between operating levels - including school closure - and communicate them to parents and staff through our communication channels. The following guidelines will help inform our operating status and decisions:

- When active cases of COVID-19 are present in Hidalgo County, CCA **will operate** under YELLOW status.
- If students or staff have been directly *exposed* to individuals with the virus, those individuals should seek care with their local health care provider, self-report to Ms. Julie ([msjulie@ccamcallen.com](mailto:msjulie@ccamcallen.com)), and self-quarantine until advised by a doctor they are allowed to return to school. CCA will consult with local and state health agencies and **may consider** moving to ORANGE status if advised.
- If students or staff *contract* the virus, CCA **will operate** under ORANGE status and:
  - a. Consult with local and state health offices and determine all appropriate next steps
  - b. Close short term for cleaning and disinfecting of the school building
  - c. Require students/classes directly exposed to self-quarantine and move to remote learning for impacted classes (other students/classes not directly impacted will be able to return to the building for direct, in-person instruction)
- If the total number of students and/or staff *directly infected* with COVID-19 is >10% CCA will consult with local and state health officials and **will move** to RED status if advised.

If state or local health officials deem conditions warrant and closures are mandated, CCA will move to RED status and implement remote learning protocol.

## Campus Entry and Exit Points

- Morning Drop-off Entry Point will be in the pavilion area. Staff will be present in the morning to greet students, ensure they enter the campus safely, scan temperatures, and provide hand sanitizer prior to entering the campus.
- Afternoon Pick-up will be staggered and times will be determined. CCA will utilize the CurbSmart system for pick-up.

In order to limit the number of individuals in the building and decrease the risk of spread of the virus, CCA will limit entry to the campus. Parents **will not be allowed on campus during drop off or pick up with the exception of dropping off preschool students only. Any parents dropping off preschool students will need to go through the morning screening process.**

## Visitors in the Building

During the 2020-2021 school year, CCA will limit entry to the campus to students, staff, and essential visitors only (paraprofessionals for tutoring/therapies, deliveries, maintenance, etc.). This policy change has implications for parents and volunteers. By implementing this change, the school can limit the potential introduction and/or spread of the virus in the building.

Practically, for parents this means:

- Parents will not be allowed on campus during drop-off or pick-up of students (with the exception of Preschool students)
- Parents will not be allowed to bring lunch to, and/or eat with, their student
- Parents will not be allowed to join their students during chapel
- Teachers will be eliminating/modifying certain class activities (e.g. student of the week, class presentations, etc.) where parents would traditionally be in attendance or find ways to incorporate these activities virtually.

We understand this is a major change for many parents and we continue to pray this is temporary. The health and safety of your children and school staff are of utmost importance this year.

### Plans for Staff in the event of a switch to remote learning

If CCA must move to remote learning in either ORANGE or RED operating status conditions, the campus will be closed to the public.

Administration, classrooms teachers and staff may enter the campus to perform certain duties under the following conditions:

- Teachers and staff working on campus must be in their classrooms/office or other work areas with the door closed.
- When in common areas (e.g. DEC, teacher resource room, hallways, etc.) all staff must wear masks and remain appropriately distanced from one another.

### Plans for In-School, face to face instruction

The results of our parent survey revealed the majority of respondents (60%) favored being on campus for in-person instruction. We have approached our response to COVID plan with the expectation that occupying the building for in-person instruction is our desired goal.

CCA has implemented a Google Classroom environment over the past few years and this will be the platform utilized to support direct instruction. Teachers will work with students early in the year to ensure student (and parent) understanding and usage of the Google environment. Preschool (K2 through K4) will use the SeeSaw Platform for instruction.

All classroom newsletters, spelling lists, and Bible verses will be posted weekly in your child's Google classroom to ensure students and parents are routinely accessing and utilizing the platform.

Elementary and Middle School teachers will utilize Google Classroom both for on-site and remote learning and utilize the platform for weekly assignments, homework submissions, files, quizzes, formative assessments, and/or student posts to the Classroom Stream. All tests and major paper due dates will be posted in Google Classroom at least two days in advance for both on site and remote learning. These assignments will compile into each student's Google Calendar.

Teachers will also spend a significant portion of our return to school evaluating individual student needs and prioritizing instructional supports to ensure maximum student success.

During in-school instruction, teaching and learning will focus on priority content standards. Additional priority will be given to ensuring students are familiar with technology that may be needed for remote learning (e.g. SeeSaw, MackinVIA, etc.) and understanding login procedures, passwords, and other general requirements that facilitate remote learning efforts.

Return to school activities will include significant focus on learning expectations - for both in school and remote learning. CCA teachers and staff will work to ensure that students understand the significant challenges the nearly five-month absence from the learning environment places on student learning. Importance will be placed on classroom and remote expectations for learning, required attendance, daily work, etc.

### Plans for Distance Learning

If necessary due to a COVID-19 outbreak, CCA will move to required continuous learning (Distance Learning) for students. The choice of distance learning is a requirement of the State of Texas for the 2020-2021 school year.

**FOCUS:** the mission of Covenant Christian Academy and expect excellence in all that we do.

- Our mission to partner with parents has not changed.
- We will continue to deliver on our promise of providing an academically challenging, biblically based education to students.

**METHOD:**

- Asynchronous: videos from teachers or other websites for instruction and/or review
- Synchronous: live streaming from classroom. Students will be given a daily schedule from teachers and students will log in to Google Classroom for real-time instruction. Zoom Meetings for regular check-ins.

