
Hudson View Christian Academy

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Health and Safety Guide

2021-2022

OVERVIEW

The following document outlines Hudson View Christian Academy (HVCA)'s Health and Safety Guide for the 2021-2022 school year, in accordance with the guidelines set forth by the New York State Department of Health (NYSDOH) "Interim Guidance For In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency" Document ("Updated Interim COVID-19 Guidance for Schools") and the New York State Education Department's (NYSED) "New York State Reopening Guidance for Religious and Independent Schools" Document and NYSED's "Health and Safety Guide for the 2021-2022 School Year.

HVCA plans on opening on September 8, 2021 on site. Barring NY state mandates or an outbreak on our campus or in our community, we will continue through the school calendar in-person.

If it becomes necessary to close and continue school online, we will continue classes by utilizing ZOOM, video calls, phone calls, emails, and other online classroom platforms as well as our online learning curriculum provided by ABeka.

GOALS

1. Provide a safe and healthy learning environment for our students and staff.
2. Adhere to guidelines and requirements as provided by NYSDOH and NYSED.
3. Allow our students and staff to have a smooth and stable transition back to in-person schooling.

SPECIFICATIONS

HVCA will operate a normal school year with full in-person classes. The size of our student body

and the space God has given us allows us to properly social distance (with parents' cooperation) without the need for online or alternate-session learning.

COMMUNICATION

HVCA recognizes the importance for proper communication with our school stakeholders and community members. Therefore, the following health and safety guide will be submitted to parents and other community stakeholders in August 2021.

HVCA administration will be tasked with keeping current with DOH and CDC guidance and overseeing the communication of pertinent information in a timely manner.

- All communication to parents, staff, and other school stakeholders regarding the COVID-19 protocols will be done via email, letters, texts, and Gradelink, the online school information system used by HVCA.
- Signs will be placed around the building reminding individuals to stay home when they feel sick, cover their mouths and noses, adhere to social distancing regulations, report symptoms of COVID-19, and follow hand and respiratory hygiene guidelines.
- Staff members will be trained on all updated COVID-19 protocols during the regularly scheduled in-service training on August 31-September 2, 2021.
- Students will be instructed to follow all health and safety precautions by their respective teachers.
 - First day of school special emphasis on training and reinforcing the elements of the plan by teachers in their classrooms.
 - Emphasis will be on training the students to sanitize their hands when entering a room and leaving a room, wearing face coverings (when arriving in the morning, leaving at the end of the day, in hallways and when unable to social distance) to practice social distancing, and to never cough or sneeze without covering their mouths, etc.

Reporting

- Any positive COVID-19 diagnosis within the school family (student or staff) will be reported to the local health department as well as to all staff and students/parents.
- Other specific instructions following a confirmed COVID-19 diagnosis will be obtained from the local health department and followed.

HEALTH AND SAFETY PROCEDURES

Screening

- Although the “CDC no longer recommends ...screening questionnaires at school” (“NYSED Health and Safety Guide for the 2021-2022 School Year”), a screening questionnaire will still be conducted for each student and staff before the school year starts and throughout the school year. This questionnaire may be done either over the telephone with a parent or online.
- Screening questionnaires will be required to be completed weekly for staff and only periodically for students or when administration requires.
- Screening will include questions about whether the individual (student or staff) has had symptoms of COVID-19 in the past 10 days, tested positive for COVID-19 in the past 10 days, been in close contact with someone who has had symptoms or tested positive for COVID-19 in the past 10 days, or “has traveled internationally per the New York State Travel Advisory in the past 10 days.” (Source: NYSDOH)
- Individuals who do not pass screening will be denied access to the school building and will be referred to their health care provider for further evaluation and COVID-19 testing.
- Any student or staff member who comes in close contact with a confirmed COVID-19 diagnosis will be asked to stay home from school with instructions to contact their health care provider for assessment and testing.
- Students sent home will be transitioned to remote learning and schoolwork will be arranged with individual teachers and expected to be completed.
- Staff sent home will be required to work remotely, which includes but is not limited to being accessible to students during the school day, grading work, preparing lessons.

Temperature Checks

- Although the “CDC no longer recommends temperature screenings ... at school” (“NYSED Health and Safety Guide for the 2021-2022 School Year”), contactless temperature checks will still be required and will be performed on every student and staff member daily upon arrival.
- Any individual who fails a temperature check (>100°F per NYSDOH guidelines) will be denied access to the building and sent home immediately.
- Students or staff may not attend school if they have had a temperature of greater than 100F at any time in the past 10 days, even if a fever-reducing medication was

administered and the student or staff no longer has a fever

- Contactless temperature checks and screening questions will be performed on parents or visitors upon arrival when needing to enter any school building. All parents and visitors entering the building will be required to wear a mask. Any parents and visitors who fail the temperature check or screening questions will be denied access to the building.

