

COVID-19 Facility Response Plan

This document outlines the current plan for protections in place to re-open schools in person at Campbell Christian Schools and is based upon The Santa Clara County Department of Public Health Recommendations. This document is a living document, and it will change as guidance is modified or adjusted based upon ongoing concerns/recommendations by health officials.

BUILDING

- HVAC fans are continually left on to pull fresh air from the outside into the classroom and draw air from the classroom out through a separate exhaust system. Air filters are maintained and cleaned to meet the Santa Clara County Department of Health requirements.
- Where feasible, entrances will be marked for use by specific cohorts only to minimize cross-contamination by cohorts. Visual cues such as signs on the ground will help remind our youngest students on procedures for maintaining optimal separation throughout the campus. This will be done to reduce hallway congestion and limit exposure to other cohorts.
- Visual cues/posters will be posted to remind visitors on campus to wear masks, wash hands, and to maintain social distance on entrances and in restrooms.
- Restrooms will be designated for students from specific classroom cohorts to limit intermingling.
- Water fountains on campus are closed by plastic and tape and will not be available for use. Touchless water bottle filling stations may be used if a student needs to replenish their water bottle.
- All HVAC units are on a service contract to maintain safety and functionality, and all filters have been moved over to a MERV 13 rated filter maintenance by the same servicer. Fans are left on throughout the entire day so that fresh air is circulating. The school has purchased a carbon monoxide measurement device and measures those levels throughout the month through different classrooms to ensure adequate ventilation (suggested as a method to measure adequate circulation for schools by the Santa Clara County Department of Public Health).

CLEANING and SANITATION

- Janitorial services disinfect all hard surfaces and restrooms each evening and classrooms will be sprayed with [Vital Oxide](#) weekly and as needed if different students use an item or furniture piece.
- Dedicated maintenance disinfects restrooms and high-touch surfaces (doorknobs, hand railings, and light switches, etc.) with Clorox Wipes during each school day to maintain clean facilities.

- ○ Near the entrance to each building and on every floor, touchless hand sanitizer stations are available.
- Each classroom will have hand sanitizer available for student use throughout the day.
- Each classroom will have a spray bottle of Vital Oxide and disinfecting wipes to disinfect shared items or surfaces throughout the day.
- Students will be required to wash their hands at the beginning of each day, before and after recesses and lunchtimes, and at the end of the day before leaving the school building.

SOCIAL DISTANCING PROTOCOL

- Teachers will be separated from students via a 6ft. radius using visual cues, such as a taped off area around the teacher's desk or at the front of the room, to maintain that social distance requirement. Teachers will be wearing masks at all times.
- Teachers will rotate between classrooms for enrichment activities and subject-specific content (Junior High) to decrease the incidence of exposure during passing periods.
- Masks are not a choice at CCS. We give younger students mask breaks when separated outdoors, but they are required to wear them as required by the health department and allowed according to guidance. The standard by which a student cannot wear a mask is a high standard to meet with the head administrator providing the final call in consultation with health officials. Refusing to wear a mask may result in disenrollment depending on the reason.
- In Junior High classrooms all desks have been moved to 6 foot distances between each student and the instructor. These students are kept in the same seat throughout the day, as each instructor moves from room to room to limit exposure. The students are also a part of only one additional cohort in the afternoon for a shortened time to provide leveled math instruction. As per health guidelines, students are kept separate from one another and are required to wear masks throughout their time on campus.
- In Elementary, all students are required to wear masks, except when eating or during heavy exertion. Student seating in K-5 will be spaced to the greatest distance possible, at a minimum distance of 4 feet. Staff are required to maintain 6 foot distances from students at all times.
- School singing of any kind will not be allowed at this point until the Santa Clara County Department of Health and the California Department of Health deems it safe to do so. We will follow the strictest order of the two.
- Teachers in each classroom will schedule regular restroom and handwashing breaks to limit contact between students in different cohorts in restroom facilities.
- One visitor will be allowed at a time in the office lobby.
- Parents must remain in their car when dropping off and picking up students. There will be no walk-ups to pick up students.
- There will be no volunteers allowed on campus.

