



RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Rochester Christian School
260 Embury Rd
Rochester, NY 14625

TABLE OF CONTENTS

GUIDING PRINCIPLES	4
I. SAFETY OF STUDENTS, STAFF, AND VISITORS	5
EMPLOYEE AND STUDENT SAFETY	5
TRAVEL RESTRICTIONS	5
EMPLOYEE SCREENING AND PROTOCOLS	5
EMPLOYEE RETURN TO WORK PROTOCOL	5
STUDENT SCREENING AND PROTOCOLS	6
STUDENT RETURN TO SCHOOL PROTOCOL	7
NURSE (NON COVID SITUATIONS)	7
GUIDANCE IF EXPOSED	7
SOCIAL DISTANCING	8
PERSONAL PROTECTIVE EQUIPMENT (PPE)	8
STUDENT TRAINING	9
PERSONAL WORKSPACE/CLASSROOM	9
SHARED WORKSPACE	9
SUSPECTED COVID-19 CASE	10
CONFIRMATION OF POSITIVE COVID-19 TEST	10
FACILITIES CLEANING	11
GENERAL DISINFECTION MEASURES	11
GENERAL DISINFECTION PROTOCOLS	11
DEEP CLEANING AND DISINFECTION PROTOCOL	12
PREVENTIVE MATERIAL INVENTORY	13
SHARED SPACES	13
RESTROOMS	13
LOCKER ROOMS	13
SNACK AND LUNCH PERIODS	13
CLASSROOM ARRANGEMENTS	14
FIELD TRIPS, CLASS PETS, AND CLASSROOM DECOR	14
SHARED MATERIALS	14
TRANSPORTATION	14
SAFETY DRILLS	15
STAFF TRAINING	15
COMMUNICATION METHODS	16
VISITORS ON CAMPUS	16
VISITOR RESTRICTIONS	16
DELIVERIES	16

II. ACADEMICS AND HOME-BASED LEARNING	17
ACADEMIC CONSIDERATIONS	17
TEACHER PROFESSIONAL DEVELOPMENT GOALS	17
INSTRUCTIONAL GAPS	17
AT HOME LEARNING	17
RESOURCES	17
GRADING POLICY	18
GRADING AND ATTENDANCE	18
COMPLETION PROTOCOLS	18
RECEIVING AND RETURNING STUDENT WORK IF BUILDING CLOSES	18
PACKET PREPARATION	19
PACKET DISTRIBUTION	19
PACKET RETURN	19
ONLINE INSTRUCTION	20
III. EXTRACURRICULAR ACTIVITIES AND AFTER SCHOOL CARE	20
IV. FACILITIES USE	20

INTRODUCTION

Rochester Christian School has assembled a reopening team which represents the interests of all our stakeholders. The members of the reopening team are: Mrs. Michelle Selvaggio, School Principal; Mr. Dana Perrin, School Board President; Ms. Laura Thiele, Faculty Member and Member of Safety Committee; Mrs. Natasha Pitt, Office Manager; Mrs. Liz VanHarken, Business Manager; Mrs. Lindsay Trahan, Education Committee Member, Parent Representative; Dr. Kris Kimmell, Parent Representative and Health Care Professional. Furthermore, Rochester Christian School conducted a survey of all parents and staff to ascertain the community needs and goals in order to reopen for in-person schooling.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the building. The size and grade configurations of our school enable us to plan for in-person school five days a week. We will only enroll as many students per class as that particular classroom allows while providing for appropriate social distancing. We are able to provide PPE to staff and students. The majority of our students will be transported by parents and the remaining can safely travel on district busses using social distancing and face masks. The guidelines referenced in this plan are based on guidance from the New York State Department of Health and the New York State Education Department. Regular updates will be made to this plan based on information provided by applicable federal, state and local agencies. Mrs. Michelle Selvaggio, Principal, has been designated as the COVID-19 safety coordinator and will ensure compliance with all aspects of the school's reopening plan.

