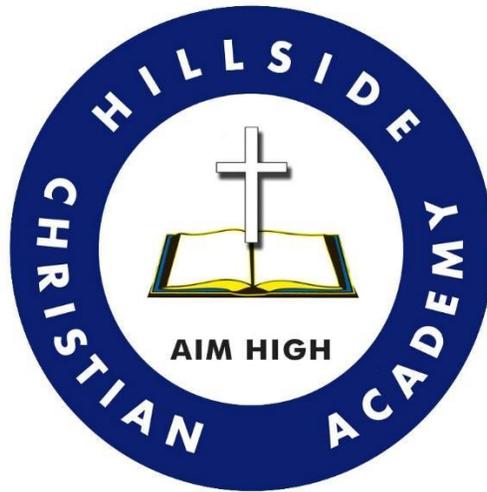


# HILLSIDE CHRISTIAN ACADEMY



Fall 2020-2021  
RE-OPENING PLAN

## **GENERAL**

Hillside Christian Academy (HCA) Fall 2020 Re-Opening Plan will provide the San Mateo County Health in consultation with the California Department of Public Health, HCA faculty and staff the details and protocols we will implement related to preventing the spread of COVID-19. HCA will monitor the staff and students on campus for illness along with protocols for responding to positive COVID-19 cases within our HCA community.

This plan is in accordance with the current federal, state and local guidelines and directives for San Mateo County School Districts. This document will be updated as necessary.

The HCA principal and office staff will be responsible for implementing this plan.

## **COMMUNICATION & GUIDANCE**

We will continue to collaborate and receive feedback from our community including the local health department, HCA parents, Parent Teacher Fellowship (PTF), Board of Directors, faculty and staff regarding the plans in place for COVID-19 mitigation strategies.

HCA will regularly review guidance from State and local authorities to determine current disease levels and control measures in our community. The HCA Principal and Office Staff receive regular updates from the local and state public health offices and the CDC.

HCA will implement the following prevention, monitoring and response measures as part of our phased reopening plan dependent upon local public health conditions and in collaboration with local health officials and other authorities.

In accordance with the county guidelines and recommendations, HCA is actively pursuing the Elementary School Waiver.

The decision to pursue a waiver for in-person learning at the elementary was based upon the state and county health department recommendations and current scientific evidence, including:

- COVID-19 related risks in schools serving elementary age students appear lower than and different from the risks to staff and students in schools serving older students.
- There appears to be lower risk of child-to-child or child-to-adult transmission in children under 12.
- The risk of infection and serious illness in elementary school children is particularly slow.
- In-person instruction is academically and socially critical for younger students.

HCA has identified a list of non-negotiables for the 2020-21 school year that will help to guide our planning and COVID-19 mitigation efforts.

Those include:

- Social distancing, including caps on group sizes and distances between individuals.
- COVID-specific safety protocols must be in place at all schools

- Distance learning option must be available to all students who opt-out of in-person instruction.
- HCA must be able to quickly implement distance learning for 100% of students if rolling closures occur.

## ***CONTACTS***

The following documents and links to state and local health department contacts are listed below for reference:

San Mateo County Health Department- S.M. County Health Officer, Scott Morrow (650)363-4000  
San Mateo County Office of Education (SMCOE)- (650)802-5300 [info@smcoe.org](mailto:info@smcoe.org)

HCA Principal- Helen Yoo-Lee (650) 588-6860 [Helen.yoo-lee@hillsidechristian.com](mailto:Helen.yoo-lee@hillsidechristian.com)

## **CURRICULUM & INSTRUCTION**

To ensure our elementary students receive a solid core curriculum, HCA is offering in-person or distance learning academic options for our elementary campus. Our current COVID19 situation in San Mateo County is unstable and flexibility within our learning and operating modes will be critical over the next few months. HCA is ready to implement full distance learning in the case of an outbreak of greater than 5% of our HCA population or in the event of temporary closure for intensive cleaning.

### ***In-Person Learning***

Full-time in-person learning will take place for grades K-5 with the following protocols in place:

- Assigned seating in classrooms.
- Each student will have a desk shield.
- Consistent groups or cohorts with students staying within their respective classrooms throughout the day.
- Pull out classes such as PE will be held outdoors only, with physical distancing measures in place.
- Face masks to be worn by all adults throughout the day.
- Face masks are mandatory for grades 3-5 and strongly encouraged for grades K-2.
- Face masks to be worn by all students while outside the classroom (with the exception of exercise and eating).
- School start time will be staggered.
- All common materials (including playground equipment and supplies) will be disinfected after each group use.
- Lunch and recess times will be staggered, and groups will be consistent.
- Lunch and recess will be held outside (weather permitting).
- Visitors will be limited and screened for wellness prior to entering the premises.
- Parent conferences or meetings will take place outdoors or in a special room. Visitors will not be allowed into the classrooms.
- Parents will perform wellness screenings on their children prior to attending school each day.

