



RETURN-TO-SCHOOL PLAN:  
COVID-19 PROTOCOLS

Oroville Christian School

Oroville, CA

July 23, 2020

*Est. 1977*

*OCS is a ministry of the Evangelical Free Church of Oroville  
OCS is a member of the Association of Christian Schools, International*

## INTRODUCTION

This plan has been formulated to help navigate the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the American Association of Pediatrics, as well as recommendations from state, county, and local authorities. This plan will be updated regularly based on current information.

The needs at Oroville Christian School are different than those of other schools. Because we are not subject to the restrictions of other schools, we can more readily require things of students and staff regarding procedures and materials. Our population is relatively small and rural.

We believe it is time to begin the conversation about our return to school in August. Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and school. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision - in this case, as a part of the Butte County community - that accepts balancing COVID-19 risk against the need for life to continue.
  - a. Cohorts: In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
  - b. Hygiene: Within cohorts, we will emphasize strong hygienic practice.
  - c. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing distance learning.
2. **Presence:** Keeping school open daily. We firmly believe that our core mission of evangelism, discipleship, and education best occur when students are present with their teachers and each other. In addition, we do not want to burden parents with challenging schedules that require them to stay home and out of work. We want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their spiritual and academic progress at grade level.

This document will be updated regularly. The OCS administrator will share the updated document on the school website and distribute the updated version to parents via the school information system.

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But those that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not grow weary; and they shall walk, and not faint.

## PHASES AND REVISIONS

Information and direction about the phases and timeline will be sent to all constituents before implementation. Please see below for a summary of the phases and timelines.

### Timeline

Phase	Timing	Items
Planning	May 2020	<ul style="list-style-type: none"> <li>Supplies, equipment</li> <li>Prepare detailed work schedule for phases</li> <li>Prepare building for reopen with thorough cleaning</li> </ul>
Phase 1	June 2020	<ul style="list-style-type: none"> <li>Implement social distancing protocol, hand sanitization stations, and air purifiers</li> </ul>
Phase 2	July 2020	<ul style="list-style-type: none"> <li>Prepare faculty and staff for return to school</li> </ul>
Phase 3	August 2020	<ul style="list-style-type: none"> <li>Open school</li> <li>Expand operation based on recommendations and data from applicable local and state agencies</li> <li>Determine what restrictions/guidelines stay in place</li> </ul>

### Revisions

Updates to this protocol and other current information will be posted to the school community internally through email and publicly on our school's COVID-19 Response page on the school website.

## GENERAL PROTOCOLS

### Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying the recommended distance from others and eliminating contact with others whenever possible.

- Traffic Flow – markings on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.

### Student Cohorts

- All gatherings of large groups, including chapel and assemblies, will be suspended until safe to do so. Alternatives will be substituted. Before and after school care will be suspended or limited, as well.
- Students will always remain with their classmates, including structured recess.
- All teachers and students are not to visit another classroom.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 100.4 degrees Fahrenheit or showing any respiratory symptoms will be isolated and sent home.
- Students will have a designated space solely for their use in their classrooms.
- Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.

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## Screening

### Student Screening

Families must conduct a self-check of students' temperatures and other symptoms (See Appendix D Student Checklists) before they leave home for school. The school will take student temperatures daily when they report to campus.

### Staff and Volunteer Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will require employees to conduct a self-screening of COVID-19 symptoms before coming to work, including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 100.4 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

The school principal or principal's designee will take employee temperatures when they report to campus to begin a shift. The principal will retain a record of employee temperatures in a locked file cabinet in their office for a minimum of 90 days.

Staff with notable symptoms will be expected to report them to the principal and remain home.

If a staff member already at school shows symptoms as described above, a supervisor will offer to take their temperature and give them the opportunity to go home without penalty.

## Personal Protective Equipment (PPE)

To minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

Everyone on campus **must** wear masks, with the following exceptions:

- When students are seated at their desks
- When students are engaging in outdoor physical activity socially distanced (6' separation)
- Administrative employees when they are seated behind their desks
- Teachers, aides, and other academic personnel when socially distanced (6' separation)
- Pre-School through 2<sup>nd</sup> grade students

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be instructed to go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact their principal. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all three criteria are met:

1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. Butte HHS confirms you are released to return safely to work

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

## Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

## Shared Spaces

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible in each classroom and throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Office Capacity**– The number of persons in the office will be limited to no more than 4.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

**Copy Room** – The copy room will be limited to only one person at a time.

## Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.

We only allow limited and necessary visitation to our campuses until our reopen date. Only scheduled workers are allowed on campus during preparation for reopen. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by Butte County HHS.

Once school reopens:

But those that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not grow weary; and they shall walk, and not faint.

Isaiah 40:31

- School will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal.
- Volunteers supervising outdoor activities (such as yard duty) will be permitted, so long as they follow staff protocol.

## Food Delivery

Bringing or sharing refreshments during meetings is prohibited to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space.

## Travel Restrictions

Field trips, camps, conferences, and workshops will be discontinued until further notice.