GUIDING PRINCIPLES

With a steadfast trust in our Sovereign God to continue to watch over and protect us in the future as He has in the past, we put protocols in place to mitigate risk of disease using the following guiding principles:

1. Knowing that God has set our leaders in authority over us, **we will follow the guidelines** set forth by the NYSDOH and NYSED, as well as local government regulations.
2. Knowing that different people are at different levels of risk and have different personal levels of comfort regarding health and safety, **we will follow Christ's command to love our neighbor.**
3. Knowing that Wisdom is a gift from God, **we will specifically seek His wisdom and use the knowledge with which he has gifted the medical and scientific community** to make decisions regarding the safety of our students and staff.
4. Knowing that as Christians we have a responsibility to take care of those around us, **we will act in ways that promote the health and well being of those around us**, not just ourselves.

I. SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

TRAVEL RESTRICTIONS

RCS will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Administrator and Board.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we are requiring employees to complete a self-screening survey each morning which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Diarrhea, nausea, vomiting
- Fever greater than or equal to 100.0°F
- Known close contact with a person who is lab confirmed to have COVID-19 within past 10 days
- Travel to high-risk area within past 10 days

Any employee who indicates a symptom or answers yes to any of the screening questions will be denied access to the building. All screening information will be kept confidential by office personnel.

EMPLOYEE RETURN TO WORK PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the office. They may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID-19, he/she may return to work under the following conditions:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of self-quarantine.
- If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the employee has COVID-19 and may not return to work until criteria listed above have been met.

STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community, parents are required complete a screening survey of each child each morning which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Diarrhea, nausea, vomiting
- Fever greater than or equal to 100.0°F
- Known close contact with a person who is lab confirmed to have COVID-19 within past 10 days
- Travel to high-risk area within past 10 days

Students unable to pass the screener questions will not be allowed entry into the school building. If a parent fails to complete the daily screener, students' temperatures and other symptoms will be checked at school by school staff wearing appropriate PPE and familiar with CDC, DOH, and OSHA protocols. Any students with a

temperature of 100.0°F or higher or displaying any other symptoms related to COVID-19 will be immediately isolated and sent home as soon as possible. Congestion or runny nose

- Diarrhea, nausea, vomiting
- greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19 within past 10 days
- Travel to high-risk area within past 10 days

Students will not be allowed access to the school building if they are unable to pass the screening questions. Parents will be directed to contact their child's health care provider and/or the Monroe County DOH and follow instructions for returning to school.

If a COVID test is indicated, the student, and any of the student's siblings who attend RCS, will be required to stay home until confirmation of a negative result is received by the school. If a diagnostic test is refused, it is assumed that the student has COVID-19 and may not return to school until criteria listed below have been met.

STUDENT RETURN TO SCHOOL PROTOCOL

Students who screen positive for COVID-19 symptoms can return to the in-person learning environment at school when:

- The school receives documentation from the DOH that the mandatory isolation period has ended AND
- The students symptoms are at least significantly improved including being fever free for 72 hours without fever reducing medication

Students also must be cleared for return to PE/recess by their health care provider. This clearance must be received within 7 days of the student's return to school.

NURSE (NON COVID SITUATIONS)

Students who must visit the nurse for non-COVID-19 related reasons are asked to wait in a separate area outside the nurse's office before the nurse grants access. Staff are trained not to send students to the school nurse unless they alert the nurse first.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If someone in our community has been exposed to the virus, our first concern is for that person's health and safety and the health and safety of those around them.

If a community member is exposed, they will be required to do the following:

1. Quarantine in a specific room away from others in the home
2. Contact the following (in order of priority), to let them know they have been exposed to COVID-19, then follow their instructions.
 - a. The individual's healthcare provider
 - b. RCS administrator

In case of an emergency, the exposed individual will be instructed to call 911 and report exposure to COVID-19, then follow their instructions.

