

# High Desert Christian Academy

## Health and Safety Plan

(Note: the following is subject to change  
via new guidelines and current data at any time)

THIS IS A DRAFT DOCUMENT AND IS NOT YET FINALIZED.

The current plan is based “Ready Schools, Safe Learners, Oregon Department of Education 2020-21 Guidelines.” This framework requires parents and employees to ensure that only healthy individuals are entering the campus.

The school facilities will receive increased levels of cleaning and sanitizing, as well as increased containment of Cohorts of students for the purpose of contact tracing, which may be required at any time during the school year. However, the disruption to typical classroom routines will be minimized to the greatest extent possible in order to support student and staff socio-emotional health, as well as best-practices of instruction.

Plan Item	Protocols
Cafeteria	<ul style="list-style-type: none"><li>• We will be serving brown bag lunches. Meals, snacks and beverages must be individually packaged and served directly to the student.</li><li>• Silverware/napkins will be prepackaged.</li><li>• Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing. Weather permitting, students will also be eating outside.</li><li>• Students will not have access to a microwave.</li></ul>
Classrooms and Facilities	<ul style="list-style-type: none"><li>• All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes.</li><li>• Common areas (including cafeteria) will be cleaned and sanitized by our staff throughout the day.</li><li>• Classroom doors will be kept open as much as possible, to allow ventilation and airflow.</li><li>• Hand sanitizing stations will be located at all entrances and exits.</li><li>• Students may not touch or use another student’s backpack, textbooks, or any other item without first disinfecting the item.</li><li>• Keep all items at home that do not pertain to school (toys, blankets, etc.)</li></ul>
Guests, Parents, and Visitors	<ul style="list-style-type: none"><li>• We ask that parents call before coming into the school. We can take payments over the phone and assist you with any concerns over the phone.</li></ul>

	<ul style="list-style-type: none"> <li>• If you need to set up a meeting with a teacher, principal, or board member, we ask you call the front desk to set up an appointment.</li> </ul>
<p><b>Health Screening on Campus, Waiver of Liability, and Home Health Screening Agreement</b></p>	<ul style="list-style-type: none"> <li>• Please take your child’s temperature before coming to school each day.</li> <li>• Staff members will greet everyone in the morning and observe if any student is showing any symptoms of COVID-19.</li> <li>• Parents and employees must complete a Waiver of Liability at the beginning of the school year with required signatures releasing HDCA of any liability in regards to COVID-19 and agreeing to only permit a non-symptomatic person to enter the campus.</li> <li>• It is recommended that any person who has traveled out of the country or to a COVID-19 “hot spot” self-quarantine for no less than 14 days at your home with no symptoms appearing prior to returning to school.</li> <li>• Any student that exhibits a fever of 100°+ will be held in a sick room and parents will be notified to pick up their child.</li> <li>• If a student/staff has a negative COVID-19 test, they can return to school once there is no fever. They cannot return for 72 hours after a fever and without use of fever-reducing medicines.</li> <li>• In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions: <ul style="list-style-type: none"> <li>○ Has it been at least 14 days since the individual first had symptoms?</li> <li>○ Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?</li> <li>○ Has it been at least three days since the individual’s symptoms have improved including cough and/or shortness of breath?</li> </ul> </li> <li>• Absences due to Health Screening restrictions will not be counted as school day absences.</li> </ul>
<p><b>Instructional Toggling</b></p>	<p><b>Closure:</b></p> <ul style="list-style-type: none"> <li>• If a case of Covid-19 appears on campus HDCA will close for 2 days to conduct a school- wide deep cleaning and “toggle” instruction during those days.</li> <li>• In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-</li> </ul>

