

# **BETHEL CHRISTIAN SCHOOLS**

## **2020-21 SAFETY PLAN**

### **MISSION**

To reopen Bethel Christian Schools (K-5) for the 2020-21 school year for on-campus learning as safely and fully as possible.

### **PURPOSE**

To advance the gospel of Jesus Christ through private Christian Education as an in-person gathered community of teachers, administrators, staff, students, and parents for God's glory, our joy, and for the benefit of all connected with Bethel Christian Schools.

### **INTRODUCTION**

The goal of Bethel Christian Schools' Reopening Plan is to provide a re-entry that fosters the overall health of the children, adolescents, staff, and community that BCS serves. The plan is based on evidence that is currently available and will be monitored as new information or situations arise. BCS believes that keeping the school closed would be counter to scripture and would have a negative impact on the spiritual, mental, behavioral, and developmental health of BCS students. This plan will provide a framework for safety when Bethel Christian Schools reopens in the near future.

There are many federal, state, and local guidelines available when it comes to making decisions on how to best mitigate the risk and protect the BCS school and community. BCS has carefully considered many of the available guidelines and will lean on the medical advice provided by the Riverside County Public Health Department in conjunction with the California Department of Public Health (CDPH). Based on the provided guidelines, BCS will implement 12 steps to reopening schools.

### **ONGOING MONITORING OF OUR PLAN**

BCS recognizes that COVID-19 is constantly changing. Due to the fluidity of the situation, BCS has assembled a COVID-19 Task Force that will meet on a regular basis to review and amend the reopening plan when necessary. The team is made up of school administrators, teachers, and parent representatives that will make recommendations to the administration for any alterations that may be needed according to the California Department of Public Health and our local health department at [www.Rivcoph.org](http://www.Rivcoph.org)

### **THE FAMILY'S RESPONSIBILITY**

While medical experts agree that the risk to the individual child is very low when reasonable precautions are being taken, there is risk that a child could become infected while attending BCS and infect others.

No one knows the interactions of their child better than the parents. BCS is asking that the parents make the ultimate decision and accept the responsibility that enrolling their child at Bethel Christian Schools is appropriate. Please prayerfully consider whether or not you would like to have your child attend BCS and that the steps that BCS is taking as a community are in the best interest of your family.

## **CLEANING, DISINFECTION & VENTILATION**

An enhanced cleaning schedule beyond normal vacuuming and trash collection will be used throughout each school day with emphasis on high-touch surfaces. Maximum efforts will be made to reduce the need to touch objects (no-touch waste containers, prop doors open when applicable, etc.), and teachers and staff will regularly reinforce “no sharing” policies in regards to food, water bottles, or cutlery. To the greatest extent possible, classroom materials and equipment will be made of materials that can be easily cleaned and disinfected after each use.

### **Enhanced Cleaning:**

- Disinfect with Strike Bac Disinfectant Cleaner (**Best EPA Registered COVID-19 Disinfectant**).
- Disinfect light switches, door handles, sink handles, tables, chairs, desks, and any other commonly touched surfaces regularly, preferably during recess and lunch.
- Disinfect restrooms, floors, sinks, lunch tables, and water fountains\* throughout the day.
- In the evening, deep clean classrooms, including desks, tables, chairs, door handles, and high contact areas.

\*Parents and students will be encouraged to bring water bottles to school daily limiting the use of our water fountains and water refilling stations.

*NOTE: A copy of the Material Safety Data Sheet (MSDS) will be available in the school office for review. Additionally, if school admission increases, BCS will look into a feasible option of hiring a professional cleaning company in addition to our in-house custodial staff.*

### **Ventilation**

It is expected that environmental conditions and airflow influence the transmissibility of COVID-19. Adequately ventilated classroom environments (e.g. open windows with air flow, and improved airflow through ventilation systems) are expected to be associated with less likelihood of transmission compared with poorly ventilated settings. BCS is committed to increasing the proportion of outside air brought in through these systems (when possible) and to the use of outdoors or environments with improved ventilation (e.g. keeping windows open, doors propped, etc.).

*NOTE: Installing a UV Light in the HVAC system is currently in discussion and may be considered via fundraiser.*

## **COHORTING**

The purpose of cohorting is to ensure the mixing of students and staff so that if a child or employee develops an infection the number of exposures would be reduced. This applies to both indoor as well as outdoor activities.

At Bethel Christian Schools, a cohort is defined as a small, stable, manageable group. Therefore, in order to align with our definition, we have placed each of our elementary grades (K-5) in their separate cohorts. For example, Kindergarten (cohort 1); First Grade (cohort 2); Second Grade (cohort 3), and so forth. By doing this, it allows our staff to keep each cohort separate throughout the day for

recess, lunch breaks, PE, morning pick-up, afternoon pick-up, chapel service, and other activities to avoid potential mixing. Additionally, each cohort will be assigned one Teacher and a Teacher's Assistant.