Masks

- Students and staff are required to wear masks from the time they exit their vehicle and at all times throughout the school day, except when eating during mealtimes.
- Students who ride a school bus or van must have masks on during the bus ride to and from school.
- Face masks are not required to be worn outdoors on school grounds.
- All parents and guardians are required to wear masks for pickup and drop off.
- All visitors are required to wear masks anywhere on the school property
- Students and staff should wear masks that are appropriate (no character graphics, etc.) and adhere to NYSDOH guidelines (must cover mouth and nose snugly, should not be too tight, made of appropriate material).

Illness

- individual should enter school premises or attend school if they exhibit any signs or symptoms of infectious illness, including COVID-19. (“The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite...[CDC]”)
- Any student or staff who develops symptoms of illness on school premises will be immediately isolated until said individual can be picked up to be taken home and will be asked to see their healthcare provider for diagnosis and advised to quarantine according to local health department requirements, irrespective of vaccination status or previous COVID-19 infection.
- Ill students can return to school and end isolation once the following are met:
 - 10 days out from the start of the symptoms AND
 - Fever free for 24 hours without fever reducing medication, AND
 - Symptoms have improved
- Asymptomatic fully vaccinated individuals do not need to quarantine if exposed to COVID-19.
- Asymptomatic individuals who have recovered from laboratory confirmed COVID-19

infection during the previous 3 months do not need to quarantine if exposed to COVID-19.

- The COVID-19 point of contact staff member will work with the local health officials to assess spread and support follow up with staff, parents, guardians, or caregivers of students that had contact with the ill student(s).
 - “The CDC guidance document defines a close contact as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student and the exposed student (s) correctly and consistently wore well-fitting mask the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.” (CDC)
- Students at higher risk of severe illness that require limited exposure are encouraged to speak with the administration if they desire to pursue remote learning.
- Staff at higher risk of severe illness that require limited exposure and who desire to work remotely or have modified job responsibilities are encouraged to speak with the administration about the availability of such opportunities.

Vaccination

According to the CDC, COVID-19 vaccinations can help keep schools safely return to in-person learning. However, HVCA does not require COVID-19 vaccinations of our staff or students or any individuals visiting our property and leaves the decision of vaccination to each parent and individual. If a student or staff has received a COVID-19 vaccination, parents are encouraged to send a copy of their child(ren)'s vaccination card. This can be turned in at the beginning of the school year with their immunization records and physical examination forms or as soon as the vaccination is complete. Having a record of a student or staff's COVID-19 vaccination status will help the school with any COVID-19 reporting, isolation/quarantine requirements, etc. when working with the local health department.

Cleaning/Sanitizing

- As is routine, all indoor areas that have been used during school hours will be cleaned at the end of every school day. Staff members will use appropriate disinfectants to sanitize all frequently touched indoor surfaces at the end of every school day, such as but not limited to: desks, chairs, doorknobs, toys and games, trays, pencil sharpeners, books, etc.
- Using NYSDOH guidelines, should a student/staff member have a suspected or confirmed positive COVID-19 diagnosis after having been in school, the exposed areas will be immediately closed off for as long as possible (max. 24 hours) and cleaned and

disinfected. Following this cleaning and disinfection, individuals without close contact to the individual with the suspected/confirmed diagnosis may return to school immediately.

- Per NYSDOH guidelines, if the individual with suspected/positive COVID-19 diagnosis has not been on school premises for at least 7 days, routine cleaning and sanitizing is sufficient.

FACILITIES GUIDELINES

Classroom Setup

- Student desks will be placed 3 feet apart in all directions from other student desks.
- Teacher/staff desks will be placed 6 feet apart in all directions from other desks.
- Students will be distanced 6 feet apart during meal times.
- Physical guides such as tape markings will be placed around the desks in order to adhere to distancing requirements at all times.
- Because of the space needed for desk placement, alternate spaces may be utilized as classrooms.
- There should be limited visiting of classrooms by other students/staff
- Where used, laptops and headphones will be student-specific and labeled so that no sharing will occur.
- Classroom essentials, such as pencils and paper, may not be shared. Students are to provide and label their own belongings.
- Classroom shared resources (games, etc) will stay within the classroom and only be touched by members of that class. Students may be asked to sanitize hands before and after use of shared resources.
- K4-K5 nap time mats will be student-specific and labeled so that no sharing will occur. During naptime, students' cots will be placed so that students' faces will be 6 feet apart from each other. Masks will not be worn during nap time while students are on their mats.
 - Cots will be cleaned daily
 - Blankets will be stored in a sealed bag and sent home weekly
- Classroom doors will be opened during in-door recess, classroom mealtimes, and other breaks during the day. Windows will be opened when doors are needed to be closed, such as when teaching is in process. However, if weather does not permit or if a child's health does not permit windows to be open, the classroom door will remain open in order

to provide proper air flow and reduce multiple use of door handles.

