

2020-2021

Reopening Guide

Revised 7/27/20



C.F. Richards Christian School

*Learning Together, Loving God, Serving Others
- A ministry of the Seventh-day Adventist Church*

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Letter from the Principal



Dear C.F. Richards Family,

I would like to thank you for your ongoing support of, and continued trust in, C.F Richards Christian School as you have partnered with us during these stressful and uncertain times. The complexity of planning for our 2020-2021 school year is only one of the many impacts the COVID-19 pandemic has had on our school community. With challenges still to come, prioritizing the safety and well-being of our students, faculty, and staff remains paramount.

This Reopening Plan outlines the plan for how CFR will operate for the upcoming year with a start date of August 18, 2020. As relationships are a vital element of our educational program, we prefer to have classes on campus. However, we are also aware that guidelines are likely to continue changing to stay in alignment with new medical understanding. We are committed to providing an outstanding, Christ-centered educational program, one that has the flexibility to adapt to move easily between our available scenarios and remains inclusive and welcoming of all learners.

Christian education is more important than ever in today's stress-filled environment. Our children need to hear about Jesus' strength and love from their teachers. It is a comforting reinforcement that compliments their daily learning. Recognizing the variety of stress and anxiety our families are dealing with, I encourage you to communicate openly. Take the time to talk with your children to see how they are feeling and remind them they have their teachers and Pastors Banks, Pitton, and Grady available as valuable resources.

To our parents, I am available for questions and concerns please feel free to reach out to me via email (jhackley@cfrichards.org) or phone 540-886-4984. If you are having financial hardships, reach out to Mrs. Wightman, our treasurer, and ask about assistance options.

Sincerely,

Jennifer Hackley

Introduction

CFR Richards Mission Statement:

We are a community of learners who love God and serve others.



C.F. Richards Christian School will follow guidelines and protocols established by the U.S. Center for Disease Control, the Virginia Departments of Health and Education, and the Education Department of the Potomac Conference of Seventh-day Adventists.

Moving to an online program late last school year provided many opportunities for us to learn about delivering education in a digital format for our CFR community. We were able to compare true distance learning best practices to the emergency remote learning situation we faced. Additionally, we were able to collect valuable feedback from our students, parents, and teachers to help us better understand the needs of our community.

During post-school week in June, our faculty began working on modifications to our original online program. Three of our primary goals were to:

1. Allow more interaction between teacher and students
2. Reduce the amount of needed parent facilitation
3. Limit screen time

This summer we have researched, attended webinars, and held discussions to expand our knowledge base of the best digital teaching practices. Topics have included building community in online spaces, online pedagogy, tools for effective asynchronous learning, and the social-emotional needs of today's students.

August 6th begins two weeks of pre-school meetings where we will be engaging in many additional hours of professional development to better prepare us for the upcoming year. This includes classes through Global Online Academy (GOA), a leading organization for showing teachers how to help students thrive in an online and hybrid (part in school and part out of school) environment.

Our priority is the protection of the children, families, and staff of CFR upon the reopening of the school building. Protocols may change according to the recommendations of the agencies mentioned above. We are aware that these procedures may be inconvenient at times and ask for your family's prayers, cooperation, and support. The school principal will communicate with parents and the School Board and inform them of any changes.

Reopening Scenarios

While considering various reopening options, we reviewed our family surveys, talked with parents and students, and continued to monitor Virginia and local school systems plans.

On June 9, 2020, Governor Northam announced a reopening plan for schools. *Recover, Redesign, Restart 2020* plan requires that all students resume learning new material at the beginning of school regardless of the delivery format.

CFR's program strategy is based around two scenarios, each of which offer an online option for families who are unable or uncomfortable sending their children to school during this time. We have built in flexibility to move between scenarios and will continue to re-evaluate our plans, anticipating changes in government requirements. Below is an overview of our two scenarios:

Blended: A program where students have four days working on campus and one day learning at home that combines synchronous, asynchronous, and independent learning. Assuming Virginia stays at the Phase 3 level, this is where we will begin on August 18, 2020. Students will be on campus Monday through Thursday. On Fridays, students will work from home, attendance will be taken at our virtual chapel and assigned work will be turned in online or collected on Mondays. Teachers will be available to support students, communicate with parents, attend professional development, plan for each scenario, and assist with cleaning the school. If Virginia returns to Phase 2, students in grades 3 through 8 will return to online learning per state mandate.

Online: A fully online program that combines synchronous, asynchronous, and independent learning. If the Virginia Department of Education requires the school to close again this program will go into effect immediately. Preschool classes will be suspended.

Communication

As we move between these two scenarios, communication will be a critical element to success. C.F. Richards will be using Google Classroom, Go Guardian, Seesaw, and RenWeb as our primary software programs along with additional curriculum resources.