The school's COVID-19 safety coordinator will contact the Monroe County Department of Public Health:

Phone: (585)753-5555

EMAIL: COVID-19@monroecounty.gov

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. RCS employees, students, and visitors should practice staying approximately 6 feet away from others when they cannot wear a proper mask. We will facilitate social distancing through:

- Traffic Flow – signs will be placed throughout the building in order to maintain the social distancing requirement of 6 feet; we will also limit time in the hallways per cohort
- School-wide gatherings, parent information nights, and parent/teacher conferences will be virtual whenever possible
- Faculty meetings will be held virtually even if teachers are in the school building
- Board meetings will be held virtually

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include:

Masks and Face Shields: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. If necessary, masks will be provided to employees, students, and others who must enter the building. Parents/guardians and faculty/staff members are responsible for cleaning and maintaining face coverings on a daily basis. Face shields will also be available to staff members who choose to wear shields along with a face mask.

Gloves: Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Staff and students will be trained to wash their hands properly as it is the number-one defense against any virus. Additionally, staff will be trained in the proper use and removal of gloves which reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks whenever possible.

Staff and students will be trained and reminded frequently that in addition to using PPE, they must remember to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth

- Cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow

Parent resources will be provided to help reinforce these practices at home.

STUDENT TRAINING

Students will be taught proper hand hygiene including proper hand washing with soap and water as well as the use of alcohol-based hand sanitizer when soap and water is not readily available. Parents will be able to send a written notice to the school if they do not want their child to use hand sanitizers. Students will be taught how to socially distance themselves from their classmates in the classroom and in other parts of the school facilities. Students will be taught the proper use of face coverings including how to remove them.

PERSONAL WORKSPACE/CLASSROOM

At Rochester Christian School, grade levels will be considered “cohorts” for purposes of adherence to state guidance. Cohorts will be pre-assigned and self-contained. All teachers and students will be asked not to visit another classroom outside of their grade level. Middle school teachers will switch classrooms to teach different grade levels instead of students switching to eliminate the need to clean student spaces between classes. Employees will be encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Students will be socially distanced in their grade level classrooms. Student spaces will be clearly identified and teachers will train students what being socially distanced looks like in their own particular classroom. Masks are required at all times unless when eating/drinking or when the person can no longer tolerate a mask. Masks will also be required in hallways and in all communal spaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. RCS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Employees are trained that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There is limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

Workspace usage is as follows:

Capacity– RCS will be monitoring the number of employees in the office and other gathering areas (i.e. teacher’s room, cafe) while the risk of infection exists.

Meetings- All meetings are required to use Google Meet as a virtual option even if employees are physically present at school. Employees will be required to attend meetings in separate spaces through Google Meet.

Breakrooms or Teachers' Lounge/Multipurpose Room—These spaces will be closed for eating/gathering until further notice. Staff may use shared appliances such as coffee machines, refrigerators, and microwaves but must wipe them down after use. Hand sanitizer and disinfecting wipes will be provided to clean shared appliances after use.

Copy Room – Access to the copy room will be limited. Distancing will be required. Employees must wash hands before use of equipment and wipe down the equipment and wash hands again after use.

SUSPECTED COVID-19 CASE

If an employee becomes ill during the day, he/she will immediately be sent home unless unable to transport him/herself in which case he/she will immediately report to the health office isolation room. If a student becomes ill on campus, he/she will immediately report to the health office isolation room.

Once the employee or student arrives at the isolation room:

- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse/staff member will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse/staff member will provide the staff member or parent of student with information about what is needed in order to return to work/school
- The isolation area and symptomatic employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

CONFIRMATION OF POSITIVE COVID-19 TEST

Upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors, the RCS administrator will notify the school community of the positive case in the community and, if necessary, the local health department(s). Rochester Christian School will cooperate fully with contact tracing, isolation, and quarantine efforts at the direction of the Monroe County Department of Health.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect our community and reduce the risk of spread of infection. We will train and require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Per the NYSDOH guidance, a log will be maintained by office staff including the date, time, and scope of cleaning and disinfection.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use
Electronic Equipment	Copy machines/printers, Shared computers, Telephones, etc.	At the end of each use/day and/or between use
General Use Objects	Door handles, light switches, sinks, restrooms	At the end of each day
Common Areas	All common areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to school.