Hallways & Restrooms

- Hallways and doors will be one-directional and demarcated by signs on walls or floors with the exception of restroom use during the school day.
- Hallway use will be scheduled and staggered to reduce the amount of students in the hallways.
- Where possible, touch-free hand sanitizers will be installed in hallways.
- Where possible, touch-free soap dispensers will be installed in all restrooms. Waiting lines will be placed outside the restroom 6 feet apart.
- Proper handwashing procedures will be placed in each restroom by the sinks.
- Bathrooms will be cleaned and disinfected more often depending on frequency of use. We encourage students and staff to use the bathrooms in their homes immediately before coming to school. Thorough handwashing will be mandatory. Only one person will be allowed in each bathroom at a time.
- Bathrooms will be cleaned and sanitized at the end of each school day.

Pickup & Dropoff

- Students will be met at the door in the morning for their daily temperature check. Parents should remain with their student until the temperature check is complete.
- Lines demarcated on the parking lot will provide parents and students appropriate social distancing to wait to be dropped off and picked up. Only 1 family of students at a time will be admitted or exit the school buildings.
- On-time arrival and pickup is necessary.
- Only 1 parent or guardian is allowed to pick up or drop off their children.
- Physical distancing is not required on school buses or other school transportation vehicles. However, masks must be worn during the entire ride.

Safety Drills

- Fire drills and lockdown drills will be held according to our Student Handbook procedures, with social distancing policies in place.

FOOD AND CHILD NUTRITION

- Snacks and lunches will be consumed in classrooms on students' own desks which will be spaced 6 feet apart.
- No sharing of food will be allowed.
- Teacher's will be aware of students in their classroom with allergies and plan accordingly
- Before any mealtimes, students must wash their hands and sanitize their desks and repeat this process when finished with their meal.
- Any concessions sold will be limited to individually pre-packaged foods.
- Hot lunch, pasta lunch, and pizza lunch will be served on individual, disposable plates and covered whenever possible.
- All personnel handling food (hot lunch, pasta, pizza), including cooking and serving, will wear masks and gloves. Kitchen utensils and facilities will be cleaned thoroughly after each food service day.
- No food deliveries from outside sources will be allowed.
- In the rare event that a child forgets a meal, a parent/guardian may call the school and arrange to personally bring food to that individual child (Parent/guardian may not bring for students outside his/her immediate family).
- Birthday celebrations are allowed if the school office is notified ahead of time, if minimal visitors are in the classroom, and if food/favors are not shared.
- Parents are encouraged to send food with their children that requires minimal teacher handling or help. This includes microwave use, opening or closing containers, etc.
- Students are encouraged to bring their own labeled water bottle.

SOCIAL EMOTIONAL WELL-BEING

As HVCA is a Christian school, our main priority is teaching and equipping each student for a life of service to Christ. Therefore, when a student presents emotional struggles, our first course of action is to point the student towards God with the Bible as our Guide.

- Teachers and administrators should present a calm manner to students at all times, regardless of the latest news or even of any infection in our building. However, all teachers must be prepared to counsel students who are afraid of what they hear and see around them.
- Staff members will be alert to students who may have had stressful or traumatic experiences while isolated from schools.

- Staff members will refer any major concerns to the Administrator who will determine the best response, in conjunction with the Senior Pastor.

TEACHING AND LEARNING

As much as possible, students in each classroom will avoid interacting with students from other classrooms, forming a “cohort” throughout the day.

Attendance

- All attendance will be logged on Gradelink.
- During regular in-person instruction, attendance will be taken by each teacher in their classrooms.
- If remote learning is deemed necessary, attendance will be determined by work submitted through the asynchronous learning platforms specified.
- Any allegations of educational neglect by parents will be referred to the Administrator. The Administrator will work with the parents as much as possible to avoid the need of contacting a local department of the social services.
- Sick leave policies and practices will be flexible, enabling staff to stay home when they are sick, have been exposed to, or caring for someone who is sick.

Grading

- All grades will be submitted by the teacher on Gradelink where students/parents have viewing access.
- Grading policies will continue to follow those established policies found in our Student Handbook.
- Teachers will do all the grading themselves, using gloves at their own discretion.
- If a shift to remote learning is necessary, during that time, grading will be adjusted to accommodate the situation and to what each grade’s teacher deems appropriate and necessary for assessment.

