



THE CHRISTIAN SCHOOL AT
CASTLE HILLS

SAFE SMART SCHOOLS

80 Campus Action Items

Care for Yourself, Show Concern for Others

MATTHEW 7:12 | PHILIPPIANS 2:14



PLAN	PROTOCOLS
CLASSROOM FACILITIES	<ul style="list-style-type: none">• All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes.• Common areas, including the cafeteria and restrooms, will be cleaned and sanitized by janitorial staff throughout the day.• An additional porter has been hired to clean the restrooms and high touch areas numerous times during the day across campus.• After hours, janitorial staff will employ the use of a Razor Antimicrobial Coating, which will kill viruses 24/7 and UV lighting sanitation in high touch areas.• Evening janitorial staff will be responsible for enhanced cleaning and disinfecting the entire facility.• Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow.• Water fountains will not be operational.• Spacing between desks or tables will be maximized in each classroom.• Children will bring their own water bottles filled at home and labeled with their name. If a child does not bring water, then a bottle of water can be provided and the student's FACTS account will be charged \$1.00.• Hand sanitizing stations will be placed in each hallway area.• Children may touch or handle only their own learning materials.• Children will not move from class to class (as much as possible) in order to minimize the number of persons each child sits next to throughout the day.• Children may not share or use each others' colors, pencils, or other personal items.• All teachers and staff on campus will have a role in sanitizing their own personal space as we take care of ourselves and show concern for others.• Social distancing will be practiced in the restrooms, with limits on the number of children inside at one time.<ul style="list-style-type: none">– We will ensure social distancing while enforcing proper hand washing procedures.

PLAN

PHYSICAL DISTANCING AND MINIMIZING EXPOSURE

PROTOCOLS

DROP OFF/DISMISSAL

- On the first day, children will be provided instruction on appropriate hygiene practices and other mitigation practices adopted and required by CHS. (hand hygiene and cough etiquette)
- Arrival and departure times will continue to be distanced to discourage children from being in close proximity.
- Pick-up and drop-off of children should be done completely outside of the preschool building.
- Parents are not permitted in the Preschool building.
- Pick-up and drop-off for PreK 3 – PreK 4 will be outside the preschool Elementary building.
- Pick-up and drop-off for infants – PreK 2 will be outside their classroom.
- Hand hygiene stations will be set outside of each building so that the children can clean their hands before they enter.
- Infants can be transported in their car seats into their classroom.
- Children arriving on campus after school has started should be dropped off and must check in at the school office in their building.

CHECK OUT

- Parents are asked to call the School Office to request their child to check out.
- The child will be released when the parent is visible outside the School Office.
- Younger children will be walked out to the car.

CLASSROOM

- Upon entering the classroom children will wash their hands.
- Children will be instructed not to share items with their classmates.
- School schedules have been redesigned when possible to minimize the movement of children and interaction in the hallways by emphasizing small group cohorts, resulting in less child movement from class to class, as much as possible.

RECESS

- CHS will comply with all guidelines provided by the Texas Department of Health and Human Services.
- Physical contact will be limited.
- Children will not be required to wear a mask while actively engaged in physical activity.
- All Preschool outdoor equipment will be sanitized regularly.
- High touch surfaces such as plastic and metal will be sanitized regularly.

NAP TIME

- At nap time children's mats will be spaced out as much as possible. Ideally six feet apart.
- Mats will be disinfected daily.

SENSORY PLAY

- Teachers will limit the use of water tables and sensory tables.
- Children will wash hands immediately after using play stations.

FACILITIES

- Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for children and staff:
 - Staying 6 feet apart when possible
 - Proper and frequent hand washing for 20 seconds
 - Ways to stop the spread of germs
- Fire drills, tornado drills, and lock-down drills will be modified to maintain proper physical distancing to the greatest extent possible.
- Chapel will be done with two classrooms to maintain social distancing.