### **ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL**

#### **Students**

- During morning drop off students will be directed to go to their class to avoid possible mixing.
- Students will then have their temperature taken by their teacher.
- Recesses, breaks, and lunches are scheduled to limit the amount of contact between grade levels and any crossover with other students.
- Entrance and exit routes to and from classrooms and one-way directions around buildings will be implemented to limit contact with different cohorts. During student pick-up, each grade level will be assigned a pick up location for parents to pick-up their child(ren).

#### **Staff**

- Staff has been trained to avoid close contact with students, other staff, and visitors when practicable.
- Teachers and campus supervisors have been directed to walk classes in a one way direction around buildings to avoid the possibility of mixing.

#### **Visitors**

- All parents, visitors, and vendors will be screened prior to entering the main areas of Bethel's campus and then directed to the school office.
- Parents, under most circumstances, will not be allowed to enter classrooms.

NOTE: *Until further notice, our transportation (buses) are temporarily suspended.*

### **FACE COVERINGS AND OTHER ESSENTIAL PPE**

- In accordance with the California Department of Public Health (CDPH) and our local health department, all students and adults, which include but are not limited to; staff, parents, vendors, and visitors will be required to wear a face mask upon entering school grounds.
- Teachers and staff, in limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield will be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Teachers and/or staff will return to wearing a face covering outside the classroom.
- Face coverings may be removed temporarily for purposes of eating meals and snacks.
- Face covering may be removed temporarily for outdoor recreation only if students, teachers, and staff are able to maintain a physically distanced space of 6 feet or more between one another.
- Although kindergarten through 2nd grade students are exempt from being required to wear face coverings, Bethel will continue to encourage face coverings for this age group.

- Students that inadvertently fail to bring a face covering to school will be given a face mask.
- If a student, parent, or visitor refuses to wear a mask, the individual will be removed from Bethel's campus.
- Bethel staff that serve food and beverages will be required to wear gloves along with their mask.

*\*People are exempt from the face covering requirement if they are under the age of 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face mask, or when it would inhibit communication with a person who is hearing impaired.*

### **HEALTH SCREENING FOR STUDENTS AND STAFF**

Bethel Christian Schools hereby states and implements a strict exclusion policy for symptomatic students and staff.

- Teachers and administrators will be provided with information on signs and symptoms of potential COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day.
- Temperature checks using no-touch thermometers will be conducted at the start of class for students. Temperature checks for staff members will be conducted before in the school office and results will be documented.
- Students, teachers, and staff members who have signs/symptoms of COVID-19 (according to CDC, California DPH and local Public Health guidance) will stay home and decisions about returning to school should be predicated upon the absence of symptoms. The individual will need to stay home and follow the guidance under **Identification and Tracing of Contacts** in this Safety Plan.
- Students that show symptoms while school is in session will be discreetly sent to the isolation room to avoid any undignified attention and parents/guardians will be notified immediately for pick up. The student will need to stay home and follow the guidance under **Identification and Tracing of Contacts** in this Safety Plan.
- The school's Distance Learning Protocol or other forms of structured learning may be implemented on an as-needed basis for children who are required to stay home because they are in quarantine, in isolation due to COVID-19 infection or exposure, doctor recommendations, and/or uncomfortable with onsite learning.

*NOTE: Parents and caregivers are ultimately responsible for the daily screening of their children at home prior to entering campus. A weekly checklist will be provided online via FACTS for parents to complete with their student(s) before arriving at school on Monday to clear for entry.*

### **HEALTHY HYGIENE PRACTICES**

COVID-19 and other respiratory viruses are almost exclusively spread by respiratory droplet transmission. As a result, and because virus shedding may occur prior to symptom onset or in the absence of symptoms, frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission. In fact, proper hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including COVID-19, particularly during the pre-symptomatic phase of illness.

- Students will be taught how to clean their hands properly using soap and water for a minimum of 20 seconds, and instructed to avoid touching their face, eyes, nose, and mouth as much as possible throughout the day.
- Students who have symptoms of a respiratory tract infection need to stay home. Students will be reminded to sneeze or cough into their elbow/sleeve even when wearing a face covering.
- A regular schedule for routine hand hygiene, above and beyond what is usually recommended, will be incorporated into the elementary (K-5) schedule (after break, before returning to class, before and after lunch, PE, etc.). For practical reasons and to avoid excess traffic in the hallways, the preferred strategy for these extra hand hygiene moments would be hand sanitizer provided by the teacher or from hand sanitizing stations that have been strategically placed around campus.