## Communications Guidelines

Guidelines for communication when a community member tests positive for COVID-19:

- When a community member tests positive for COVID-19, the member will inform the principal immediately.
- The principal will immediately contact public health to initiate appropriate practices per Butte County Public Health guidelines.
- The affected party will not return to campus until cleared to return to school by their physician per Butte County Public Health directives.
- A positive test result by a member of a cohort could result in the entire cohort moving to distance learning for a period of fourteen days from diagnosis.
- Any siblings or household members of a community member who tests positive for COVID-19 will also move to distance learning until they are cleared to return to school by their physician per Butte County Public Health directives.
- If multiple cohorts are impacted, the school could be required to move to distance learning for a fourteen-day period. Any decision to move the school to distance learning will be made in collaboration with the OCS school board and Butte County Public Health officer.
- The school will communicate a positive test result per Butte County Public Health directives
- If a cohort or the school moves to distance learning for any period, the school will sanitize spaces used by the cohort or cohorts per CDC guidelines.

# SCHOOL SCHEDULE & ROUTINES

## Morning Drop-Off

**Staffing:** Teachers and Principal

**Drop-Off Hours:** 8:00 AM - 8:25 AM

**Protocol:** Students will exit their cars and be directed to head directly to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats.

## Recesses and Lunch

### Schedule

<i>Daily Hours</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>Before School</b>	<b>8:00-8:25</b>	<b>8:00-8:25</b>	<b>8:00-8:25</b>	<b>8:00-8:25</b>	<b>8:00-8:25</b>
<b>K-2</b>	Rehnert/Jensen	Rehnert/Jensen	Rehnert/Jensen	Rehnert/Jensen	Rehnert/Jensen
<b>3-8</b>	Teacher	Teacher	Teacher	Teacher	Teacher
<b>Recess – AM 1</b>	<b>9:55-10:15</b>	<b>9:55-10:15</b>	<b>9:55-10:15</b>	<b>9:55-10:15</b>	<b>9:55-10:15</b>
<b>K-1</b>	Krampitz	Krampitz	Krampitz	Krampitz	Krampitz
<b>2-4</b>	Rodney	Rodney	Rodney	Rodney	Rodney
<b>Recess – AM 2</b>	<b>10:15-10:35</b>	<b>10:15-10:35</b>	<b>10:15-10:35</b>	<b>10:15-10:35</b>	<b>10:15-10:35</b>
	King	King	King	King	King
<b>Lunch &amp; Recess</b>	<b>11:45-12:25</b>	<b>11:45-12:25</b>	<b>11:45-12:25</b>	<b>11:45-12:25</b>	<b>11:45-12:25</b>
<b>K-1</b>	Rodney	Rodney	Rodney	Rodney	Rodney
<b>2-4</b>	Krampitz	Krampitz	Krampitz	Krampitz	Krampitz
	Bates	Bates	Bates	Bates	Bates
<b>5-8</b>	<b>12:05-12:45</b>	<b>12:05-12:45</b>	<b>12:05-12:45</b>	<b>12:05-12:45</b>	<b>12:05-12:45</b>
	Nelson	Nelson	Nelson	Nelson	Nelson
	Bates	Bates	Bates	Bates	Bates
<b>Dismissal</b>	<b>3:15</b>	<b>3:15</b>	<b>1:30</b>	<b>3:15</b>	<b>3:15</b>

**Protocol:** Students will alternate days eating lunch in the lunch area and eating lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by an aid, will deliver to classrooms masked and gloved. Students will put their trash in their class’s trash can. Students will recess in separate areas of the campus. Play structures will not be in use.

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Isaiah 40:31

## Recesses and Physical Education

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical Education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

## After School Pick-Up

**Time:** 3:15PM - 3:30PM

**Staffing:** Teachers and Principal

**Protocol:** Each class will exit the building using their designated doors and report to their specific class assigned spot. Parents will drive through the parking lot and children will be loaded into the cars. Each class will have a specific space in which they will remain until their parent arrives to pick up in their car.

## Extended Care

**Hours of Operation:** 7:30AM – 8:00AM; 3:20 PM - 5:30 PM

**Staffing:** EDSS Staff

**Student to Staff Ratio:** <15:1

**Protocol:** Extended care will be held in a converted gym space with distanced and assigned student desks. Each student will have their own supplies. They will be the only population to use the space during the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the southeast door of the gym, and they will not be admitted into the space.

