



*An Accelerated Christian Education*

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## San Joaquin County Department of Public Health 1<sup>st</sup> - 5<sup>th</sup> Waiver Application

Friday, September 11, 2020

Refuge Christian Academy is a first through 5<sup>th</sup> grade educational facility with a total of 22 students enrolled. The 2020 - 2021 school year was previously scheduled to begin August 17, 2020. Our belief as a staff, administration, and Board, we believe that it is in the best interest of our children that they be given the opportunity to begin on campus learning. To prepare for in-person / on campus instruction, we have put in place guidelines and plans to maximize safety of our students and minimize the potential spread of COVID-19. If any of our families are uncomfortable with in person learning, a homeschool option will be made available.

### Our Plan for Re-Opening

- Refuge Christian Academy (RCA) will limit our groups of children to no more than 14 cohorts per class.
- RCA has 18 acres of land as well as indoor and outdoor facilities to allow children to socially distance.
- RCA has surveyed our families and 98% of enrolled families want their children to return to in person learning as soon as possible.
- RCA has surveyed all elementary level staff and 100% of our staff are willing to return for on campus learning. If a staff member becomes uncomfortable with their situation, alternate arrangements will be made to maintain their employment while providing other services.
- RCA will continue to provide a homeschool option for all students not comfortable with returning due to the event of exposure to COVID-19.
- Any additional cost incurred due to homeschooling will be absorbed by our tuition-based income.

## RCA Reopening Plan

- **Cleaning and Disinfecting:**
  - RCA requires all staff to regularly clean and disinfect high touch surfaces throughout the day.
  - Shared items will be minimized: students will use their own supplies. Shared items will be disinfected after each use.
  - Objects used, equipment, hard surfaces, doorknobs, etc. will be disinfected routinely.
    1. Our staff will use only EPA approved cleaning supplies known to slow the spread of virus.
    2. Our staff will use all products according to labeled directions.
    3. RCA will ensure adequate supplies for cleaning and disinfecting.
    4. Our nightly cleaning crew will continue to clean and disinfect every night.
- **Student Cohorts:**

RCA Students will be kept in groups of 14 cohorts or less, that stay together for all activities and minimizes / avoids contact with the other groups or individuals who are not part of the cohort.
- **Entrance and Movement within the school:**
  1. Students are met at the front gate where temperatures are checked. Health questions are asked and answered by parent.
  2. Students are then allowed through the gate and taken to their classroom. Parents are not allowed on campus.
  3. RCA will avoid mixing groups of students in common areas. Lunch, recess, PE, and any other group activity will be done in their group of 14 or less.
  4. Bathroom breaks will be done in each group of 14 children or less.
  5. Playground use will be staggered, and equipment disinfected between use.

### Face Coverings and Essential Protective Gear:

- RCA complies with all San Joaquin Public Health Dept. restrictions and mandated mask requirements.
- All adult staff are required to wear a face mask.

- Face masks for students are only required for 3<sup>rd</sup> grade students and older unless deemed exempt by an MD. It is also strongly suggested that 2<sup>nd</sup> grade students wear face coverings as well.
- RCA students and staff are encouraged to practice preventative behaviors that will support the safety of RCA's safe reopening.

#### Health Screening for Students and Staff:

- Upon arrival, all staff and students will have their temperature taken before entering the facility. Any staff member or student with a temperature will be sent home immediately.
- Before entrance into the facility, all students will complete this health screening and will be asked if anyone they live with have any of the following symptoms:
  1. Fever or chills
  2. Cough
  3. Shortness of breath
  4. Fatigue
  5. Muscle or body aches
  6. Headache
  7. New loss of taste or smell
  8. Sore throat
  9. Congestion or runny nose
  10. Nausea or vomiting
  11. Diarrhea
- RCA has a designated room strictly for ill students.
- Staff is trained and informed of all sick policies.

#### Healthy Hygiene Practices:

- Strict handwashing and hand sanitizing are required by all adults and students.
- All students are taught to wash hands for 20 seconds, dry hands thoroughly and then apply hand sanitizer.
- Teachers will review hygiene guidelines regularly with students.
- Handwashing will be required by all students when arriving, before and after eating, after using the bathroom, after outdoor time and anytime a student coughs or sneezes.

- Students must bring their own refillable water bottles.
- Students must bring their own lunches and snacks. Food sharing will not be permitted.
- There will be no food sales available on campus.