Health & Safety

Maintaining a healthy school environment and preventing the spread of illness is a shared responsibility of all members of our school community. C.F. Richards, after consulting with medical specialists and the Virginia Department of Health has added hand sanitizer units at each school entrance and in each classroom, social distancing markers and signs, updated procedures to align with current guidelines, and updated our health policy. In addition, we have created outdoor learning spaces to maximize student time in the fresh air. The Policies and Procedures Detail section provides more detail.

Health Policy - The health policy has been revised to address COVID-19 and recommended practices. Students who have been sick are not to be sent to school. If a student gets sick during the school day, they will immediately be moved to an isolation room and the parents will be notified. [Students who are sick must be picked up within 30 minutes of the initial call. It is critical that all contact information in RenWeb is up-to-date and that two or more emergency contacts are provided.](#)

Quarantine - Upon notification of a student or employee testing positive for COVID-19, the school principal will consult with the local Department of Health regarding next steps. The process will take into consideration contact tracing and appropriate quarantining of those infected and/or exposed.

Reporting Process - If your child or someone in your household tests positive for COVID-19 or has known exposure to COVID-19, you must notify the school principal as soon as possible.

Restricted Travel - Any student or employee who has traveled outside of Virginia will be required to stay home for 14 days prior to returning to campus and the school principal must be notified. Online learning will be available.

Backup Plan - There are many factors that could impact our ability to be on campus. Our community must be prepared to pivot and change direction quickly. We have streamlined scheduling between each scenario to help maintain consistency, but our families, especially those with young children, are encouraged to have a backup plan in place for childcare.

Life on Campus



Closed Campus Access to the school will be limited. Family, friends, and guests are to enter the building by appointment only. There will be no before or after school care, field trips, or third-party after-school enrichment programs.



Daily Health Questionnaire and Temperature Checks

All students and employees are required and must be recorded prior to entering the building. The Policies and Procedures Detail section provides more detail.



Face Masks are required for everyone while on campus. Personal masks may be worn they must be fully closed. Face masks do not need to be worn outdoors.



Social Distancing procedures will be implemented to provide maximum spacing between students, classrooms are being adjusted to have 5-6' between desks, and movement between rooms will be limited as much as possible.



Enhanced Cleaning procedures, including classroom disinfecting, will be followed.



Increased Hand Cleanliness will be encouraged. Hand sanitizer units are available at school entrances and in individual classrooms.



Lunches and Birthdays Lunch will be held in individual classrooms for grades 3 through 8. Grades PreK through 2 will use the cafeteria. Ensure your child can open whatever he or she brings to limit contact for teachers with items from home. Students may not share food. School birthday treats should be individually wrapped or only passed out by a staff member.



COVID-19 Policies regarding travel and exposure will be implemented. These policies will be regularly reviewed and updated.



Punctuality Arriving at school between 8:15 and 8:30 ensures that all students will be ready to learn at the start of the school day. Being tardy will be disruptive to classmates.

Tips for Learning at Home

With a lot of unknowns in our world today, providing our children with security and structure and helping them find ways to stay organized can be challenging. Here are some suggestions on ways to approach learning:

Learning Space

Your children will achieve their best work in a quiet, comfortable, distraction-free space dedicated to learning. Ideally, this will be a different set-up than where they normally play games or watch television. Be careful to have it open enough for a family member to provide encouragement and allow them to monitor what is on the screen.

Physical Movement

Make sure that your children take plenty of breaks to get physical activity and time away from screens. Set alarms and encourage them to get up, get some fresh air, go for a walk or bike ride, or have a snack so that they are not sedentary for the entire day.

Focused Expectations

Even though staying home from school might feel like a holiday, remind your kids that they do still have accountability for good citizenship and technology use as well as school responsibilities. Assignments, grades, requirements, and tests may look different, but they are not going away.

Organized Schedule

Schedules are important to help set expectations and maintain a sense of normalcy. They should work for your family's unique situation and do not need to match what other families are doing. The goal is to promote positive mental health by helping them know what is coming next.

Accessible Supplies

Have your children get the supplies they need ahead of time, before sitting down. This will help minimize distractions. Supplies may include pencils, paper, art supplies, as well as a computer or other device. Headphones can also be helpful for those who are doing online learning.

Policies and Procedures Details

CDC Recommendations

To keep students, teachers, and staff safe at school and help stop the spread of this disease the following CDC recommendations will be followed.

- Staff and students must stay home if they have tested positive for or are showing COVID-19 symptoms.
- Employees and students who have recently had close contact (defined as “within 6 ft for 15 minutes or more”) with a person with COVID-19 symptoms are to stay home and monitor their health for at least 14 days.
- Employees and students will be screened daily for COVID-19 symptoms (See Appendix A for screening document).