PLAN	PROTOCOLS
MASKS AND FACE COVERINGS	<ul style="list-style-type: none"> • We will abide by the restrictions and exemptions of the Governor's July 3rd Executive Order (https://covid19.sanantonio.gov/files/assets/public/files/about/ea-ga-29-07022020.pdf) by requiring that everyone on campus, ages 10 and older, to wear masks or face shields when inside a building or outside on campus when six feet of social distancing is not possible. • Masks or face shields will be required for entrance into the buildings. • We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/child is welcomed to maximize this safety precaution if they desire to do so. • Employees are required to wear masks during times of transition from one location to another and in their classrooms. • Our first orientation of the school year will be a virtual Zoom meeting. It will include education for our children in each class on this year's safety practices. Our desire is to be an environment that expresses the love of Christ in caring for others. For those who choose to continuously wear masks, they should feel completely comfortable in doing so.
GUESTS, PARENTS, AND VISITORS	<ul style="list-style-type: none"> • CHS will be a closed campus to parents, guests, and visitors during the 2020–2021 school year. • All parent, teacher, and administrator meetings will take place virtually. The fewer people on campus, the more effectively sanitation protocols can be maintained. • All essential guests, parents, and visitors (who are approved in advance) are required to complete the Health Screening Form and wear a mask while on campus. The exemptions will be minimal. • This year, parents and visitors will not be permitted to come and eat lunch with his/her student(s). A parent may have lunch in the car or off campus with their child for a special occasion. • NOTE: Parents and children following these guidelines will protect themselves, but also they are protecting our staff, many of whom are at an age or stage in life where they are more at risk for contracting COVID-19.
HEALTH SCREENING PROTOCOL	<ul style="list-style-type: none"> • It is recommended that any child who has traveled out of the country or to other COVID-19 "hot spots" self-quarantine for no less than 14 days with no symptoms appearing, prior to returning to school. • Children will be screened and checked outside of the school building. If arriving at school outside of normal arrival times, parents will need to ring the doorbell and an office staff will screen your child. Due to COVID-19, state licensing does not permit parents to enter the building. • Any child that exhibits a fever greater than or equal to 99.5 degrees will be held in an isolated sick room, and parents will be notified to pick up their child. Employees that exhibit a fever greater than or equal to 99.5 degrees will be directed to leave campus immediately. • If a child or employee presents any possible COVID-19 symptoms, the nurse will complete an assessment and notify parents/staff to be sent home. • If a child or employee has a negative COVID-19 test, they may return to school once there is no fever without the use of fever-reducing medicines, and they are fever-free for 24 hours. They must provide a doctor's note. <ul style="list-style-type: none"> – Additionally, they must report to the school if they have had close contact with an individual (within 6 feet for more than 15 minutes according to current CDC Guidelines) who is lab-confirmed with COVID-19. Children meeting this definition of exposure must remain off campus until the 14-day incubation period has passed, or have had a series of negative COVID-19 test results as specified by current CDC guidelines and a doctor's note to return to school.

PLAN

HEALTH SCREENING PROTOCOL (contd.)

PROTOCOLS

- In order for a child or employee who tested positive for COVID-19 to be allowed to return to campus their parents must provide proof of a negative test and be able to answer YES to all of the following questions:
 - Has it been at least 10 days since the individual first had symptoms?
 - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
 - Has it been at least 3 days since the individual's symptoms have improved, including cough and/or shortness of breath?
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:
 - Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
 - Receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at (<https://tdem.texas.gov/covid-19>)
- All children must have their temperature checked at home every day. Additionally, the school will be conducting wide-spread temperature checks of children throughout the day.
- Temperature and symptoms checks will be a daily requirement for all CHS employees.
- CHS will send out Family Safety Protocols to each family with home habits to assist in campus health safety.
- Identifying Possible COVID-19 Cases on Campus:
 - The school will immediately separate any child who shows COVID-19 symptoms while at school until the child can be picked up by a parent or guardian.
 - The school will clean the areas used by the individual who shows COVID-19 symptoms while at school (child or employee) after waiting 24 hours.
 - Children who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- CHS will follow the guidelines established by the Texas Department of Health and Human Services and Centers for Disease Control in the event of exposure of any child or CHS employee.
 - If an individual who has been in our school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
 - Schools must close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected unless more than 7 days have already passed since that person was on campus.
 - Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all children in a school if a lab-confirmed COVID-19 case is identified among children, teachers, or staff who participate in any on-campus activities.
 - An employee or child with known close contact to a person who is lab confirmed to have had COVID-19 will not be allowed to return to school until the end of the 14 day self quarantine period from the last day of exposure.
 - If a parent believes they or their child has had close contact to someone with COVID-19 but are not currently sick they should monitor their health for COVID-19 symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

