



New Harvest Christian School

COVID-19 Prevention Plan

Business Sector: Schools

*ALL GUIDELINES AND PROCEDURES ARE SUBJECT TO CHANGE BASED ON CURRENT
RECOMMENDATIONS AS WELL AS STATE AND LOCAL DISEASE TRENDS*

General Measures

In accordance with California Department of Public Health (CDPH) industry specific guidance for schools, Centers for Disease Control (CDC) guidelines and Ventura County Public Health (VCPH) guidelines, New Harvest Christian School (NHCS) submits the following COVID-19 Prevention Plan in order to re-open for in-person learning on campus.

NHCS will follow all state and local requirements and cooperate with state and local officials in order to prevent the further spread of COVID-19 while providing our students with in-person, on-campus education.

Promote Healthy Hygiene Practices

- NHCS will train staff, students and parents on proper hand washing protocols and will remind them of the importance of avoiding contact with eyes, nose, and mouth as well as covering coughs and sneezes appropriately. Flyers with proper hand washing procedures will be posted in the bathrooms, around campus and sent home in communication with parents.
- NHCS will allow 6th through 8th grade students to use bathroom facilities not usually available to them (2-person limit) in order to make additional hand washing stations available. K4, K5 and 1st grade students will use their own bathroom facilities (1-person limit) within their classrooms. 2nd through 5th grade will use the main (large) bathroom facilities. (3-person limit).
- Teachers will release students in small cohorts at staggered intervals to wash their hands upon arrival at school, before snack, after morning recess, before lunch, after lunch recess and before packing up for the day as well as at any other time of the day that hand washing is warranted.
- Office staff will check restrooms each morning for adequate supplies of soap, paper towels, toilet paper and face tissues. Hand sanitizer (containing at least 60% ethyl alcohol) will be located in each classroom and the school office. Children under the age of 9 will be supervised when using hand sanitizer. Each teacher will refresh his/her classroom supply of face tissues and hand sanitizer as needed. All school trashcans are already no-touch.
- NHCS will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

Face Coverings

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. NHCS will provide procedural training information from the CDC and CDPH to all staff and families in the school community on proper use, removal, and washing of cloth face coverings and will post informational flyers around campus as reminders.
 - **Faculty & Staff:** All NHCS faculty & staff are required to wear cloth face coverings or face shields on campus when physical distancing cannot be achieved/guaranteed. In class, once students are physically distanced and the teacher is at the front of the classroom, the teacher may remove face covering for instruction. At any time, if the teacher breaks physical distance guidelines, they must put face covering back on.
 - **K4- 2nd Grades:** While students in these grades are **not required** to wear face coverings, the CDPH & VCDH recommend that they do so.
 - **3rd- 8th Grades:** Students in these grades must wear face coverings upon arrival and until they enter their classroom. Once in the classroom and seated at their desks, students

may remove their face coverings and place them in the appropriate face mask storage bags. If students get up from their desk for any reason, they must put face coverings back on. Face coverings must be worn between classes, in hallways/stairwells and while walking around campus. Face coverings are not required outdoors during recess, while eating lunch or participating in Physical Education classes.

- **Visitors/Essential Volunteers:** All visitors and essential volunteers will follow face covering guidelines when indoors. In classrooms, essential volunteers are required to wear a face covering unless medically exempt.
- Face coverings are not required for students and staff members who have a medical exemption and doctors note. A note from the doctor with listed exemption is required to be on file in the office.
- NHCS will exclude students from campus if they are not exempt from wearing face coverings under CDPH guidelines and refuse to wear them. Such students will receive work packets and follow-up phone calls from their teacher.
- Disposable face coverings will be available in the school office and in each classroom (grades 3-8) for students who may forget their masks at home. Teachers will send reminder notes to the parents for the following day.
- Disposable gloves will be located in each classroom and in the office to be used as needed for screening others or handling commonly touched items.