NOTE: *It is recommended that parents provide pocket-size sanitizer for their student(s) to bring to school.*

## **IDENTIFICATION AND TRACING OF CONTACTS**

### **Confirmed Cases of COVID-19**

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, the school will do the following:

1. Students, teachers, or staff members that test positive for COVID-19 will not be allowed on school grounds and must remain in isolation for 10 days. If results become known while the individual is on Bethel's campus, the individual will be immediately sent to the school's quarantine room to wait for parent/guardian pick up unless they are able to safely drive off campus.
  - a. Notify Riverside County Department of Public Health.
  - b. The individual who has tested positive for COVID-19 will need to be isolated for 10 days (from symptom onset or 10 days from test date if the case had no symptoms or if unsure when symptoms first started).
  - c. After 10 days of the isolation period, the individual must be without fever or any other symptoms for 24 hours without the use of medication for isolation to be lifted and the individual cleared to come back to work or school.
2. Activate our COVID-19 confirmed case protocol.
  - a. Notify Riverside County Department of Public Health.
  - b. Complete a contact tracing report. This report will be used to identify individuals who have been exposed to COVID-19 and to identify areas of the school that may be contaminated.
    - i. A student or staff member is determined to be exposed to COVID-19 when an individual is found to be less than 6 feet from the infected person for more than 15 minutes.
    - ii. Our Dean of Student Affairs, Director of Safety, and the Principal will conduct and determine who is considered exposed through interviewing various staff members and students (when practicable).
  - c. Identify areas that may be contaminated. Contaminated areas will be closed off for 24 hours before cleaning and disinfecting to avoid exposure (if practicable).

- d. A student who has been exposed, based on contact tracing, will have parents notified, by the school's administrative assistant, for immediate pick-up. Parents will need to do the following:
  - i. Self-quarantine their child for a minimum of 14 days.
  - ii. Strongly encourage parents to have their child tested for COVID-19 if their child develops symptoms during this time.
  - iii. If their child is symptom free during the 14-day self-quarantine, the child may return to school on the 15th day.
  - iv. The student will not be penalized academically and may be switched to our distance learning program during this time.
- e. A teacher or staff member who may have been exposed will be sent home immediately to do the following:
  - i. Self-quarantine for a minimum of 14 days.
  - ii. Strongly encourage the teacher or the staff member to be tested for COVID-19 if symptoms develop within the 14-day self-quarantine period.
  - iii. If the teacher or staff member is symptom free during the 14-day self-quarantine period, they may return to school on the 15th day.
  - iv. The employee will be referred to our Human Resource Department to review various benefits, labor laws, disability insurance, Paid Family Leave, and unemployment insurance.
- f. The school principal will notify the school community via email, video announcement, push notification, and/or Zoom meeting regarding the steps and precautions the school is taking regarding any confirmed COVID-19 case. The communication may contain the switch from onsite learning to our distance learning protocol for one or more cohorts.

**Symptomatic Students, Teachers, or Staff Members**

Students, teachers, and staff members who become sick and develop COVID-19 symptoms while at home or at school will need to do one of the following:

1. Quarantine for a minimum of 14 days. The student, teacher, or staff member may return to Bethel on the 15th day or thereafter if the individual is absent of COVID-19 symptoms, including a fever, for 24 hours without the use of medication or
2. The student, teacher, or staff member receives clearance from their primary care physician or health professional. A doctor's note clearing them to return to school/work along with being absent of symptoms, including a fever, for 24 hours without using medication is required to return to Bethel's campus or
3. The student, teacher, or staff member gets tested for COVID-19. During this time, they must quarantine.
  - a. If the results of the COVID-19 test are negative, the student, teacher, or staff member may return to Bethel if the individual is absent of symptoms, including a fever, for 24 hours without the use of medication.
  - b. If the results of the COVID-19 test are positive, the individual will need to do the following:

- i. The individual who has tested positive for COVID-19 will need to be isolated for 10 days (from symptom onset or 10 days from test date if the case had no symptoms or if unsure when symptoms first started).
- ii. After 10 days of the isolation period, the individual must be without fever or any other symptoms for 24 hours without the use of medication for isolation to be lifted and the individual cleared to come back to work or school.
- iii. The school will activate our Confirmed Case Protocol as stated under Confirmed Cases of COVID-19.

Mr. Spencer, Dean of Student Affairs, alongside supporting staff will be the designated staff person to conduct contact tracing of confirmed cases of COVID-19. A list of exposed students and staff members will be reported to the local health department. Additionally, relevant families will be notified of any positive COVID-19 case within their child's cohort.

