

Plaza Heights Christian Academy

Return Plan

Updated: 08-13-2020

DISCLAIMER: The following plan is subject to change at any time due to new guidelines, mandates, and information provided by the federal, state, or local governments.

The following return plan assumes that by Thursday, August 20, 2020, Plaza Heights Christian Academy will be re-opening with the following guidelines and measures in place regarding COVID-19. Should that not be the case, an additional plan will be released outlining the contingency plan.

Our desire is to create a safe and sensible return to school with the greatest level of “normalcy” as possible for our students, teachers, staff, and families. Under these guidelines, we are seeking an environment that depends on students, teachers, and staff to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic.

To support the students, teachers, and staff, we will work to minimize the disruption to typical classroom routines as much as possible. The school will have elevated levels of cleaning and sanitizing throughout the day. We will be instituting additional hand sanitizing procedures in classrooms with teachers as well as additional cleaning and sanitizing of workspaces between classes.

Athletics:

- All coaches and students must have a temperature check before each practice can begin.
- Any individual showing positive symptoms will not be allowed to participate and must immediately leave the facility.
- There will be NO shared athletic personal items (towels, clothing, shoes, water bottles, etc.) between students.
- All athletic equipment including balls **will** be cleaned after each use and prior to the next workout/game.
- Teams will not share water bottles. Each athlete must always provide their own labeled water bottle.
- Attendance for athletic events may be limited per guidelines and mandates.

Cafeteria:

- Social distancing will be instituted during all lunch shifts.
- Smaller sized lunch shifts for social distancing purposes will be established.
- Cafeteria staff will be required to wear masks or personal face shields.

Classrooms and Facilities:

- All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels for student use.
- Students will not be allowed to share school supplies. Each student must have his or her own material (i.e.: pens, pencils, notepads, textbooks).
- Due to the size of the art classroom and maintaining social distancing, the art teacher will be moving into the elementary classrooms for art classes.
- Certain classrooms will be used by the largest classes in the 6-12 grades for the purpose of spacing. The 6-12 grade teachers will become mobile and move from classroom to classroom if needed.
- Desks will be spaced 3-6 feet apart and facing the same direction in accordance the CDC and AAP guidelines.

Guests, Parents, and Visitors:

- All guests, parents, and visitors entering the building for any reason must have their temperature taken at the front door.
- Parents with students in grades 6-12 are not permitted to enter the building during drop-off or pick-up.
- Kindergarten through 5th grade parents, after completing the temperature screening at the front door, may accompany their child to their classroom through Friday, September 4, 2020.
- To minimize exposure, parents are encouraged to communicate with teachers, staff, and administrators via email or phone calls.
- If a parent would like to meet in person with an administrator, teacher, or staff member, an appointment must be made in advance. To do this, please contact the school office.

Health Screening:

- Temperatures of all persons (students, teachers, staff, parents) will be checked prior to entering the building.
- Any student that has a registered temperature of 100.4 degrees will not be permitted in the building.
- Any student that registers a temperature of 100.4 degrees anytime throughout the school day will stay in the nurse's room, and a parent will be notified to come pick up their child. Additional cleaning measures will be taken in that student's classroom.
- If a student, teacher, or staff member tests positive for COVID-19, the school will notify families via email. Due to specific health/HIPPA guidelines, specific information regarding the infected student, teacher, or staff member will not be released. The purpose of the notification is to look for symptoms over the next 10-14 days.

Lost and Found:

- It is extremely important that all items (including jackets, sweatshirts, water bottles, book bags, athletic bags, PE clothing) be labeled with the student's first and last name.
- All lost and found items will be held in the office to be sanitized.

Masks:

General Information:

The CDC recommends and Jackson County requires, that masks be worn when social distancing guidelines cannot be followed. It has been shown that by wearing masks there is a decrease in the transmission of COVID-19.

- Jackson County has currently mandated a mask order in public places. PHCA will be wearing masks and following the recommended guidelines until additional guidelines and/or recommendations are given or lifted.
- Any student, teacher, or staff member may wear a mask at any time to maximize their safety.
- If a student has a medical health condition or disability that prevents them from wearing a mask, a doctor's note stating the student is medically exempt from wearing a mask is required.

Desk Guards:

- The school is in the process of purchasing desk guards for each student. This desk guard is a plexiglass/plastic shield that fits on the student's desks. We feel this is an important step in continuing to keep our students and teachers safe in the classrooms. It is also an additional step to keep students and teachers safe if Jackson County lifts the mask mandate. **If you would like to help off-set the cost of these desk guards for your student, please contact the front office for additional information. We would appreciate any assistance with this additional cost.**

Parents:

- Parents will be asked to wear a mask if they are entering the building for any reason.
- PHCA will not provide masks for parents.

Elementary:

- Elementary students may take mask breaks when in their classrooms and seated at their desks.
 - Elementary teachers will use their discretion regarding mask breaks.
- Elementary students will be provided a zipper bag or lanyard for storage of their masks to help maintain a clean and healthy workspace.
- Elementary students will not wear a mask in the lunchroom, at recess, or during PE.
- Students in grades K-5 will be asked to wear a mask in the hall if social distancing guidelines cannot be met. Elementary teachers will use their discretion during these times.