Ensure Teacher & Staff Safety

- Staff will maintain physical distancing from each other when practicable. The copy room and supply closet will be limited to one staff member at a time. The office will be limited to the number of people who can maintain 6 feet distance for sustained times. Teachers will ensure that the placement of their desk is at least 6 feet from student desks/workspaces.
- All staff meetings, professional development, training and education, and other activities involving staff will be conducted with physical distancing measures in place.
- All faculty and staff will be required to use passive screening before coming to school. Temperatures must fall within accepted range in order for staff to come to school. Upon arrival at school, staff must record his/her temperature and sign off on the health screening form located in the office before proceeding to the classroom. Any symptoms must be reported to the school's COVID-19 liaison immediately.

Intensify Cleaning, Disinfection, and Ventilation

- Drinking fountain has been disabled and covered. NHCS students will be directed to bring their own reusable water bottles. Only teachers and staff will be allowed to refill students' water bottles.
- Staff will clean and disinfect frequently touched surfaces (e.g., tables, desks, chairs, door handles, light switches, bathroom surfaces, phones and copy machines) at/before 7:40 am, 10:15 am, 1:30 pm and 3:25 pm daily or more often if warranted.
- Teachers and staff will limit shared use of items. When sharing items cannot be avoided, staff will disinfect between use. Lunch staff will disinfect playground equipment between uses as needed and before being put away each day.

- Cleaning chemicals used are: Melaleuca's Sol-U-Guard Botanical Disinfectant, Ecosense Tub & Tile Bathroom Cleaner and Ecosense Tough & Tender All Purpose Cleaner, Clorox and/or Lysol disinfecting wipes. All staff has been trained in the proper use of these materials and has been provided the proper PPE to clean and disinfect as needed. All chemical products will be stored away from students. Staff will ensure proper ventilation during cleaning and disinfecting by introducing fresh outdoor air as much as possible and doing thorough cleaning when children are not present.
- All windows that can be opened are to remain open during school hours to provide air circulation and increased ventilation.

Implementing Distancing Inside and Outside the Classroom

- **Arrival:** One parent for each student in grades K4, K5, 1 & 2 may accompany the student to the classroom entrance. Parent must wear a face covering and maintain physical distancing from other parents and students. Parents of students in grades 3-8 should remain in their cars to ensure physical distancing. Students must proceed directly to their classroom. A student arriving late to school MUST report to the office before proceeding to his/her classroom.
- **Dismissal:** Students will be dismissed by class. Each class will be assigned an area in the parking lot for direct pick up. Students in grades K4, K5, 1 & 2 may have one parent exit the car to pick the student up from the designated area. Parent must wear a face covering and maintain physical distancing at all times. Parents of students in grades 3-8 should remain in their cars to ensure physical distancing. Teachers will visually identify the parent/guardian and will release the student to the parent's car.
- **Inside Classrooms:** Classroom furniture will be arranged so that a six-foot distance is between each student desk and the teacher. As our classroom entrances and exits are limited, teachers will monitor the comings and goings to minimize contact between people. One cohort will travel through hallways/stairwells at a time.
- Cohorts will be composed of students in the same grade in order to minimize contact with other groups on campus. Cohorts will remain with their own classmates and teachers throughout the school day including recess, lunchtime and physical education.
- Instead of having students switch classrooms for different subjects, NHCS teachers will move to the appropriate classroom to teach where practicable.
- Teachers will be encouraged to utilize our outdoor space for learning whenever possible. Any activity involving singing will occur outdoors
- Communal activities will only be held as necessary. Back to School Night will have staggered times so as to properly space attendees.
- Students will eat snacks and lunch outside. In the event of inclement weather, students will eat inside their homeroom classrooms. All students must bring their own snacks/lunch and are prohibited from sharing food.
- NHCS has enough space in the playground area to ensure that each class plays in its own designated area. Playground supervisors will ensure adherence to this. Additionally, our lunch times are staggered so as to further minimize cohort mixing.
- Routines and procedures will be taught and practiced helping students learn how to socialize, play and work with others while keeping physical distance.

