



COVID-19 Response Guidelines for In-person Instruction

General Guidelines

1. If someone is sick, stay home.
2. All parents, school staff, and students are required to wear face coverings.
3. All parents, school staff, and students should maintain a social distance of six feet.

For Parents and Students

Health Screening:

1. Students and staff will expect a daily health check for symptoms of COVID and any contact with a person exposed to COVID.
2. Health Screenings on students will include temperature checks, a series of questions, and a classroom log book completed by each teacher, each school day.
3. Parents should expect to be screened as well, if any should enter a classroom.
4. If a student shows symptoms of COVID, the school will direct the family to get tested with the student's health provider and insurance.

Cohorting:

1. Teachers will be restricting the mixture of students between classes, so that if contact tracing were needed to be done, it would be done effectively and easily. Cohort sizes will be 14 students or less.
2. No classrooms will have any shared teachers. Each classroom will have its respective teacher.
3. The school will require parents' full cooperation on cohorting.
4. This will disallow any carpooling setups and group gatherings between classmates of different classes.

Before arriving to school:

1. If a student is sick, the student must stay home and contact a health advisor for further action. The rule is if a person is sick, he must stay home.
2. If a student or a person of his immediate family has had personal contact with someone tested positive for Covid, the parent should contact a health advisor before sending the student to school.
3. Otherwise, a student's temperature should be checked at home. If the temperature is 100.4 degrees Fahrenheit or higher, the student must stay home and consult a health advisor or health provider (it will depend upon the medical insurance of each individual).
4. All parents and students must remember to bring their own face coverings.

Upon arriving to school:

1. Everyone must wear a face covering upon leaving the car.
2. Keep six feet social distance from other parents and students in the parking lot and on campus.

3. All parents, school staff, and students must wear a face covering while on campus.
4. The extended care director will monitor and direct students' social distanced play and activity at the court until teachers arrive to bring students to their classes.

Upon entering the classroom for morning preparations:

1. Students will enter one by one.
2. The teacher will screen each student's temperature and direct him to CDC approved hand sanitizer at the door, before allowing him to his desk.
3. Each student desk will be **social distanced at 4-6 feet** apart from each other.
4. Each student will stay at his desk until further instruction. If a student must do any morning business to prepare himself for the school day, he must gain permission from the teacher. This way, students will be aptly monitored to keep social distanced in the classroom.

During the school day inside the classroom:

1. Students must wear a face covering throughout the day.
2. Students must have permission to speak or move around the room for any normal educational activity.
3. Students will not be allowed to touch one another.
4. Students will not be allowed to share any personal items.
5. Throughout the day, the teacher will sanitize certain shared articles, such as sharpeners, door knobs, and so on.
6. Parents will not be allowed to enter the classroom, unless it is a matter of school emergency. Parents should consult the office first for normal business.
7. The teacher will seek many means to keep the classroom ventilated, such as opening windows on each side or using a fan to circulate air.
8. Students may bring their own personal water, as directed by the teacher's discretion. School water fountains will be closed to avoid contamination and spread. Water canteens may be refilled inside the classroom, permitted and monitored by the teacher.

During recess times:

1. Students will be allowed to use the bathroom one at a time.
 - a. Students must use toilet covers.
 - b. Students must wash their hands with soap before leaving the bathroom.
2. Water fountains will be closed.
3. The teacher will dismiss students one by one from the room to line up outside the classroom on red social distancing markers.
4. The teacher will monitor recess play with certain games which allow social distancing.
5. The teacher may allow a period of recess time for students to relieve themselves from their face coverings, only if proper social distancing is in place.
6. At the end of recess time, students will line up social distanced on red markers outside the classroom.
7. Students will return inside the classroom one by one, using hand sanitizer before returning to their desks.

During lunch period:

1. The teacher will direct each student to wash his hands at the classroom sink, retrieve his lunch, and return to his desk.
2. Students will take off their masks to eat.
3. Students will not be allowed to share any food or utensils.
4. Students must stay in their seats until given permission to conduct any business before the next period.
5. Students should bring a lunch that does not require the use of a microwave. We will discourage the use of the microwave. The use of the microwave will be at the discretion of the teacher.

During PE classes:

1. PE classes will be performed outside if weather permits.
2. Students may have their masks off during this session.

3. However, the teacher will conduct drills, exercises, and instruction that will eliminate any physical contact and maintain social distancing measures.
4. The use of PE equipment will be monitored by the teacher, as to avoid heavily shared implementation thereof.

During end of school day procedures:

1. Students will stay at their desks.
2. The teacher will permit each student to gather his belongings and pack up at his desk.
3. If the student should need to retrieve more belongings, he must ask for permission.
4. Some students may be allowed to do some room jobs at the teacher's discretion, but leave sanitation of the room to the teacher after school.