**EXPECTATIONS:**

- Students will be held accountable for turning in daily assignments
- Attendance will be taken for all modes of learning (daily check in for distance learning)
- Formative and summative assessments will be given to students throughout the year
- Process of grading for assignments, quizzes, and tests will be similar to the process pre-Covid

**GOALS:**

- Make instructional relevant, engaging, and meaningful for all students.
- Emphasize teaching and learning.
  - Teachers will treat distance learning as real school with real work
  - Students should be ready to engage and learn.
- Use technology to enable learning, not hinder it.
- Embrace new opportunities. Teachers will focus on priority content but also try new and innovative teaching methods to introduce new content during distance learning.
- Keep everything in perspective.

### Distance Learning Instructional Time

Distance learning will include specific allotted time for instruction and completion of work for each grade level. Parents and students should expect daily instruction synchronously through CCA's live streaming component for the school year 2020-2021. Students will be held accountable for turning in work and assignments and be graded according to expected grading standards.

### SAMPLE SCHEDULE FOR DISTANCE LEARNING (Elementary)

	Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
Bible	30 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
Math	90 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
ELA	90 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
Science	45 Mins	Synchronous	Asynchronous	Synchronous	Asynchronous	Synchronous
Social Studies	45 Mins.	Asynchronous	Synchronous	Asynchronous	Synchronous	Asynchronous
Specials (P.E., Music, Spanish, Art, Computer etc.)	45 Mins.	Asynchronous/Synchronous	Asynchronous/Synchronous	Asynchronous/Synchronous	Asynchronous/Synchronous	Asynchronous/Synchronous

**Middle School will do synchronous instruction throughout the day for all their subjects. Detailed schedule for 6th, 7th, and 8th grade will be available in August.**

\*\*This is a sample schedule only used as a guide and will vary per teacher and per classroom.

\*\*Teacher Office Hours for Distance Learners will vary depending on weekly schedule. Teachers will set aside time twice a week for their office hours for distance learners.

### Hybrid Learning

Hybrid Learning is a combination of distance and on-site learning. Instruction will be provided daily in person as well as distance learning. Students will be scheduled to attend school either on Monday/Wednesday or Tuesday/Thursday with Fridays being an optional day for them to attend.

### Hybrid Schedule

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	On-site	Distance Learning	On-site	Distance Learning	Optional: On-site
Group B	Distance Learning	On-site	Distance Learning	On-site	Optional: On-site

## Social and Emotional Care

CCA realizes our previous COVID-19 school closure was difficult on many students and families - it was difficult for teachers and staff as well. A priority of CCA in any future distance learning effort will be to ensure the social and emotional care of our students and families.

Research suggests that students with a high sense of belonging are happier, healthier, and more engaged learners. We know that students who feel connected to school are less likely to have emotional distress, be involved in fighting or bullying behavior, and be more engaged in their community and family. While challenging, we want to ensure that we are connecting and engaging students during any distance learning scenario.

## Identify student and family needs

Throughout the 2020-2021 school year, CCA will survey parents and students to better understand family needs during distance learning (e.g., technology and equipment, self-care, coping strategies, prayer/devotion needs, etc.) that will help staff identify ways the school can continue to support families during any distance learning activities.

## Emotional connections for students/families while remote

The healthiest way for students to interact with technology (especially screen media) is if an adult is physically or virtually present and participating in usage with the child. In order to support this healthy technology interaction, CCA teachers will engage with students regularly and adapt learning activities, virtual lessons, and remote social-emotional care to foster connectedness while away from the school environment. Teachers will use a variety of different activities to engage students:

- Daily or regular virtual/video instruction (live-streaming)
- Virtual morning meetings and devotions for students and families (live-stream from classroom)
- Virtual Chapel
- Regular teacher virtual or video check-ins (Office Hours)
- Virtual class field trips, scavenger hunts, and other efforts to promote and support school-student-family connections.
- Online classroom discussion boards and chats
- Formal and informal teacher virtual office hours
- Virtual and -when possible - in-person acts of kindness, notes of gratitude and appreciation, and other efforts to remain connected to students and families.

## Equity

Covenant Christian Academy desires to ensure all students have access to the learning supports and technology necessary to participate meaningfully in the 2020-2021 school year.

## Ensure plans are in place for support of students with IEP/504

Students who receive special services through paraprofessionals in the area can continue to receive those services during the school year. All visitors of CCA will need to undergo the screening process before being admitted on campus.

## Planning for access to technology and learning materials

A variety of options will be utilized during the school year including chromebooks available to students in Elementary and Middle School. These chromebooks will be loaned to students during the school year.

## Tuition

- On-site and hybrid (100% tuition)
- b. Virtual learning as per parent's decision (75% tuition)...limited access
- to school events/activities (the adjusted tuition rate does not apply to a
- statewide mandate for schools in Texas to implement distance learning.)

\*Virtual learning is a homeschooling model with the assistance of the teacher. Teachers will provide all academic materials including but not limited to videos, google classroom instruction, assessment and evaluation, and synchronous avenues of learning (Zoom & Live-Stream)



## Acceptance of new procedures for children/families/staff

Covenant Christian Academy Christian 2020-2021 School year

Anyone who has children enrolled at school must read, sign, agree and follow the policy and procedures in order to be participating in Covenant Christian Academy programs.

I have read and fully understand Covenant Christian Academy's policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the school's administration dictated by the onset of new challenges or in compliance with DFPS, American Academy of Pediatrics, and/or the CDC.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

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Parent Signature

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Date