	<p>based to home-based instruction, all teachers will be proficient in the use of the following online tools:</p> <ul style="list-style-type: none"> <li>• LMS – Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments.</li> <li>• SIS – FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information as well as all parent communication.</li> <li>• Video conferencing through Zoom or Facetime will be required for any student that needs further academic help or to keep the students in social environment.</li> <li>• Packets, textbooks, workbooks will be sent home with the students.</li> </ul>
<p><b>Lost and Found</b></p>	<ul style="list-style-type: none"> <li>• This year, it will be very important for all school items, including jackets and other items of clothing to be labeled with the first and last name of the student.</li> <li>• All items will be secured in the Principal’s office where the items will be sanitized.</li> </ul>
<p><b>Masks</b></p>	<ul style="list-style-type: none"> <li>• Wearing masks/face shields is required in the K – 12<sup>th</sup> grade. If your child has an underlying health issue or there is a refusal to wear a mask you must mark it on our HDCA Waiver.</li> <li>• We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/student is welcomed to maximize this safety precaution if they desire to do so. Requiring them at all times, however, would limit the social-emotional impact of being physically at school.</li> </ul>
<p><b>Personal Items</b></p>	<ul style="list-style-type: none"> <li>• All Personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus. We ask that all students keep toys and items that do not pertain to school at home.</li> <li>• No personal items are to be shared (e.g., backpacks, clothing).</li> <li>• Learning materials may be shared only once disinfected (e.g., textbooks, reading books).</li> <li>• All personal items must be labeled with the student’s name (e.g., water bottles, notebooks, backpacks, coats).</li> </ul>
<p><b>Physical Distancing and Minimizing Exposure</b></p>	<p><b>Drop Off/Dismissal/Welcome Center:</b></p> <ul style="list-style-type: none"> <li>• Student drop-off begins at 7:50 a.m. at their designated area. Students will need to sanitize their hands upon entering the building.</li> <li>• Students will report directly to the classroom.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students checking in after 8:00 a.m. are to go directly to the office.</li> <li>• A clear plexi-glass divider has been installed in the office.</li> </ul> <p><b>Early Check Out:</b></p> <ul style="list-style-type: none"> <li>• If checking a student out early a phone call to the office will be required. The student will be released to the front entry once the parent/approved person is visible.</li> </ul> <p><b>Drop Off &amp; Pick up:</b></p> <ul style="list-style-type: none"> <li>• Pre-K through 5<sup>th</sup> grade lines will be on the north side of the building (outside the office).</li> <li>• 6<sup>th</sup>-12<sup>th</sup> grades will be lined up in the grass on the south side of the building. These students should enter and exit from the passenger side of the vehicle for safety.</li> <li>• Drop off and pick up will be in the same area.</li> </ul> <p><b>Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Desks will be appropriately spaced according to ODE Guidelines.</li> <li>• Students will be instructed to not share items with one another.</li> <li>• Students will be reminded to wash their hands regularly.</li> </ul> <p><b>P.E./Recess:</b></p> <ul style="list-style-type: none"> <li>• Contact sports will not be permitted during Physical Education classes or Recess times. We will still allow activities such as kickball, baseball, volleyball, etc.</li> <li>• Recreational and sports equipment will be regularly cleaned and sanitized.</li> </ul> <p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>• Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, office) for students and staff. <ul style="list-style-type: none"> <li>○ Stay 6' apart when possible</li> <li>○ Proper and frequent handwashing</li> <li>○ How to stop the spread of germs</li> </ul> </li> <li>• Fire drills, earthquake drill, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.</li> <li>• Virtual Chapel services will be held in the classrooms.</li> <li>• Our janitorial staff will sanitize door, halls, and restrooms throughout the day.</li> <li>• Teachers will be required to sanitize their classrooms throughout the day.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• Water Fountains will not be operational.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Students will bring their own water bottles labeled with their name.</b></li><li>• <b>If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged \$1.00.</b></li></ul>
<b>Transportation</b>	<ul style="list-style-type: none"><li>• <b>School vehicles will be disinfected after each morning and afternoon bus routes.</b></li><li>• <b>Hand sanitizer will be provided and used by each student prior to boarding.</b></li></ul>
<b>Staff Training</b>	<ul style="list-style-type: none"><li>• <b>Staff will be trained during In-service on the recent ODE Guidelines and will be asked to apply them to their classroom.</b></li></ul>

**2020-2021 Health and Safety Guideline Waiver Form**

The novel coronavirus COVID-19 ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is very contagious and is believed to spread mainly from person-to-person contact.

High Desert Christian Academy ("HDCA") has put in place preventative measures to reduce the spread of COVID-19; however, HDCA cannot guarantee or assure you that your child (which term shall include a child for whom you are the guardian) will not become infected with COVID-19 after attending classes, activities and events at, or sponsored, arranged or allowed by HDCA (collectively "School Events"). Attending School Events could increase your child's risk of contracting COVID-19.

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk on behalf of my child that my child may be exposed to or infected by COVID-19 by attending School Events and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

On my behalf, and on behalf of my child, I hereby waive, release, covenant not to sue, discharge, and hold harmless HDCA, its officers, directors, employees, agents, and representatives, of and from all claims, liabilities, actions, damages, costs, or expenses of any kind, including without limitation reasonable attorney's fees and costs, in any way arising from or out of or relating to, directly or indirectly, COVID-19 infection of my child or me or anyone else that I or my child may come into contact with, and any effects thereof, whether a COVID-19 infection occurs before, during, or after participation in any School Events.

\_\_\_\_\_ My child will not be wearing a mask due to either an underlying medical condition  
(initials) or I do not feel comfortable enforcing my child to wear a mask. I am aware of the possible ramifications of my decision and will not hold HDCA accountable.

Printed Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_