During dismissal and leaving the campus:

1. Students will be dismissed one by one out of the classroom, in a way that would provide orderly social distancing, inside and outside the classroom.
2. The teacher will social distance students outside, some along the rail, some along the building, on red markers.
3. Parents may enter the campus, but must wear face coverings and maintain social distancing.
4. Students will be directed outside the campus in a way to maintain social distancing.
5. Students will not be allowed to gather into groups.
6. Students will not be allowed to leave their position until directed by a school authority.
7. Students will not be allowed to run and disregard the social distancing procedures.

Chapel

1. Before COVID, we conducted chapels with classes together in the church auditorium. This will NOT happen.
2. Chapels on Fridays will be conducted by each class and its teacher separately, as if it were a Bible class.
3. Classrooms will put aside all student/teacher singing until CDC guidelines change.
4. Classrooms may still implement such items as prayer and Bible reading by the teachers.

Family Education of these COVID Guidelines:

1. Every family will be required by the school to read these guidelines.
2. Every family must have an adult member sign off on a sheet in the office, indicating that the family has read these guidelines and will absolutely comply with them.
3. Failure to do so may prevent a student's entry to in-person instruction, while the school may still provide other means of learning, according as the school board will decide.
4. CDC provided signs regarding face coverings and social distancing will be posted inside and outside of every classroom and office.
5. These BCA guidelines will be posted on the school website: bcaelsobrante.org.
6. Once the school attains a waiver, the school will send out a PDF of these guidelines through email to every parent, and set a certain date on when in-person instruction will commence. The process of commencement may take up to two weeks time, to provide families preparation time for the transition.

For Teachers and Office Staff

Health Screening and Surveillance Testing:

1. Staff will expect a daily health screening for staff meetings. It will include temperature checks, a series of questions, and a log book for staff in the office.
2. All elementary and office staff will be tested with a contracted and licensed local lab. **25%** of staff members will be tested **every two weeks**, and **100%** of staff members will be tested **every two months**. Each staff member will set an appointment with this lab and visit with a requisition form, and the lab will run the process of testing and recording.
3. Teachers will receive their results from the lab and will need to submit them to office log book.

Cohorting:

1. The size groups of our classes will be 14 or less students. If a class size were to exceed 14 students, the school will decide to split up the student size into two groups, two separate cohorts of 14 or less students.
2. Each class will remain together for the duration of the day.
3. Classes will stagger out recesses and breaks so as to ensure no mixing of cohorts will happen in play areas and with bathroom usage.
4. Our school does not operate with shared teachers in K-6th grade. Each classroom has its respective teacher.

Before entering the campus:

1. All staff must check their own temperatures, before leaving the house.
2. Staff should wash their hands.
3. Staff should remember their face coverings.

Arriving upon campus:

1. Face coverings will be required.
2. Teachers will ensure that all measures, such as hand sanitizer and PPE supplies, are in place for the day.
3. Teachers will maintain social distancing, in teachers' meetings, office spaces, and classrooms.

Entering morning teachers' meeting

1. Staff will sit six feet away from each other.
2. Staff will wear their face coverings.
3. One staff member will be in charge of temperature screening each other member.

In the classroom:

1. Teachers will direct students in the morning, so as to maintain close interaction between students.
2. When students enter the classroom, teachers will check each student's temperature and direct him to use hand sanitizer before going to his seat. Each student desk will be **social distanced 4-6 feet apart** from each other. Social distancing labels will help monitor the flow to cubbies and sharpeners.
3. Teachers will fill out a Covid-19 Daily Checklist.
4. If a student shows symptoms of sickness, the teacher will send him to the office with a note, describing the symptoms. The school office will check temperature, contact the parent(s), and have the student wait for further instructions (stay in school or go home).
5. While teaching, teachers will maintain **a distance of 6 feet from students**.

In the Office:

1. Everyone will be required to wear a face covering.
2. Everyone will be required to use hand sanitizer upon entering.
3. The office staff will disinfect touched surfaces throughout the day.
4. Parents and students must stand behind the sneeze guard of the office desk.
5. The office will allow only 3 adults/parents maximum at a time.

End of Day:

1. Teachers will dismiss each student one by one to outside social distancing markers.
2. Teachers will instruct students to keep their personal belongings at all times and stay in their designated spots until picked up by a parent or guardian.
3. After school pick-ups, each teacher will sanitize door handles, desks, chairs, and counters.
4. Teachers will make sure hand sanitizer stations, hand soap stations, disinfectant spray bottles, and paper towel dispensers are well-stocked for the next day of teaching.

Chapel

1. There will be no chapel gatherings in the church auditorium on Fridays.
2. Each teacher will conduct his own chapel time in the classroom on Fridays.
3. This is to avoid any mixing of the students between classrooms.