GENERAL DISINFECTION PROTOCOLS

These measures are based on the “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19” issued by the NYSDOH. The following routine cleaning procedures will be followed:

- Signage with handwashing procedures will be posted in prominent locations prompting hand hygiene stating that hands should be washed with soap and water for at least 20 seconds:
 - Before eating
 - After sneezing, coughing, or nose blowing
 - After using the restroom
 - Before handling food
 - After touching or cleaning surfaces that may be contaminated
 - After using shared equipment and supplies like electronic equipment such as keyboards, mice, and phones
- Hand sanitizer will be placed in all rooms for use when soap and water is not readily available
- Faculty, staff, and students will be trained and regularly reminded of respiratory hygiene:
 - Cover coughs and sneezes with tissues or the corner of the elbow
 - Dispose of soiled tissues immediately after use
- Routine cleaning will be conducted daily with priority given to:
 - High contact surfaces such as light switches, handrails, and door handles
 - Floors
 - Vacuuming entryways
 - Removing trash

- Cleaning restrooms
- Spot cleaning walls
- Dusting horizontal surfaces
- Cleaning spills
- High-risk locations will be disinfected at least once daily:
 - Health office
 - Restrooms

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

PREVENTIVE MATERIAL INVENTORY

1. Office staff will ensure the school has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Office staff will ensure the school maintains a supply of gloves, masks, and face shields
3. Touchless thermometers are on-site for employee and student screening

SHARED SPACES

RESTROOMS

The school will establish maximum capacity for the facility that allows for social distancing. Students will be trained in the use of a system to ensure no one enters the restroom when it is at maximum capacity.

LOCKER ROOMS

All PE lockers will be locked and unused for the remainder of the health crisis. Students will be encouraged not to change for PE class, however, will be permitted on an as-needed basis. Students who choose to change will be required to use a bag for their belongings while in PE class and required to remove the bag containing the used PE clothes after class. Locker room capacity will be limited to allow for physical distancing. If necessary, the floor will be marked to show appropriate distancing.

SNACK AND LUNCH PERIODS

Cohorts will eat snacks and lunch in their classrooms when socially distanced at a minimum of 6 feet. The cafe will not be used for eating for the duration of the COVID-19 pandemic. Teachers will train students in proper

hand hygiene before and after eating. Sharing of food and beverages will be prohibited. Individual's food will be kept at his/her assigned, socially distanced space.

Students who do not bring a lunch from home are offered a choice of a prepackaged lunch which is then taken to the classroom by a staff member.

The vending machine will not be provided for the duration of the COVID-19 health crisis. Microwaves will not be accessible to students during the duration of the COVID-19 pandemic.

Water fountains have been reconfigured as water bottle filling stations and students, faculty, and staff are encouraged to bring their own water bottles. Single use bottled water is available for purchase in the office. Disposable cups will be provided when necessary.

CLASSROOM ARRANGEMENTS

In order to increase ventilation, classroom windows and doors will be open to the greatest extent possible. The cafe area, spaces off the copy room, gymnasium, and teachers room will be used for additional space for classes to conduct activities that call for social distancing of more than 6 feet between individuals (i.e. singing, aerobic exercise).

FIELD TRIPS, CLASS PETS, AND CLASSROOM DECOR

Field trips are prohibited until further notice. Students will be prohibited from travelling in a car to and from school with other students who are not members of the same household except for those drivers designated on the emergency contact pickup form.

Due to restrictions on shared “materials” and social distancing, class pets are prohibited for the duration of the COVID-19 health crisis.

Classroom decor such as pillows and other cloth items are prohibited for the duration of the COVID-19 health crisis due to inability to clean these daily. Carpets which are easily vacuumed and/or laundered daily are acceptable.

SHARED MATERIALS

Cohorts are able to share classroom materials such as math manipulatives and art supplies. However, students must perform hand hygiene before and after contact with shared objects. Students should not share writing utensils unless such utensils are sanitized between uses. Shared tables, chairs, and other surfaces should be wiped down between uses.

Students should not share lockers or cubbies. Students should not share notebooks or textbooks.