In Case of Illness

Sick students, family members, teachers and other staff may not come to school. Students missing work while recovering from any illness or in quarantine can get work from their teacher upon request. The school’s absence policy will be relaxed in cases of illness. We ask that your child stay home if he or she has experienced the following symptoms or if a family member is suspected of having COVID-19.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

According to the CDC someone who is suspected of having or has COVID-19 can only be around people once the following conditions are met.

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

C.F. Richards Christian School requires that students experiencing a stomach bug or other common illness must be symptom free for at least 24 hours BEFORE returning to school. If a student has had or is suspected of having COVID-19 he or she must have medical clearance and the school will need to notify the Virginia Department of Health before the student may return to school. Seasonal allergies are not considered an illness.

Procedures if Students or Staff become Unwell During School Day

- The sick person will be separated from other staff and students until able to go home. Parents will be notified to immediately pick up their child.
- If a student or staff member has tested positive for COVID-19 the school principal must be notified and, following CDC guidelines, will inform the local health department (contact information in Appendix B). The local health department will help to determine the next steps for the school. It is likely that the school would close for a short-time to allow the health officials to *“gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.”*
- The school principal will notify families via text alert if a case of COVID-19 has been identified at the school. Efforts will be made to respect the privacy of the ill person, but in a small school this may be difficult.
- Caregivers are to notify the school principal (and health department) if anyone in their home has been diagnosed with COVID-19 and keep student(s) at home.
- Per the CDC, *“If a student, teacher, or staff member tests positive for SARS-CoV-2, those in the same cohort/group should also be tested and remain at home until receiving a negative test result or quarantine. This helps prevent a disruption to the rest of the school and community by limiting the exposure.”*

Healthy School Operations

- CFR Staff will promote and enforce regular hand washing with soap and water, using hand sanitizer, and at a minimum, daily disinfection and cleaning of school surfaces.
- School will follow CDC recommended environmental cleaning and decontamination procedures daily using EPA approved cleaners and disinfectants. See Appendix C.
- School will establish social distancing and face masks are required to be worn by all people on school property unless individual health conditions prohibit it. Parents are required to supply and maintain student masks. The school will have limited spare disposable masks on hand in case of emergency
- Students will have their own supplies that are not to be shared with others.
- The staff of C.F. Richards will stay informed about COVID-19 and follow recommended guidelines to the best of our abilities.

Morning Drop Off and Afternoon Pick Up

- Students will be screened daily for COVID-19 symptoms at drop off times. Temperatures will be taken by a C.F. Richards staff member or trained volunteer while the student is still in the vehicle. Students with temperatures of 100.4 or higher will be asked to return home and not admitted. A copy of the screening guidelines is included in Appendix A. Tardiness should be avoided.
- Parents are asked to stay in their cars when dropping off students. If a parent must speak to a teacher, please do so by appointment if possible. Drop off and pick up times tend to be hectic times of day and our teachers want to be able to give you their full attention when they are not working with students.
- Drop off time is from 8:15 to 8:30, Pick up is from 3:30 to 3:45

Traffic Patterns (You will be notified of any changes)

- During pick up and drop off times, parking spaces will be limited due to a change in traffic patterns.
- Students in grades PK-2 will enter and leave the school through the glass door toward the back of the school (across from Mrs. Pitton's K-2 room). Cars will be rerouted to facilitate this change of location (a map will be provided). Cars will enter the grass between the cones and follow the indicated driving path to drop off students and exit.
- In Phase II, students in grades 3-8 will continue distance learning. In Phase III Students in grades 3-8 will enter school through the front doors. Parents of students in

these grades must use the traffic circle in front of the school to drop of their student. Please pull up to the front door to make checking temperatures quicker. In the afternoon, pull as far around the traffic circle as possible.

Before and After School Care Changes

School hours are from 8:30 am to 3:30 pm, Monday through Thursday. Due to the pandemic, before and after school care will not be available. If circumstances require your child to be dropped off at school before 8:15 am please try to make other arrangements or contact Mrs. Hackley.

Tardiness

Due to the required procedures and disruption caused by admitting a student late, tardiness is always problematic. With the additional need to check temperatures, it will be especially impactful to the learning of classmates. Avoid tardiness. Tardy students should come to the front doors for admittance.

Prevention and Cleaning

- Staff will establish frequent handwashing and sanitation practices with students.
- Sinks will be supplied with soap and water. Alcohol-based hand sanitizers will be placed in each classroom, at entrances and exits, and near lunchrooms and bathrooms.
- The building will be cleaned and disinfected regularly using EPA approved products. Classrooms and sanitation facilities will be cleaned at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys teaching and learning aids).
- Air flow and ventilation may be increased through air conditioning and opening windows when climate allows.
- Posters will be hung around the building promoting safe hygiene practices.
- Students will bring in individual supplies that will not be shared with classmates. Math manipulatives and other commonly shared classroom tools will be separated into individual sets where possible.