Staff Training:

1. The staff will already have gone through extensive discussion and preparation on these guidelines during Teachers' Orientation on August 24, 2020.
2. The staff will complete a sign off sheet in the office, indicating that each member has read the guidelines and will fully comply with implementation of them.
3. Every week, school staff will meet and be updated on or reminded of information and changes concerning COVID and guidelines in the state.
4. The Response Team will daily and weekly hold the entire staff responsible to these guidelines.

For Extended Care Director and Students

Health Screening:

Upon entry of a parent or student, the Extended Care director will screen each person with temperature check, a series of questions, and a log book located in the Extended Care room.

Morning Extended Care:

1. The Extended Care director will screen each student that enters the room, with temperature screening.
2. Each parent and student entering the room will wear a face covering and use hand sanitizer.
3. All students in Extended Care will sit in seats social distanced from each other.
4. The Extended Care director will monitor and direct morning outside play to avoid any close contact between students.

Afternoon Line-up:

1. The director will instruct students to stand on social distance markers against the railing under the awning.
2. Students, one by one, will place their belongings inside the Extended Care classroom.
3. Then, students will be dismissed one by one.

Afternoon Outside Play:

1. For any outside play, the director will monitor and direct the students with special games and/or instructions that keep everyone social distanced.
2. Students will not be allowed on the playground equipment.
3. Students will be allowed to have their own water bottles, but not be allowed to use the shared drinking fountain.
4. The director may allow students to use the restrooms, but only one at a time.

Cohorting:

1. The Extended Care director will keep students within their own classroom cohorts.
2. This includes play time and classwork.
3. Students will not be allowed to intermingle their given cohorts.

Afternoon Classroom Care:

1. Students will enter the classroom one by one, using hand sanitizer, and directed to social distanced seating arrangements.
2. Students will wear face coverings at all times.
3. Students will use their own personal supplies for homework.
4. The director will monitor and direct any movements around the room.
5. Parents coming inside the room must first use hand sanitizer and keep social distance, when picking up a child.

Closing the Extended Care:

1. The director will sanitize door handles, sharpeners, desk areas, chairs, and faucets.
2. The director will check all supplies of hand sanitizer, hand soap, disinfectant spray, and paper towels.

For Janitorial Staff

Bathrooms:

1. The janitor will wear gloves (and face mask, during COVID-19 pandemic).
2. Toilets and urinals will be disinfected inside and outside the bowl.
3. Sinks will be disinfected, including the faucet.
4. Paper towel dispensers will be wiped down with disinfectant.
5. Mirrors will be wiped down with glass cleaner.
6. Janitor will disinfect all handles and hand soap dispensers that would normally be touched.
7. Janitor will replenish all paper towel, bathroom tissue, toilet seat covers, and hand soap.
8. Janitor will mop the floors.

Other Campus Duties:

1. Janitor will check with teachers on supplies, such as paper towels, hand soap, and disinfectant solutions.
2. Janitor will check with teachers concerning door handles and other shared classroom items.
3. Janitor will check and empty the trash when needed.
4. Janitor will check all social distance markings, making sure they are still in place and secure.
5. Janitor will disinfect any water fountains and gate handles.

COVID-19 Response Team

Team Members:

Jerad Stager (Superintendent)

David J. Warner (Principal)

Glenn Robles (Assistant Principal)

Glenia Robles (Secretary)

When a Student is Sick:

1. The teacher will direct the student to the office.
2. The office will screen temperature and isolate the student in a quarantined area.
3. The office will contact the parents for pick up of the student.
4. The student will need to remain home until symptoms have improved.

When a Student has had Close Contact with a confirmed COVID-19 Case:

1. The student will be sent home.
2. The student will quarantine for 14 days from last exposure.
3. The response team will recommend testing.
4. The school/classroom will remain open.

When a Student Shows Symptoms of COVID-19:

1. The office staff will isolate the student.
2. The office will contact the parents for pick-up.
3. If the symptoms get worse, the office will seek medical attention.
4. Otherwise, the office will recommend the parents have the student tested for COVID-19.
5. The student will need to stay home from school until symptoms have improved.
6. The school/classroom may remain open, and no communication to the school community will be needed.

When a Student Tests Negative for COVID-19:

1. A student may return to school 3 days after symptoms resolve.
2. The school/classroom may remain open.

When a Student Tests Positive for COVID-19:

1. The student will remain home for at least 10 days from symptom onset or test date. If the student still has cough and fever after 10 days, continue to keep him home until 24 hours after the fever is gone away and other symptoms have improved.
2. The response team will notify the local public health department.
3. The team will identify contacts, quarantine, and exclude exposed contacts (perhaps an entire cohort) for 14 days after the last date the case was present at school while infectious.
4. The response team will recommend testing of contacts, but not shorten the 14-day quarantine.
5. The school will wait at 24 hours before disinfecting and cleaning closed-off spaces where the case spent significant time.
6. The response team will send out a notification to the school community of a known case, while keeping confidentiality.
7. The school will remain open.