#### Identification and Tracing of Contact:

RCA will take the following actions when there is a confirmed case of COVID-19. RCA has a designated person for the local health department to contact about COVID-19 (Rhonda Conte at [rconte@placeofrefuge.com](mailto:rconte@placeofrefuge.com)).

- If any school staff has a known exposure to Covid-19, they will follow the staff plan:
  1. If any employee calls in sick due to symptoms or is at work displaying symptoms associated with COVID-19, let HR know. Once that is done, the supervisor will not be the answer person, instead, all employee questions will be directed to HR.
  2. A brief interview will occur by HR to determine timeline of the symptom's onset to conclude if their possible exposure was on campus or off campus.
  3. Regardless of where exposure occurred, we will direct the employee to go to the doctor immediately for testing. If employee or student tests positive, all programs will be closed for a two-week period in which all students will be set up with a homeschool program.
  4. Letters of notification of possible exposure will be sent to all staff or students.
  5. A release from the doctor will be mandatory before returning to a regular schedule for all staff or students who have been quarantined due to COVID-19.
  6. RCA will monitor any changes made by the CDC and state and county health officials.
  7. If any students or immediate family member contracts COVID-19, they will be prohibited from returning until they have met the CDC criteria to discontinue home isolation, including 48 hours with no fever, symptoms have improved, and 14 days since symptoms first appeared.

8. We will keep sick students, especially those with respiratory illness symptoms, separate from well students until picked up by a parent.
9. We will share resources with the school community to help families understand when to keep children home.
10. RCA will make decisions that consider the level of community transmission.

#### Physical Distancing:

RCA has considered how space and routines will be arranged to allow students and staff to physically distance.

- Field trips, assemblies and other large gatherings have been canceled until allowed by state and local authorities.
- Athletic events and special performances are cancelled until further notice.
- RCA has arranged students' desks to increase space between desks to maximize the distance between students.
- RCA desks all come with dividers to reduce the transmission of droplets (e.g., from talking, coughing, or sneezing).
- RCA has limited the amount of close contact between students in high traffic situations and times.
- RCA has a closed campus at this time and will not allow visitors. This includes parents of our students.
- RCA has taught staff, students, and their families the importance of maintaining distance from each other in the school through staff education, and explanations to the students and parents about the importance of distancing.

#### Staff Training and Family Education:

- Staff, students, and families will be educated on the application and enforcement of plan.

#### Testing of Students and Staff:

- RCA will ensure the staff who have symptoms of COVID-19 will rapidly be tested and given instructions while waiting for test results. Students will be recommended to consult with their medical professional.

- Students with symptoms will be sent home to seek medical advice. The school will remain open. No communication is needed.
- Students who have been exposed or have a confirmed case will be sent home to quarantine for 14 days from last exposure. All school parents will be notified.

#### Students Confirmed with COVID-19 Infection:

- Notify the SJC Health Department
- Isolate case and exclude from school for 14 days from symptom onset or test date.
- Identify contacts, quarantine, and exclude contacts for 14 days after last date the case was present at the school while infectious.
- Disinfection and cleaning of classroom and primary spaces where case spent significant time.
- School remains open
- School community is notified of known case.
- We will keep sick staff and students, especially those with respiratory illness symptoms, separate from well students and staff until they can leave. We have designated areas for such cases.

#### Triggers for Switching to a Homeschool Option:

- RCA will use governmental criteria to determine when to physically close the school and prohibit in person instruction.
- A homeschool option is available to all students if we need to close or isolate individuals.

#### Communication Plans:

- RCA will communicate with staff, students and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPPA.
- Each RCA communication will be sent to the Church Board, Staff, and all Families.
- RCA will communicate the steps staff, students and families can take to stay healthy and guidance to stay home if sick through the weekly school emails.
- RCA maintains communication through emails, texting, and notices home.

## Order of Refuge Christian Academy Governing Board

We, the Board of Trustees for Refuge Christian Academy, agree and consent to the following:

After a review of both family and staff reopening data as well as consideration for the best interests of the students of Refuge Christian Academy, do hereby order the submission of the 1<sup>st</sup> - 5<sup>th</sup> grade school reopening waiver to seek approval from the San Joaquin County Public Health Service to reopen grades 1<sup>st</sup> - 5<sup>th</sup> for in person instruction.

Approved: 8/4/2020