- **At this time we will not be operating Choice Lunch on campus and there will be no shared microwaves for Junior High use.** Students must pack their lunch, snacks, and water bottles from home.
- Each cohort will eat snacks and lunches in their classroom or at tables outside where they can be distanced from other cohorts (K-2) or other students (Grades 3-8).
- Recess and lunch times have been restructured to accommodate distancing between cohorts during transitions and play.
- Outdoor play areas will be designated for one group at a time with visual cues for clear boundaries (such as spray painting lines on the field to separate play areas).
- Physical education classes will focus on individual sports drills and conditioning while maintaining a 6 ft. distance between students in an individual cohort.
- Each Elementary and Junior High classroom will have a designated bag of sports equipment for use outside. Sports equipment will be sanitized each night.
- There will be no shared supplies within the classroom. Each student will have their own classroom supplies. This year, elementary students are required to purchase individual art boxes that contain supplies for their art enrichment classes, rather than using supplies that would have previously been shared throughout the school.

HEALTH

- Cloth masks have been provided to all staff members. Both adult and child-sized surgical masks are available in the office to all students, visitors, or staff members who need them. It is recommended that staff members wear 3-ply surgical type masks at this time.
- Parents should conduct a daily COVID-19 check using a health screening questionnaire provided by the Santa Clara County Department of Health.
- Upon arrival, staff will take the student's temperature using a touchless thermometer and conduct a visual inspection before the student exits the car.
- If a student has a temperature of 100.4 or higher, the student will be given an in-ear thermometer reading. If the temperature remains at 100.4 or above, the student will not be allowed to exit the car and attend school.
- If a child is feeling sick during the school day and exhibits any COVID-19 symptoms they will be isolated in a separate sick room until a parent can pick them up. The room will be monitored by a staff member.
- If a child is ill or has been exposed to anyone with COVID-19 the school will use the Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts provided by the Santa Clara County Department of Health to determine next steps toward attendance and necessary notifications or possible quarantine of a cohort. Students who may not attend class on campus will be able to attend school via our distance learning program.
- Upon arrival, staff members will have their temperature taken and sanitize their hands. ○ We have increased the number of substitute teachers available and have administration

personnel available to make sure all classes are covered in the event a staff member is ill or becomes ill during the day so that staff members can be sent home immediately.

- In the event that someone goes home ill (staff or student), their cohort will be moved to an outside area while their indoor workspace and high touch areas will be cleaned and sanitized by maintenance staff.
- In the event staff or a student has COVID-19 symptoms or exposure to someone with COVID-19, we will follow the procedures listed in the [Health Measures COVID19](#) chart, for notifications and isolation.
- The superintendent will determine to physically close the school and prohibit in-person instruction based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school according to the [CDPH Guidance on School Closure](#).

EDUCATION

- Staff members have signed a document called the Campbell Christian School Social Distancing Protocol: Protecting our Employees During COVID-19 stating that they will conduct their own COVID health screening prior to arrival at work. This included guidance on health checks, face coverings, social distancing, handwashing, cleaning supplies, kitchen and shared spaces, copying machines, symptom reporting, testing, and common responsibilities.
- Procedures and ongoing training for safe work practices will be conducted via Zoom during our Teacher Back to School work week and regular updates will be communicated to staff members during regular staff meetings each week. Any immediate changes in guidance or procedures will be sent out to staff via email.
- All plans for health and safety procedures and requirements will be posted to the school website. Our greater school community including both families and staff will receive regular email updates from our superintendent through our FACTS database system. The superintendent has also hosted multiple Zoom Town Hall meetings to communicate and address parent concerns.
- Parents sign the Parent/Student Handbook affirming support of the school's policies and procedures, in order to maintain ongoing enrollment for their children.
- Teachers have incorporated instruction on handwashing, social distancing, and face covering in an age-appropriate fashion within their daily classroom instruction.