When a Staff Member is Sick:

1. The staff member must stay home if symptoms of sickness occur at home. If symptoms occur at school, the staff member will be isolated.
2. The staff member will go home.
3. The school will assign a substitute to take the place of the teacher until further notice.

4. The staff member will remain home until symptoms improve.
5. The school/classroom will remain open.

When a Staff Member has had Close Contact with a confirmed COVID-19 Case:

1. The staff member will be sent home.
2. The staff member will quarantine for 14 days from last exposure.
3. The response team will recommend testing.
4. The school/classroom will remain open. Distancing learning of the staff member's cohort may be an option to consider, if no substitution is available for 14 days.

When a Staff Member Shows Symptoms of COVID:

1. The staff member must notify the school, be isolated, and sent home.
2. The response team will recommend the staff member be tested for COVID-19.
3. The team will assign a substitute to the classroom when necessary.
4. The staff member may return to school when symptoms have improved.
5. The school/classroom will remain open.

When a Staff Member is Tested Negative for COVID:

1. A staff member may return to school three days after symptoms resolve.
2. The school/classroom will remain open.

When an Asymptomatic Staff Member is Tested Positive for COVID:

1. The staff member will be isolated and sent home for 10 days from symptom onset or test date. If the staff member still has cough and fever after 10 days, he will continue to stay home until 24 hours after the fever is gone away and other symptoms have improved.
2. The response team will notify the local public health department.
3. The team will identify, quarantine, and exclude exposed contacts for 14 days after the last date the case was present while infectious.
4. The team will recommend testing of contacts, but will not shorten the 14-day quarantine.
5. The school will wait 24 hours to disinfect and clean closed-off spaces where the staff member spent significant time.
6. The response team will send out notification to the school community of a known case, while keeping confidentiality.
7. The school will remain open.

The Circumstances that will Determine a School Closure and Move to Distance Learning:

1. This will depend on the number of cases, the percentage of students and staff that are positive for COVID-19, and the consultation of the Local Health Officer.
2. It may be appropriate for the school to close and move to Distance Learning when there are multiple cases in multiple cohorts or when at least 5% of the total number of students and staff are cases within 14 days.
3. The Local Health Officer may warrant school closure due to other reasons, such as epidemiological data of the county.
4. The school will provide guidance to families and staff to remind them of the importance of physical distancing, face coverings, and hand-washing while the school is closed.

The Circumstances will Allow the School to Reopen for In-person Instruction:

1. The school may reopen after 14 days when the following are completed:
 - a. Cleaning and disinfection of classrooms, bathrooms, and office areas.
 - b. Public health investigation
 - c. Consultation with the local public health department
2. The school will notify the school community when reopening.

Our Privacy Policy

1. No medical records and testing results of any parent, student, or staff member will be disclosed to public view. All knowledge thereof will be kept confidential with those who are on a need-to-know basis.
2. If there is private knowledge of a COVID-19 case, that knowledge should be given over to the COVID-19 Response Team of BCA.
3. All signatures and checklists will be filed away for confidentiality.
4. All staff testing results will be filed away for privacy.
5. All classroom checklists will be kept confidential with each staff member who is in charge of his or her checklist, unless pertinent knowledge would need to be divulged to the COVID-19 Response Team for further action.
6. If a student tests positive for COVID-19, the COVID-19 Response Team will not disclose the name of the student, nor the test results. Such knowledge will be kept confidential. The team will move into action as stated in the steps above, while maintain confidentiality of information.
7. If a staff member tests positive for COVID-19, the COVID-19 Response Team will not disclose the name of the staff member, nor the test results. The team will move into action as stated in the steps above, while maintain confidentiality of information.
8. We ask that all parents, students, and staff members of Bethel Christian Academy do not spread rumors or confidential information about any parent, student, or staff member. We must always protect the medical privacy of others.

Resources to Consult for More Self-Education

For information from the Contra Costa County Office of Education, click the links below:

School Reopening Guidelines

https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/CCCOE%202020-2021_School_Reopening%20824.pdf

School Reopening Waiver Checklist

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_b99d69088dbf4b0fb79114e5cbb62308.pdf

Frequently Asked Questions

https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/FAQ%206-19-20%20COE-CCHS%20joint%20FAQ%20updated.pdf

For information from the CDC, click the links below:

Various Preparation Information and Understanding of How to Prevent COVID spread:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/>