Middle School/High School:

- Students will be allowed to take mask breaks for 15 minutes while seated at their desks.
- Students will be required to wear a mask during passing period because social distancing is not easily maintained during this time.
- During lunch, once the students in grades 6-12 are seated, students may remove their masks to eat. As soon as they are finished eating, masks will be worn again.
- Students will not wear masks during PE.

Before Care and After Care Students:

- Students will be required to wear a mask during before and after care hours unless proper social distancing can be maintained. Social distancing requirements will be determined by the before and after care teacher and will be at their discretion for wearing of masks.

The following types of masks may be worn:

- Face masks can be solid in color, or they may have a design or pattern.
- Cloth and/or disposable masks with ear bands.
- Neck gaiters/buffs (around the neck and over the nose and mouth).
- Transparent/clear masks

The following types of masks may not be worn:

- No political or controversial phrases or pictures are allowed.
- Pulling a shirt up over your nose and mouth.
- Using a scarf
- Using a bandana
- Face Shields without a mask

**All masks can be subject to approval by administration.

Staff and Faculty:

- All faculty and staff will be required to wear masks upon entering the building.
- All faculty and staff will be required to wear a mask if social distancing is compromised.
- Face shields can be worn by teachers within social distancing guidelines. Masks should be worn when less than 3 feet from students.
- Employees and staff will be wearing masks when engaging with the public or parents.
- Employees who cannot wear a mask due to a doctor's order will be required to wear a face shield.
- All employees preparing food must wear a mask and gloves.

**It is important to note that general care of a mask is encouraged. Please remember to wash your student's mask in hot water on a regular basis and replace it once it has become too soiled to wear and be useful. Disposable masks should be replaced daily.

Morning Drop-Off/Afternoon Pick-up:

****Please see *Preschool Return Plan for Preschool Information***

• **Morning Care**

- Students will be greeted at the PHCA main entrance by the morning care teacher.
- The student will have their temperature taken upon entry.
- When dropping off students, parents please remain in your car until the temperature check is complete.
- If a parent enters the building to walk their child to morning care, they will be subject to a temperature check before entering the building and the parent must wear a mask.

• **Drop Off**

Kindergarten through 5th Grade Students:

- Students in grades K-5 will enter the building through the main school entrance for a temperature check.
- Students will then be asked to go directly to class.

6th-8th Grade Students:

- Students in grades 6-8 will enter the building at the far west entrance (middle school car line door) for temperature check.
- Students will be allowed to briefly stop at their locker and then go straight to their first hour class.

9th-12th Grade Students:

- Students in 9-12 grade will enter the building through the north entrance (gym ramp door) for temperature check.
- Students will be allowed to briefly stop at their locker and then go straight to their first hour class.

● **Pick Up**

- Students in grades K-5 will exit the building through the carline.
- Students in grades 6-8 will exit the building through the far west entrance doors.
- Students in grades 9-12 will exit the building through the gym entrance door on the west side of the building.

● **After Care**

- When social distancing can be maintained, after care students will not be required to wear masks.
- Whether social distancing can be maintained and students wearing masks will be at the discretion of the after care teacher.

● **Early Check Out**

- Parents must check in at the PHCA school office to request their child be checked out.
- Parents must wear a mask when entering the building.

● **Late Check In**

- Upon entering the building, the student must stop at the PHCA office to sign into school.
- They must have their temperature taken at that time.

- Once a student has left the building, they cannot re-enter the building without going through the late check in procedures.

Recess and PE:

- Contact sports will not be permitted at this time.
- Recreational and sports equipment will be regularly cleaned and sanitized.
- Students will not be required to wear masks during recess or PE.

Facilities:

- We will have reminders displayed throughout the building (classrooms, hallways, restrooms, main school office):
 - Social Distancing Zone
 - Proper and frequent handwashing
 - How to stop the spread of germs
- Drinking fountains will not be available. Students must provide their own labeled water bottles. Bottle filling stations will be available.

Chapel:

- We will continue to have chapel services.
- The sanctuary will be properly sanitized between each chapel group and then after all services are completed.

Safety Drills:

- Tornado, fire, and lockdown drills will still be practiced and completed but will be modified to maintain social distancing and other guidelines.

Transportation:

- Field Trips will be offered on a case by case basis.
- The school vans and bus will be disinfected after each use.
- Hand sanitizer will be available for student use.
- Social distancing guidelines will be in place in each school vehicle.

Online Learning:

- PHCA will be conducting IN-PERSON classes for the current school year.
- **We will only go to online learning if we are mandated, as our intent is to remain with in person instruction.**
- A lot was learned during our online learning experiences 4th quarter of last year. With the input and assistance from our teachers, a plan has been developed to address areas in online learning such as what platforms we use, consistent grading practices, scheduling, the amount of work for each grade level or subject, etc.
- Should PHCA be mandated to go to distance learning, Little Lions Preschool **WILL** remain open under the State of Missouri Childcare Guidelines.

****Please see the Preschool Return Plan for additional information regarding our Little Lions Preschool.**