PLAN	PROTOCOLS
<p>HEALTH SCREENING PROTOCOL (contd.)</p>	<ul style="list-style-type: none"> • This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as: <ul style="list-style-type: none"> – Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or – Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; – Or if either of the above occurred at any time within the previous 14 days at the time the infected individual was infectious. – Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.
<p>CAFETERIA</p>	<ul style="list-style-type: none"> • Preschool children will continue to bring their own lunches and snack each day. <ul style="list-style-type: none"> – Microwaves will be available to heat up children’s food. – Parents are encouraged to send warm food items in vacuum insulated containers. • Lunch will be eaten in their classrooms with tables set up to accommodate additional spacing. • Children will be assigned seats at lunch to minimize potential physical interaction with other children. • Children will need to provide their own water bottles and drinks. • Younger children will bring their own snacks for use during the day and for after school care.
<p>CONTINUOUS DISTANCE LEARNING (For closure by State or Local Health Officials if Necessary)</p>	<p>CLOSURE</p> <ul style="list-style-type: none"> • If a case of COVID-19 appears on our campus, we may close one or more classes to conduct a deep class cleaning, a building cleaning, or, if necessary, a school-wide deep cleaning and move to Continuous Distance Learning instruction during those days. • Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning. <p>QUARANTINE</p> <ul style="list-style-type: none"> • If a child is quarantined, the school will provide the student’s educational work to complete while at home. The student’s teacher will provide support for the child during the time that they are quarantined. <p>SOFTWARE</p> <ul style="list-style-type: none"> • In order to ensure a smooth transition at any time in the future that the school may be required by the Governor or local health officials to shift to Distance Learning instruction, all teachers will be proficient in the use of the following online tools: <ul style="list-style-type: none"> – Brightwheel: Brightwheel will be utilized for managing attendance, enrollment, lesson plans and parent communication. – Zoom: This is a video conferencing app that permits face to face interaction and virtual teaching.

PLAN	PROTOCOLS
HEALTH SCREENING AND WAIVER AGREEMENT	<ul style="list-style-type: none"> • Parents and employees must complete a waiver at the beginning of the school year with required signatures releasing CHS of any liability in regards to COVID-19. The Health Screening Waiver and Agreement, that every parent will receive by email, must be turned in with your Parent Orientation Packet in August. • Parents and employees must sign a Health Screening Agreement that states they will neither send a child nor enter the campus themselves if they are exhibiting any of the symptoms listed here: CDC COVID Symptoms. (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
PERSONAL ITEMS	<ul style="list-style-type: none"> • All personal items brought to the school by a child or employee must be disinfected daily prior to being introduced to the campus. • No personal items may be shared (e.g., pens, clothing, food, water bottles, personal items). • Learning materials may be shared after being disinfected. • All personal items must be labeled with the student's name. (e.g., water bottles, backpacks, etc.). • Toys, stuffed animals and show-and-tell items are not permitted this year.
LOST AND FOUND	<ul style="list-style-type: none"> • This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the child. • All lost items will be secured in the Nurse's office, where the items will be sanitized and held for a maximum of two weeks. • Lost items will be displayed at weekly intervals for parents and children to claim. • After two weeks, items will be donated to a local charity or discarded.