## ***Distance Learning***

HCA has made an initial investment of web cameras and resources to enhance our distance learning technology to provide an “in class” experience for those students not attending class in person.

Distance learning will be used in the following circumstances:

- Students who are unable to return to school due to health issues, or those who are uncomfortable returning to school on the scheduled start date, can participate in the HCA distance learning program
- State and local authorities have closed schools for in-person learning due to community spread and HCA is not allowed a waiver for in-person instruction for elementary students by the county public health department.

## ***Field Trips***

Field trips will be canceled until further notice.

## **PREVENTION**

### **Face Coverings**

#### **Teachers and staff**

- Temperature checks daily for all staff upon entering campus.
- All Adults must wear a cloth face covering at all times while on campus, except while eating and drinking.
- A face covering with a clear window may be worn during phonological instruction to enable students to see the teacher’s mouth and expression.
- Staff excluded from this requirement are those that require respiratory problems, incapacitated, or otherwise unable to remove the covering without assistance.

#### **Students**

- Temperature checks daily for all students upon entering campus.
- Upon entering the school grounds there will be screening questions for the parents.
  1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
  2. Do you live in the same household, or have you had close contact (been within 6 feet for over 10 minutes) with someone who has been in isolation for COVID-19 or has had a test confirming, they have the virus, in the past 14 days.
  3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?  
*Fever (of at least 100.4 °F (38 °C)) or chills*  
*Cough*  
*Shortness of breath or difficulty breathing*

*Fatigue*  
*Muscle or body aches*  
*Headache*  
*New loss or taste or smell*  
*Sore Throat*  
*Congestions or runny nose*  
*Nausea or vomiting*  
*Diarrhea*

- All students (Grades K-5) are required to wear cloth face coverings
  - While arriving and departing from school campus.
  - In any area outside of the classroom (except when eating, drinking, or engaging in physical activity).
  - If a student refuses to wear their cloth face covering, then they will be sent home immediately and participate in the distance learning.
  - If a student loses their mask or gets it dirty, we will supply them with a new mask.
- Students (Grades K-2) are strongly encouraged to wear face coverings, if they can be worn properly.
- Students (Grades 3-5) will be required to wear face coverings while in classrooms.
- Mask “break” will be included for students in grades 3-5 throughout the day. The duration and timing of mask breaks is being determined by a teacher/principal.
- If a student experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time.
- Masks exceptions include:
  - Anyone who has trouble breathing.
  - Anyone who is unconscious or incapacitated.
  - Anyone who is otherwise unable to remove the face covering without assistance.

## **Communication and Education**

- Signage to be posted in high visibility areas.
- Signage to remind students and staff when and where face coverings are required.
- Signage to remind students and staff on appropriate use of face coverings.
- Communicate to all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Students to be educated on the rationale and proper use of face coverings.

## **Train all staff and educate families on HCA Campus**

- Signs will be posted on doors, front office, walls, and within all bathrooms.
- Morning announcements, emails, and newsletters will help inform families.
- Staff meetings will keep staff informed of current procedures.

Faculty and staff will have training on our Staff Development Day to go over COVID-19 training, signs and symptoms.

## **Handwashing**

- Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Signage to be posted in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- HCA to ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans.
- Model, practice, and monitor handwashing, particularly for grades K-2.
- Develop routines to ensure students wash their hands or use hand sanitizer (under adult supervision) upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students and staff wash hands at staggered intervals to minimize congregation.

## **Other Hygiene Measures**

- Minimize sharing of supplies and equipment among staff and students to the extent feasible.
- When items must be shared, clean and disinfect items between uses.
- Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or classroom doors, particularly at arrival and departure times).
- Hand sanitizer will be provided in each classroom, and any other indoor space used by students and staff, at building entrances/exits, and at locations designated for students and staff to eat.
- Students under the age of 9 should use hand sanitizer only under adult supervision.