Limit Sharing

- Each classroom has individual cubbies for students to store their belongings. Teachers will allow students to retrieve needed supplies one at a time so as to ensure physical distancing. Belongings will be properly cleaned each day.
- Teachers/staff will minimize the sharing of all high-touch materials (art supplies, equipment, etc.) as well as electronic devices, clothing, toys, books, and other games or learning aids to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Train All Staff and Educate Families

- NHCS staff members have been trained in the area of cleaning and disinfection, cohorting and the importance of minimizing contact with other groups, movement within the school, drop-off and pick-up procedures, face coverings and essential protective gear, health screening for themselves and students, hygiene practices, physical distancing, testing instructions and transitioning between learning platforms should distance learning become necessary.
- NHCS COVID-19 prevention procedures will be provided to school families on/before back-to-school night. Each week an education piece on the topic of COVID-19 related tips and facts will be combined with our weekly communication which is sent to all staff and school families.

Check for Signs and Symptoms

- Staff & parents will be required to engage in passive screening for themselves and their children. They must check their temperature to ensure it is below 99.5 degrees Fahrenheit by the no-touch temporal or forehead method or 100.4 degrees Fahrenheit orally and observe for symptoms outlined by public health officials.
- Parents must orally confirm to school staff that their student has been passively screened BEFORE dropping the child at school. If no oral confirmation is given, NHCS will actively screen the child with a no-touch thermometer before allowing him/her to enter the campus.
- Visitors/Essential Volunteers will be allowed on an extremely limited basis and only for unavoidable reasons. All visitors must check in at the school office and submit to active health screening before being allowed on campus. Visitors MUST adhere to all CDPH, VCPH and NHCS COVID-19 prevention protocols while on campus.
- NHCS teachers & staff will not discriminate against students who were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Additionally, we will not tolerate discrimination from students or families.
- NHCS will actively encourage staff and students who are sick or who have recently had close contact (more than 15 minutes within a six-foot distance of a confirmed COVID-19 positive person) to stay home without fear of penalty.
- Office staff will document incidents of possible exposure and notify local health officials, staff and families immediately of any positive cases of COVID-19 while maintaining confidentiality.
- If a student shows signs of COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) during the school day, his/her parent or guardian will be called immediately to pick him/her up and will be referred to a COVID-19 testing facility. The student will be isolated outside, away from others (weather permitted) or in the fellowship hall until the parent arrives. Student may return to school once they are symptom free for 48 hours.

- Any area used by an individual suspected of being infected with COVID-19 will be thoroughly cleaned and disinfected according to CDPH guidelines before being used again.
- Students will not be penalized for missing class due to illness. Missed classwork will be sent home for the student to complete as per normal school procedures. NHCS will allow for missed classwork to be turned in upon return to school.

Plan for When a Staff Member, Child, or Visitor becomes Sick

- If a student, teacher or staff member tests positive for COVID-19, office staff will immediately alert the local health authorities, staff and school families and will cooperate with all tracing efforts and implement the proper protocol for determining the level of possible school closure called for according to VCPH guidelines. In the event of partial or total school closure, online distance learning will be implemented.
- COVID-19 positive staff members and students will not be allowed to return to campus until they have met the CDC criteria to discontinue home isolation including at least 3 days with no fever, symptoms have improved and at least 10 days have passed since symptoms first appeared.
- If NHCS has an outbreak of COVID-19, we will follow the CDPH guidelines in investigating the COVID-19 illness and exposures, determining if any work-related factors could have contributed to the risk of infection and implementing the proper processes and protocols, updating them as necessary to prevent further cases.
- NHCS faculty and staff will be referred for COVID-19 testing on a quarterly basis in order to attempt to detect asymptomatic infections.

Maintain Healthy Operations

- Staff liaison responsible for responding to COVID-19 concerns is Amanda Pabustan. She will coordinate documentation and tracking of possible exposure and report to local health officials, staff and families in a prompt and responsible manner via email.
- Staff and families will be encouraged to self-report symptoms and will receive prompt notifications of exposures and closures via school email.