Social Distancing

Implementing social distancing practices will include:

- Students entering the building from different entrances to minimize hallway traffic
- Interaction between students in PK-2 and 3-8 will be limited in Phase III.
- Following the state recommended limits on class sizes and groups –
- Cancelling assemblies, field trips and other events that create crowded conditions
- Playground areas may be reserved for certain classes or areas will be cleaned when a group finishes playing outdoors.
- When possible, creating space for children’s desks to be at least 6 feet apart
- Teaching and modeling keeping apart and avoiding touching others
- Wearing masks by staff and students when indoors and social distancing is not possible. In a [July 6, 2020 letter to Superintendents and School Leaders](#), the Virginia Department of Health and the Department of Education states, *“schools are encouraged to aim for six feet of physical distance to the greatest extent possible; however, if six feet of distance is not feasible (inclusive of buildings and school buses), schools should implement a combination of face coverings and a minimum of three feet distance between everyone present.”*
- Outdoors students will not be required to wear masks but will be taught ways to have fun that do not include excessive touching of others. Handwashing will be enforced before and after recess. Only one student at a time will be allowed in the bathrooms. Students in grades PK-2 have bathrooms in their classrooms that will be monitored by the teacher.

Social and Emotional Health

It is normal for students to experience anxiety and other emotions during this time. Children will be encouraged to discuss their questions and concerns with teachers and parents. C.F. Richards staff will provide support and information in an honest, age-appropriate manner. The CDC and Conscious Discipline websites have helpful information for teachers and parents. Links to these sites are in the Resources section.

Plan for School Closures or Extended Absence

After having the experience of online school this spring, the staff of C.F. Richards Christian School is prepared to provide distance education again if required. The staff is also attending trainings to increase the effectiveness of online school. In the case of absenteeism/sick leave or temporary school closures, CFR will provide continued access to quality education. Families that choose the option to remain quarantined while school is open must use distance learning through their teacher. This can include:

- Use of online/e-learning strategies
- School providing electronics to students as needed
- Assigning reading and exercises for home study
- Conducting emote daily or weekly follow up with students
- It is required that students complete assigned work, attend class meetings and stay in contact with their teachers to get assistance when needed.
- Parents, please let your child's teacher know if an absence from online school is necessary.

Resources

Cleaning and Disinfectant, CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Conscious Discipline <https://consciousdiscipline.com/>

U.S. Center for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Virginia Department of Education Recover, Redesign, Restart 2020 Plan
http://www.doe.virginia.gov/support/health_medical/covid-19/recover-redesign-restart-2020.pdf#page=15

Virginia Department of Health <https://www.vdh.virginia.gov/coronavirus/>

World Health Organization https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&qclid=EAlaIqObChMltuj-ntXr6QIVpQilCR1ylqXcEAAAYASAAEgJ45_D_BwE

Appendix A

C.F. RICHARDS CHRISTIAN SCHOOL DAILY HEALTH SCREENING

PLEASE NOTE: This document was adapted for C.F. Richards Christian School from VDH Guidance for Employers. This form will be updated if new information is provided.

Health Screening and Monitoring During COVID-19

Screening, monitoring, and testing are essential components of limiting the spread of COVID-19. An important part of keeping schools safe is actively encouraging sick staff and students to stay home if they are ill and emphasizing to all the importance of knowing the symptoms of COVID-19.

Daily health screens of students and staff for COVID-19 symptoms are a recommendation of the CDC. Therefore, C.F. Richards Christian School will assess student and staff temperatures and symptoms (or absence of symptoms) each day. Students or staff with a temperature or other symptoms will not be admitted into the school.

Symptoms of COVID-19

People with these symptoms or combinations of these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (CDC defines this as 100.4F or greater, or when one feels warm to the touch, or gives a history of feeling feverish)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

COVID-19 Screening Questions

Students and staff should assess themselves for symptoms of COVID-19 before reporting to school; and/or may be asked the following by school personnel upon arrival:

“YES or NO since my last day in the building, have I had any of the following:”

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?

- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition.
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

If an individual answers YES to any of the screening questions before arriving, they should stay home and not enter the building. If an individual reports COVID-19 symptoms upon arrival, the school should activate the emergency protocol for COVID-19.

Appendix B

Important Contacts

Augusta-Staunton Health Department - Health Director, Dr. Laura Kornegay, and Amanda McComas, Population Health Community Coordinator. 540-332-7830. 1414 N. Augusta St., Staunton, VA 24402-2126

Potomac Conference Education Department – Steve Laing or Janet Armstrong, 540-886-0771, 606 Greenville Avenue, Staunton, VA 24401

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved
Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions
Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface
Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time
You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands
For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up
Keep lids tightly closed and store out of reach of children.

coronavirus.gov