### **PHYSICAL DISTANCING**

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic.

- Staff, teachers, and students should remain at least six feet distance at all times from one another where practicable in the classroom and outside the classroom.
- Teacher and other staff desks will be placed at least six feet away from student desks.
- When weather permits, consideration will be given to having classes outside.
- Lunch and breaks times will be staggered throughout the school day to avoid mixing and allow students to remain in established cohorts.
- Students will eat their lunch outdoors, unless inclement weather or poor air quality does not allow it. Our cafeteria will be unavailable for indoor eating until further notice.
- Lunch recess areas will be extended to accommodate social distancing guidelines.
- Physical education classes will take place adhering to specified guidelines to the extent practicable and no equipment will be shared unless properly disinfected first.
- Students will be required to bring their own school supplies and store their supplies in their desk. No sharing.

### **STAFF TRAINING AND FAMILY EDUCATION**

Staff and families will be trained through email, in-person meetings (adhering to social distancing), school videos, and virtual meetings, educating them about:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- How COVID-19 is spread
- COVID-19 specific symptom identification
- How to prevent the spread of COVID-19 in the case of sickness, including the importance of not coming to work if staff members have symptoms or if they live with someone that has been diagnosed with COVID-19
- What to do when students become ill at school

- The employer’s plan and procedures if a staff member become sick at work (school)

### **TESTING OF STAFF**

- Bethel Christian Schools will ensure all staff members will be tested within two months to stay in compliance with state requirements.
  - Staff members will be tested at a CVS Pharmacy location that conduct COVID-19 testing.
  - School administrative assistant will work with each teacher and staff member to arrange and confirm their appointment, confirm their test was taken, and collect results in accordance with privacy laws.
  - Results of each staff member's test will be sent via email from the school’s Administrative Assistant, Alicia Lemus at Alemus@bethelchristianschools.com to be tallied and forwarded to Mr. Spencer for actionable steps.
- 25% of our staff will be tested (those in direct contact with students) every two weeks using a spreadsheet for accuracy and accountability.
- Any staff members with a positive result of COVID-19 will need to immediately self-isolate for 10 days at home.
- BCS will implement CDC guidelines to ensure the safety of other staff members, students, and families.
- Activate our COVID-19 confirmed case protocol as explained in our Confirmed Case Guideline.

### **TRIGGERS FOR SWITCHING TO DISTANCE LEARNING**

Bethel Christian Schools (K-5) onsite program will be suspended and switched to our Distance Learning Protocol when,

1. At least 5 percent of the total number of teachers, students, and staff are confirmed COVID-19 cases within a 14-day period (school switches to Distance Learning Protocol) or
2. At least 2 confirmed COVID-19 cases exist in a cohort within a 14-day period (cohort switches to Distance Learning Protocol).

### **COMMUNICATION PLANS**

The Superintendent will work alongside the School Principal to communicate confirmed cases to staff, teachers, students, and parents about cases and exposure through emails, school notifications, video messages, and/or virtual Zoom meetings. Names of individuals who have been diagnosed or exposed to COVID-19 will be held confidential as required by FERPA and state law.

Meetings with our COVID-19 Task Force will be held regularly to review the current state of the school as it pertains to confirmed cases and exposures.



## Key Personnel

### **Mr. Michael Pangkee - Principal**

[mpangkee@bethelchristianschools.com](mailto:mpangkee@bethelchristianschools.com)

#### Responsibilities:

- Ensure COVID-19 compliance
- Communicate pertinent information to the school community
- Meet with COVID-19 Task Force regularly.

### **Mrs. Alicia Lemus - Administrative Assistant**

[alemus@bethelchristianschools.com](mailto:alemus@bethelchristianschools.com)

#### Responsibilities:

- Inform parents if their child has been exposed or possibly exposed to COVID-19
- Maintain an accurate record of students and staff who are in self isolation or quarantine and when they are able to return to school

### **Mr. Terence Spencer - Dean of Students**

[tspencer@bethelchristianschools.com](mailto:tspencer@bethelchristianschools.com)

#### Responsibilities:

- Ensure COVID-19 compliance
- Stay informed on the latest COVID-19 news
- Contact tracing reporting

### **Mr. David Avila - Safety Director**

[davila@bethelchristianschools.com](mailto:davila@bethelchristianschools.com)

#### Responsibilities:

- Monitor inventory of critical PPE
- Ensure hand sanitizer stations are refilled on a consistent basis
- Oversee proper staffing of visitor check-in and screening areas.

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



CS 315822-A 05/11/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)