## **Cleaning and Maintenance**

### **Classrooms**

- All classrooms will be equipped with disinfectant and paper towels.
- Teachers and the custodian will be responsible for cleaning common contact surfaces, such as desks and tables/counters, door handles, light switches, playground equipment at regular intervals throughout the day.
- Teachers will also create age-appropriate procedures where students will clean their own desks.
- All common use items will be disinfected between uses.
- After an illness, limit access to areas used by sick person until cleaned and disinfected.
- Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility.
- HCA is discouraging the use of shared classroom materials to help prevent the spread of COVID-19.
- Every effort will be made to reduce the amount of materials, supplies and personal

belongings going to and from school. The same consideration should be given to reducing student exposure to high-touch, shared resources at school. The following will apply:

- If supplies must be shared, a use limit will be placed on supplies and equipment to one group of children at a time — with cleaning and disinfecting between uses.
- Sharing electronic devices, toys, books, and other games or learning aids will be avoided. (Exceptions include if materials can be cleaned between uses, or if a 24-hour period has passed between uses of materials.)

### **Physical Distancing**

While on campus, administrators, students and staff will be asked to remain 6 feet apart where possible. This will be administered in classrooms, in lunch areas, on playgrounds and in offices.

All Staff training, meetings, professional development will be held via zoom or outdoors.

### **Arrival and Departure**

- Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:
- Designate routes for entry and exit and decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible.
- When in-person pick-up or drop-off is needed, only a single parent or caregiver should enter the facility.
- All adults entering the campus must wear a face covering.
- Supervised arrival and departure to disperse student gatherings.
  - Drop off location and times:
    - **Green Door** - Kindergarten - 8:00 - 1:00
    - First grade - 8:10 - 1:10
    - 2<sup>nd</sup> Grade - 8:20 - 1:20
    - 3<sup>rd</sup> Grade - 8:30 - 1:30
    - 4<sup>th</sup>/5<sup>th</sup> Grade - 8:50 - 1:40

### **Classroom**

- Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:
- Designate routes for entry and exit and decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible.
- When in-person pick-up or drop-off is needed, only a single parent or caregiver should enter the facility.
- All adults entering the campus must wear a face covering.
- Supervised arrival and departure to disperse student gatherings.

### **Lunch**

- Lunch will take place outside in the lunch area.
- Mealtimes and locations will be staggered to promote social distancing.

## **Recess and Playground Use**

- Recess will still take place outside and social distancing will be maintained. In some instances, only one classroom will be on the playground at a time.

## **After School Care**

- Groups and cohorts will be maintained.
- Appropriate social distancing must occur in addition to following all safety protocols.

## **Visitors and Volunteers**

- Due to COVID-19, HCA is restricting all school nonessential visitors, volunteers, and activities involving external groups. This policy will be in place until restrictions are removed by the county.
- Only HCA staff and students assigned to your child's school will be permitted in your child's school. Exceptions will include:
  - Outside vendors or contractors whose services are required for the safe provision of school services.
- As much as possible, all meetings will be online.
- Parents or guardians who pick up students from school will be restricted to the front office, where they will be expected to maintain social distance between themselves and HCA staff.

## **MONITORING**

### **Symptom Screening**

HCA staff will aid in identifying whether individuals are wearing face coverings, sufficient physical distancing is taking place in high-traffic areas and detects signs of fever of individuals as they enter buildings and move throughout the campus.

- Proper protocols will be followed in the event of positive cases in school or administrative buildings.
- Individuals with any COVID-19 symptoms should stay home until at least 24 hours after they no longer have a fever (temperature of 100.0 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
- Symptom screening to be encouraged at home by families and can be helpful to determine if a student or staff member:
  1. Currently has an infectious illness that could impair their ability to learn, or
  2. Is at risk of transmitting an infectious illness to other students or to school staff.

### **Isolation Area**

HCA campus will provide a designated isolation area which is our library, for individuals exhibiting cold/flu like symptoms. Individuals will be screened for COVID-19 symptoms in the library to remove them from other faculty and staff. This area will be monitored by an adult while the individual is in isolation and until the individual has departed the campus.

## **School Staff Surveillance Testing**

Once schools are re-opened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

## **COVID-19 Testing & Reporting**

- All staff will be tested by their primary care provider as testing capacity permits and as practicable. We will ensure all staff are tested within the one-month period.
- If and when our staff are unable to get tested due to their primary care provider exceeding testing capacity, our principal will keep in close contact with the providers to see when the next testing is available. She will check in weekly as part of our program to support COVID-19 testing.

What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?

- Schools should begin testing staff, or increase frequency of staff testing but are not required to close.

## **Triggers for Transitioning to Distance Learning**

### **Student, Staff and Visitor Isolation Protocols**

Some students or staff may develop symptoms of infectious illness while at school. HCA will take action to isolate individuals who develop these symptoms from other students and staff.

- Individuals that are presenting COVID-19 symptoms while at school should be placed in an isolation area separate from staff and other students:
- Students and staff are required to get tested if they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- **Positive Test Results:**

→ Parents/guardians and staff must notify school Administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

- **Negative Test Results:**

→ Symptomatic students or staff who test negative for COVID-19 must remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.  
→ Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.  
→ Asymptomatic household contacts should remain at home until 14 days after the COVID-

19 positive household member completes their isolation.  
→ Documentation of negative test results must be provided to school Administration.

