



HERITAGE CHRISTIAN SCHOOL

Staff Guidelines for Re-opening

Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is — his good, pleasing, and perfect will.

Romans 12:2

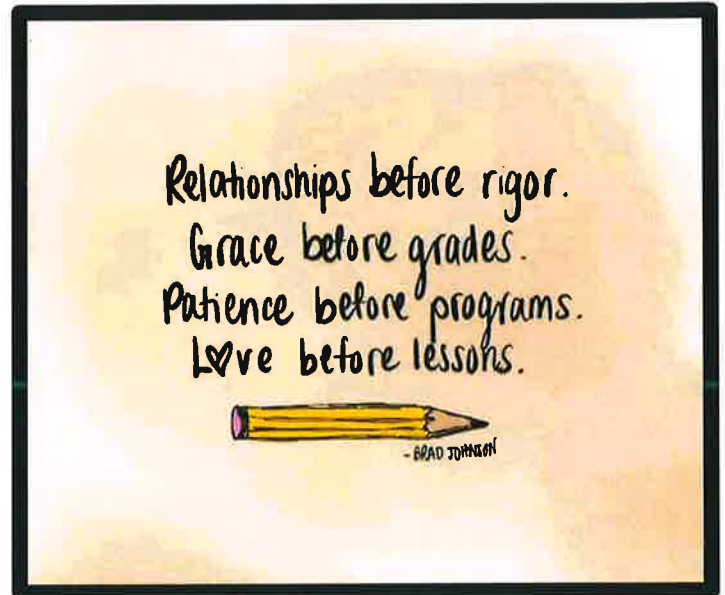
August 26, 2020

Prior to school arrival for all staff

- Home screening (see Health and Safety Re-opening Protocols p.2 and Parent Protocols for In-Person Instruction p.1)
- If you have school age children log your morning screening on the website.

School arrival

- Park in designated spaces only
- Sign-in at the office and record your temperature before going to your classroom



Staff Devotions

- Elementary - staff devotions will begin on September 29. Teachers should arrive for devotion by 7:50 a.m. and they will conclude by 8:10 a.m. (schedule attached)
- JH/HS - staff devotions will begin at a later date to be determined

Student arrival -

- Elementary - students will be arriving via the valet service.
 - All students must exit the right-hand side of the car
 - Students will enter the patio area through the back gate
 - Students will use the hand sanitizing station before going onto their classroom
 - Classroom doors MUST be open by 8:20 a.m.
 - Teachers will take the temperature of each student as they arrive and record it on the weekly log
 - Report any temperature of 99 degrees to the office, so they can be retaken later in the day (interesting fact learned

from Angela - your temperature is always lower in the morning!)

- Each week the log will be turned into the office on Friday
- Read Parent Protocols Arrival and Departure (attached)

Elementary class dismissal

- Heritage Harbor staff will pick up all HH students by 2:55
- Teacher will take remaining students to their designated areas to wait for their parent's car please ensure that the students are practicing socially distancing if they do not have on their mask
- Kindergarten and First grade will be in front of the kindergarten classroom
- Second grade will come out the back door of the building and form a single file line next to the steps
- All other classes will be on the patio area by their classrooms
- Please leave the path closest to the wall as a walking path for the students moving to exit through the back gate
- As cars arrive students will be dismissed through the back gate
- After the line of cars has ended, any remaining students will be walked to HH by the teacher and checked in

Class routines

- Desk - spread as far apart as possible, facing forward or all in one direction
- Books - each student has their own
- Student materials - each student has their own
- Class materials - any shared materials must be disinfected between uses (class library, class learning centers or games)
- Hand washing/sanitizing - hand washing is encouraged throughout the day along with the use of hand sanitizer

- Hand washing should occur before and after PE, recess, and lunch.
- Classes will be equipped with hand sanitizer, disinfectant spray, wipes, paper towels and soap to be used throughout the day by the students.
- Backpacks, jackets, and other items will remain outside in the assigned location.
- Classroom doors are encouraged to remain open to increase ventilation when possible.
- At this time there will not be any “mixing” of classes, each class/cohort group should remain on its own.
- Please think through your classroom routines and plan carefully
- Signage will be posted throughout both campuses to remind the students of healthy practices.
- Chapel will continue as scheduled with social distancing in place for all of the classes in the Sanctuary. (Each class in one to two rows with at least one row between the classes.)
- Included to your class list you may have students that, at this time, have chosen not to return to the classroom and will be using the e-learning platform. Please see the guidelines attached for the teacher expectations and procedures.
- A student may “opt-out” of the e-learning and join the in-class instruction by petitioning the department head.
- Patience, flexibility, and tons of grace

Line-up/campus movement

- Social distancing and/or mask usage should be practiced while walking from class to class.
- Lining up for students must practice social distancing - bubble theory, “I’m in my bubble.”