TRANSPORTATION

Parents will be encouraged to drop off and pick up students instead of relying on home district transportation as much as possible. RCS is utilizing staggered arrival and dismissal times in order to avoid large numbers of students congregating in entryways. Parents will not be allowed to walk their children into the building. Preschool students will be required to be dropped off at the main entrance door without entering the building. Instead of all students being funneled through the main entrance, students will use either entry one or three, with entry two being reserved for students who must be screened at the health office before going to their classrooms.

SAFETY DRILLS

Safety drills are an important part of ensuring that our school is a safe place for students and staff. Rochester Christian School will continue to conduct safety drills per NYS regulations. However, in order to ensure physical distancing and keep the hallways free from congestion, all evacuation drills will be announced so that teachers and students can prepare and distance. Lockdown drills are already conducted with cohorts in isolation, but students will now be required to remain physically distanced and not sit closely together per the usual protocols. Lockdown drills will also be announced in advance in order to ensure students maintain physical distancing during the drill.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The school administration will provide resources for parents and teachers to access. The teachers will work with students individually or in small groups to address any well-being needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual
3. **Cleaning Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone stays safe and prevents the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings
2. School checklists

3. Response Teams
4. Disinfection Measures
5. Transportation/drop-off and dismissal procedures
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often
2. Visit our school website
3. Follow our social media platforms
4. Staff should check the Staff Google Classroom often

VISITORS ON CAMPUS

VISITOR RESTRICTIONS

RCS will not allow normal visitation to our building. Parents will be asked to enter the building only if absolutely necessary and by appointment and only after school hours. When school resumes, only school employees and district providers will be allowed in classrooms. Parents who must enter the building will be screened and if allowed entry, required to wear a mask while in the building.

The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are closing the building to visitors. In the event of an emergency, if an emergency contact must enter the building, they will be required to complete a simple screening questionnaire. Participation is important to help us take precautionary measures to protect everyone in the building.

DELIVERIES

Personal deliveries should not be delivered to RCS. Essential deliveries will be handled through the office and vendors will be asked to remain outside the building as much as possible.

II. ACADEMICS AND HOME-BASED LEARNING

Rochester Christian School developed a COVID-19 School Reopening Committee to organize and develop systems in place for reopening. The committee members were selected from the school board, office staff, faculty, parents, and administration to get a diverse set of knowledge and skills. **Rochester Christian School will be providing in-person instruction as well as a remote learning option for those in our community who are at increased risk for severe COVID-19 illness and those who may not feel comfortable returning to an in-person educational environment.** A parent survey was conducted to identify those in our community who will be choosing the remote learning option for the duration of the COVID-19 health crisis.

ACADEMIC CONSIDERATIONS

TEACHER PROFESSIONAL DEVELOPMENT GOALS

A professional development survey was conducted to gain interests and needs from our staff as to what training they may need. Given the strong possibility that we may be forced to switch to remote teaching, and given that some of our families prefer home-based learning at this time, resources on best practices for remote teaching are being provided to those who are able to participate before returning to school at the end of August.

INSTRUCTIONAL GAPS

Teachers will be required to adjust the fall curriculum to accommodate learning gaps from distance learning at the end of the 2019-2020 school year. Formative assessments must be used at the beginning of the year to determine baseline skills at each grade level. These assessments may include, but are not limited to, NWEA MAP testing in grades 4 through 8.

AT HOME LEARNING

Our goal is for our instruction to be uniform across the board. Teachers will need to constantly be preparing for lessons to be delivered both in-person and remotely. This will be facilitated by the use of Google Classroom for the entire school year. The annual parent information night will be used to help inform parents about the technology and systems used in each classroom that will enable them to move to learning at home if that becomes necessary.

RESOURCES

A parent survey was conducted in part to understand the technology needs of the families. We are currently looking to purchase a few additional Chromebooks for student use while at home, but most of our families indicated having no or minimal technology obstacles for distance learning.

GRADING POLICY

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete all grade level assignments regardless of whether they are attending in the in-person classroom or working through distance learning. Our grading policies for both in-person and remote learning will be clearly communicated to both parents and students. Attendance will be taken daily by the homeroom teacher regardless of whether the student is attending in person or remotely. Remote attendance will be tracked.