### **Suspected COVID-19 Case(s):**

- Anyone who exhibits COVID-19 symptoms during the school day will be isolated in a specified room until picked up. The specified room is located in an unoccupied room and has windows to help ventilate.
- For students exhibiting symptoms, the teacher will notify the office and one of the office staff will pick up the child to be in the specified room until the parent arrives.
- Any student or staff member will not be admitted back to school until 72 hours after symptoms have ended with a doctor's note stating COVID-19 testing is not required OR the results from the COVID-19 test have come back negative.
- Any student or staff member exhibiting symptoms will immediately be required to wear a face covering and wait in the isolated room until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, we will call 9-1-1.

### **Confirmed COVID-19 Case(s):**

- Our school Administration will notify the County of San Mateo Public Health Department immediately of any positive COVID-19 case.
- Our school Administration will notify all staff and families with a message sent to phone, text, and email, for any student within a cohort that test positive with COVID-19. We will maintain confidentiality as required by state and federal laws.
- We will close off areas used by any sick person until cleaned and disinfected. We will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- All students and staff in the classroom cohort will be instructed to get tested for COVID-19 and remain quarantined at home for 14 days. Online distance learning will then be put in place.
- A full school closure of 14 days will take place if multiple cases in multiple cohort's test positive or at least 5% of the total number of teachers/students/staffs test positive within a 14-day period.
- Our school Administration will provide information regarding close contacts to the County of San Mateo Public Health Department.

### **Close contacts to confirmed COVID-19 Case(s):**

- A close contact is defined as a person who is <6 feet from a case for >15 minutes.
- Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately and instructed to get tested for COVID-19.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met County of San Mateo criteria to discontinue home isolation.

### **Return to Campus after Testing:**

- Positive Test Results:

→ Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared *and* at least 3 days with no fever *and* improvement in other symptoms.

→ Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

- Negative Test Results:

→ Symptomatic individuals, who are not close contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in other symptoms.

- Documentation of a negative test result should be provided to school Administrators.
- In lieu of a negative test result, we will allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

→ Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

**Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases**

Scenario:	Immediate Actions	Communication
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>	<p>No action is needed</p>
<p>Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine. One cannot test out of quarantine.</li> <li>• School/classroom remain open</li> </ul>	<p>No action is needed</p>
<p><b>Scenario 3: A student or staff member tests positive for COVID-19</b></p>	<ul style="list-style-type: none"> <li>• <b>The school Principal or designee must immediately notify SMC CD Control</b></li> <li>• Case should be isolated and excluded</li> </ul> <p>from school for at least 10 days after symptom onset or date of positive test if case is asymptomatic</p> <ul style="list-style-type: none"> <li>• <b>Quarantine and exclude the affected cohort/pod</b> for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li> <li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for</li> </ul>	<p><b>Notification to affected cohort/pod</b></p>

	testing (but a negative test will not shorten 14-day quarantine) <ul style="list-style-type: none"> <li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>• Other cohorts/pods continue in-person instruction. I.e., the <b>entire school does not need to close.</b></li> </ul>	
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**Table 2. Steps to Take in Response to Negative Test Results**

Scenario	Immediate Actions	Communication
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>	No action is needed
A <u>symptomatic</u> student or staff member tests negative for COVID-19 without close contact to a known case	<ul style="list-style-type: none"> <li>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>	No action is needed

Scenario	Immediate Actions	
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		<b>Communication</b>
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>household contact</u> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 and was a <u>non-household close contact</u> to a case	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</li> </ul>	No action is needed
An <u>asymptomatic</u> student or staff member tests negative for COVID-19 <u>without close contact</u> to a known case	<ul style="list-style-type: none"> <li>• Can return to school/work immediately.</li> </ul>	No action is needed

<b>Scenario</b>	<b>Immediate Actions</b>	<b>Communication</b>
A symptomatic student or staff member who is <u>not a close contact</u> to a known COVID-19 case tests negative for COVID-19 after <a href="#">Scenario 1</a>	<ul style="list-style-type: none"> <li>• Student/staff may return to school 72 hours after resolution of symptoms</li> </ul>	No action is needed
A symptomatic or asymptomatic student or staff member who is a <u>close contact</u> to a known COVID-19 case tests negative after <a href="#">Scenario 2</a>	<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive <u>non-household</u> close contact OR (2) date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ul>	No action is needed
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>• Can return to school/work immediately</li> </ul>	No action is needed