## APPENDIX A: FAQ

**What if a student arrives late?**

*Students that are more than 10 minutes late should check in at the office to be admitted.*

**What about the traditional recess before the start of school?**

*Grades will have a newly assigned structured recess time slot with their teacher scheduled near the start of the school day instead of recess before school from 8:00-8:25 AM.*

**What if a student needs to use the restroom?**

*Restroom time is scheduled as a class during their allotted lunch and recess time.*

**What is the plan for inclement weather recess and physical education?**

*The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time.*

**What if students are outside doing calisthenics during after school care when a parent comes to pick up a child?**

*The EDSS employee at the entrance will contact the employee with the students on the playground to send up the student. The parent will not be admitted inside to gather their child.*

## APPENDIX B: CLEANING & SUPPLIES

**FACILITIES CLEANING:** The safety of our employees and students are our priority. Prior to reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, these steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	After each recess
<b>Common Areas</b>	Cafeteria, Library, Gyms, Common Areas	At the end of each use/day; between groups

### School Procured Additional Supplies

Item	Quantity	Notes
<b>Hand Pump Sprayer</b>	1/classroom	For teachers use to spray desks for students to wipe down.
<b>Staff Gloves</b>	500 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>		2 gallons per classroom--purchase addition as needed
<b>Water Bottles</b>	1/person	16 oz
<b>Cleaning Solution</b>		Alcohol-based
<b>HEPA Air Purifiers</b>	1/room	For recirculating and purifying air
<b>Pencil box/supply bin</b>	1/student	
<b>IR Thermometer</b>	1 for every two classrooms	1 in office

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Isaiah 40:31

## APPENDIX C: FACILITY ADJUSTMENTS



- Gym has been converted to a space to ensure social distancing in extended care.
- Classroom rugs, group tables, and superfluous furniture has been removed and individual desks or tables installed with six-foot gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, and cleaning materials.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage posted around campus and distributed to families.



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Isaiah 40:31

## APPENDIX D: PROTOCOL SIGNAGE

### Surface Cleaning



#### Additional Details

- Teacher will spray area to ensure wait time and proper coverage

## Restroom Use



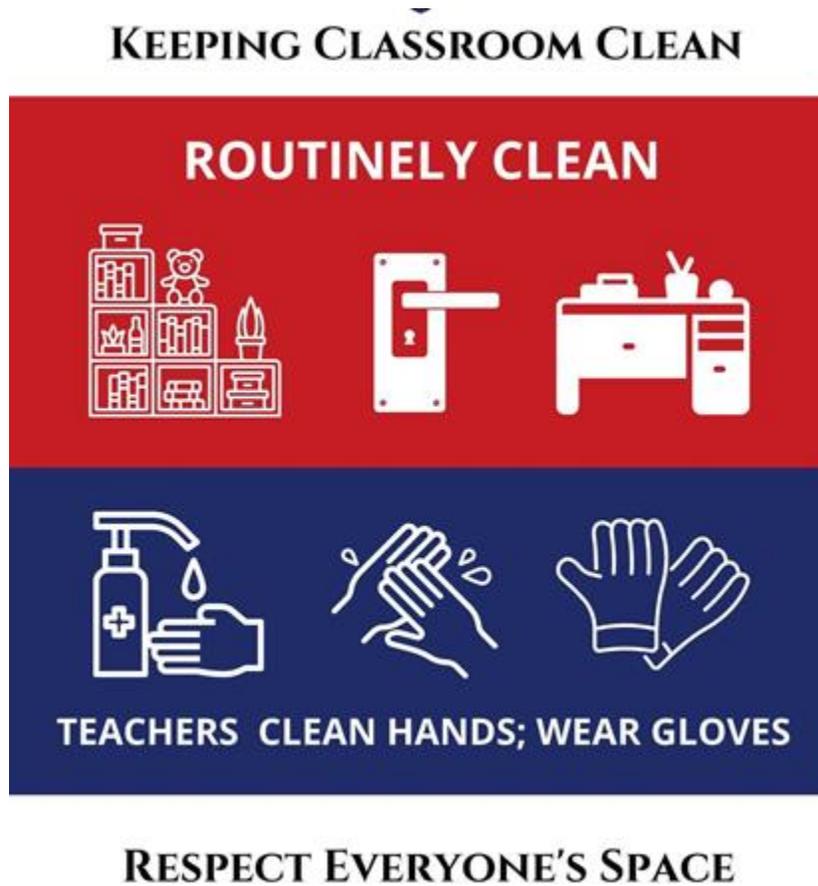
### Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands on returning to class

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## Teacher Cleaning Expectations



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## Screening

### Campus Entry Point (Adults)

#### CAMPUS ENTRY SCREENING



#### RESPECT EVERYONE'S SPACE

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Isaiah 40:31

**Daily Health Screening (Adults)**

Name:

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Position:

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**Q1:** Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

**If yes, circle what applies above and see your supervisor immediately.**

**Q2:** Since your last time on campus, have you had any two of these symptoms

- |                              |             |                            |
|------------------------------|-------------|----------------------------|
| Fever                        | Muscle pain | Sore throat                |
| Chills                       | Headache    | New loss of taste or smell |
| Repeated shaking with chills |             |                            |

**If yes, circle symptoms and see your supervisor immediately.**

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

**< OFFICE USE ONLY >**

**If a person is exhibiting symptoms or exceeds the body temperature of 100.4, they will be instructed to go home or to the nearest health center.**

Then, complete the following section of this form:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_

## Student Checklists

Home Checklist for the Front Door

End of School Day Reminders



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## Additional Facility Signage



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## APPENDIX E: AGENCY UPDATES

Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
  - [CDPH Guidance for Schools \(last updated 3/7/2020\)](#)
- County Directives
- Other directives by governmental/public health agencies