COMPLETION PROTOCOLS

Students not making progress, not completing academic packets, or opting not to participate during a building closure, will be eligible for retention at grade level. For promotion to the next grade level, students will need to have completed the requirements of their grade level.

RECEIVING AND RETURNING STUDENT WORK IF BUILDING CLOSES

Rochester Christian School intends to offer in-person schooling every weekday beginning in September. However, if state or local officials mandate building closure due to community spread, or if the health department mandates building closure due to exposure in our school community, we will transition to distance learning. In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the school will use Google Classroom at all grade levels.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the internet or enough devices for all of their children. This system will involve distributing paperwork packets to families for the students to complete while at home.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by RCS staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

1. No school personnel who have symptoms consistent with COVID-19 will prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If packets must be placed in envelopes, envelopes that do not require moistening to seal will be used.
5. School personnel will **wait 24 hours** before distributing packets to families if paper-based materials are involved. If plastic materials are used, the **wait increases to 72 hours**.

PACKET DISTRIBUTION

All printed packet distributions will be drive-through car lines. No parents or students will be allowed to enter the building. The teacher will make packets available at the front walk for parents to drive up, pick up, and continue on.

PACKET RETURN

1. In the event that the school does not reopen on the set date, instructions to pick up materials and when and how to connect with teachers will be communicated to parents via email, text, and if necessary direct phone calls.
2. In the event that the parent needs to drop off assignments or materials, RCS will establish a drop-off location. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." School personnel will wait 24 hours after a drop off cycle before picking up the assignments/materials.

3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing. Students and parents will be given instruction on how to use Google Classroom effectively.

ONLINE INSTRUCTION

Google Meet is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

III. EXTRACURRICULAR ACTIVITIES AND AFTER SCHOOL CARE

Fall sports are canceled.

Beginning of school activities and gatherings will take place outside in a socially distanced manner, or conducted virtually if weather conditions require.

In-person multi-grade level gatherings (i.e. "Reflection Pods") will not be permitted for the duration of the COVID-19 health crisis. Cohorts will remain fixed throughout the 2020-2021 school year.

After school care will not be provided during 2020-2021 school year.

IV. FACILITIES USE

The building will not be rented for use by any outside entity for the entirety of the 2020-2021 school year. The school playground is clearly marked as private property intended only for use during school hours.

APPENDIX

Forms



Rochester Christian School

REPORT FOR EMPLOYEES/STUDENTS PRESENTING COVID-19 SYMPTOMS ON CAMPUS

Date: _____

Name of student/employee: _____ Employee Student

Location in Building: _____

Symptoms noticed:

- | | |
|--|---|
| <input type="checkbox"/> Temperature 100.0 or higher | <input type="checkbox"/> Nausea, vomiting, diarrhea |
| <input type="checkbox"/> Shortness of breath, difficulty breathing | <input type="checkbox"/> Muscle or body aches |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Running nose or congestion | <input type="checkbox"/> Sore throat |

Additional Notes:

Time of fever or onset of symptoms: _____

Time of isolation: _____

Where is patient being referred to: _____

Reporter Name/Title: _____



Rochester Christian School

VISITOR SELF-SCREENING FORM

Date: _____

Name (please print): _____

Phone Number: _____

Are you showing any signs of the following symptoms?

- | | |
|--|---|
| <input type="checkbox"/> Temperature 100.0 or higher | <input type="checkbox"/> Nausea, vomiting, diarrhea |
| <input type="checkbox"/> Shortness of breath, difficulty breathing | <input type="checkbox"/> Muscle or body aches |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Running nose or congestion | <input type="checkbox"/> Sore throat |

Have you tested positive for COVID-19 within the last 14 days? Yes No

Have you been exposed to someone with COVID-19 positive test results within the last 14 days? Yes No

Have you traveled to any of the restricted states meeting the criteria for required quarantine within the last 14 days? Yes No

Is the information you provided on this form true and correct to the best of your knowledge? Yes No

NOTE: Visitation is forbidden if there has been any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.