Snack/Break/Recess

- When outside the students do not have to wear mask but should maintain social distancing
- Recess on the elementary campus will be PER CLASS ONLY, at this time
- Snack and/or a short break (morning) will be on the patio only times will be arranged prior to the start date
- Recess Schedule (AT THIS TIME) will be supervised by the teacher as follows
 - 11:15-11:30 6th
 - 11:30-11:45 5th
 - 11:45-12:00 4th
 - 12:00-12:15 3rd
 - 12:15-12:30 2nd
 - 12:30-12:45 K
 - 12:45-1:00 1st

- A late afternoon recess will be available to each class on the days that they *do not have PE*.
- This recess may also have to be supervised by the teacher
 - M/W T/Th
 - 1:15-1:30 6
 - 1:30-1:45 5 2
 - 1:45-2:00 4 K
 - 2:00-2:15 3 1

Lunch

- Elementary campus - students are encouraged to bring all of their lunch in disposal bags to begin the year with.
 - Tables will be separated upstairs

- Teacher Aides will pick the students up at their classroom at the designated time for Kindergarten - second grade. This will begin the teacher's 30-minute lunch break.
- All 3 aides will be upstairs to supervise and assist the children
- At the conclusion of lunch one aide will lead the line of students back to the playground area where the students will socially distance in pre-arranged locations
- Teachers will be waiting to pick up their classes
- The aide will then take the next group of students up to lunch (the teachers would have already brought them to the pickup/drop off area)
- 11:45-12:15 Kindergarten - Second grade
 - 11:45-12:15 K-2 teachers have lunch
 - 11:40 aides pick up classes Kinder, first, second
 - Students will eat from 11:45 to 12:05 pack up and clean up
 - Line up at 12:10 and walk the group down
 - Teachers will be waiting to get their group at 12:15
- 12:15-12:45 Third - Sixth grade lunch
 - 3-6 teachers have lunch
 - Grades 3-6 take their classes to the designated area at 12:15 where there will be a teacher's aide to take them upstairs.
 - Students will eat from 12:15 to 12:35
 - Pack up and clean up area from 12:35-12:40
 - Walk group down at 12:45
 - Teachers will be waiting to get their group at 12:45
- Lunch tables will be cleaned/disinfected between lunch groups
- All lunch tables will follow the cleaning/disinfecting guidelines in place prior to lunch and following lunch.

Restroom

- Students should wear their mask to the restroom

- On the elementary campus a schedule will be made for class restroom breaks if necessary
- Encourage children to use the restroom prior to lunch time

End of Day Cleaning

- All hard surfaces must be wiped down with disinfectant spray - this would include tables, desks, door handles, light switches, sink handles within the classroom
- Chairs will be sprayed and left to dry
- Drinking fountains will not be operational and students will be encouraged to have their own water bottle labeled with their name.

Mask

- Grades K-2 - no mask are required unless the parent has requested that their child wear one
- Grades 3-6 - mask are required for the children
- Teachers/Staff - mask and/or face shield is required
- If a face shield is worn you must also wear a mask when addressing the students
- Students may remove their mask when they are working at their desk quietly
- In group situations / discussions mask must be worn
- Teachers will instruct students on proper mask etiquette



Illnesses - Non-COVID

- If you are not feeling well and can contact the night before that will be most helpful to ensure coverage of your class/responsibilities.
- Before school day by 6:00 a.m.
 - Phone call to Mr. Gay AND a text message to Becki
- During the school day
 - Page 5 of the Health and Safety Protocols (attached)

Identification and tracing of COVID related illness

- If a related illness is identified, staff will immediately inform Mr. Gay. The child and or staff member will be kept away from others as much as possible.
- If the child has siblings, they also will be sent home at the same time as the ill child.
- The child will be required to stay home, be evaluated by a doctor, and remain there until cleared by a doctor to return or a negative COVID test result can be verified.
- If a staff member becomes ill, the same procedures will be used. The staff member will be sent home, evaluated by a doctor, and if deemed appropriate, receive testing, waiting at home for the results.
- For students and staff who have had close contact with a COVID positive person a 10-14 day may be necessary. Close contact is longer than 15 minutes.
- Any confirmed positive case at HCS will be reported to OC Health Department as per the guidelines from OCPH
- Communication to HCS families will be appropriate per situation and in line with HIPPA, OSHA guidelines and protections.

Criteria to switch to e-learning or Virtual Learning

- A family - due to illness may have to change to e-learning - see guidelines attached
- HCS will monitor student absences and the related reasons for them (NON-COVID or COVID related)
- Single classes may have to be closed for COVID related reasons for the 3 day to two-week period - at that time students would continue with the e-learning platform.
- If there is a 25% of school population with related illness the school would go to the virtual platform. Please see the following attachment for guidelines.

Please read the following documents that are attached

The attached information goes into detail regarding the protocols that have had to be put in place, AT THIS TIME. Please take a few minutes to read through each of the attached and familiarize yourself with the information. (Even if you do not have a student in class please read the expectations for the parents in all areas to assist your class families.)

- Health and Safety Protocols for Re-opening
- Teacher Expectations for e-learning (with in-class students)
- Parent Protocols for In-class Instruction
- Parent-Student Expectations for e-learning
- Teacher Expectations for Virtual Learning (only if school is 100% online)