Field Trips

- Off-campus field will accommodate to social distancing and masking requirements per NYDOH and CDC guidelines.
- Other field trip opportunities will be to provide “field trip-like” activities on the school property or conduct virtual field trips in order to supplement learning.

Science Lab

- Any lab supplies that are not student-owned will be sanitized after each use.
- Lab experiments will be conducted one at a time in order to provide proper social distancing.
- All students and staff will be required to wear gloves during any lab experiment.
- In the case that remote learning is required, lab instruction will be delivered through video and experiments will be conducted at home as applicable. If not available, other projects or work that are still according to the lesson will be assigned to accommodate.
- Completion of an experiment must be posted online during remote learning.

Arts

- Art supplies such as markers, crayons, pencils, etc. will be provided by each student and will not be shared.
- Each teacher will have a large enough supply of other necessary art supplies so that sharing will not occur.
- Any art supplies used that are not student-owned will be sanitized after each use.
- Teachers are encouraged to wear gloves when collecting and distributing art supplies to students.

Recess

- Recess time will be staggered so that individual classes are staying within their cohort and not having recess with other classes.
- As much as possible and as weather permits, we encourage individual classes to have recess outside.
- Masks must be worn during recess indoors
- All students will be expected to wash or sanitize their hands upon returning from recess before returning to their classroom.

Physical Education (PE)

- PE classes and recess will be held outside whenever possible and safe to do so.
- PE will be staggered so that individual classes are staying within their cohort and not having PE with other classes.
- Priority will be given to games and activities that require no or little physical contact.
- Students may share balls and other playground equipment only after students have washed or sanitized their hands. All playground equipment used must be sanitized by individual teachers and/or students after each use.

- Masks will not be required to be worn during PE given that each student is distanced 12 feet in all direction, taking into account aerobic activity and heavy breathing during physical exercise.
- All students will be expected to wash or sanitize their hands upon returning from PE class.

Athletics and Extracurricular Activities/Interscholastic Athletics

Not applicable

Library

Not applicable

Bilingual Education and World Languages

Not applicable

After-School Care

- No after- school care will be available. Pickup should be prompt.
- Individual tutoring/lessons should be arranged with individual teachers and may not include students from multiple families at one time. Disinfecting must take place after each session.

Instructional Provisions for Those Out of School

If a student must be absent for a personal illness or because of the risk of infection, we still want them to progress as if they were physically present every day at school and have access to the educational experience at HVCA. Therefore, the student will have access to the curriculum being taught through a combination of video-recorded lessons and/or ZOOM video calls.

- Videos and assignments will be made available to each student absent from the classroom through an asynchronous online learning platform and Abeka online, and other necessary schoolwork will be sent home.
- Videos and assignments for non-core content will not be immediately available. We will evaluate the potential need for these courses for those who are forced to learn from home at any point in the school year.
- Assignments can be submitted online through the assigned online learning platform or email.
- The student's teacher will make arrangements for quizzes, tests, projects, and other means of assessment.

- Even though a student is absent from school, they are still responsible for mastering the content and meeting the due dates, unless they are personally ill, in which case our make-up policy will apply. This may require parents to provide some level of oversight.

EMERGENCY CLOSING

Should the COVID-19 pandemic necessitate another statewide lockdown, HVCA will follow guidance from local, state, and federal health and education authorities regarding closing or opening.

Distance Learning

In the event that we are not able to offer on-campus learning due to governmental mandates, learning will immediately take the form of full-time online instruction. Access to Abeka videos will be given as soon as possible and all work will be prepared for pick up for each individual student. Schoolwork will be expected to be completed.

Teachers and administrators will be available through text, email, call, or video call from 8:30-3pm on all school days to facilitate online learning, answer questions, conduct online instruction groups or meetings, etc.

Teachers will have some form of contact/interaction/instruction with their students at least every other day if not daily, given the accessibility and allowance of parents. Such examples include but are not limited to the following:

- Grades that require reading circles can still be conducted by the teacher virtually.
- Group projects, science experiments, presentations, or class discussions can be conducted virtually.
- Oral tests and other verbal assessments can be conducted virtually.

Staff will be briefed during the in-service teacher training in the case distance learning becomes necessary. Furthermore, staff will be given a day to have up to ten days of lessons prepared in the event a lockdown happens.

Hybrid Learning

In the event that we are required to conduct hybrid learning due to governmental mandates, HVCA will conduct the following hybrid learning schedule:

- School days will begin 15 minutes earlier (8:15 for all grades) in-person and will end at noon every day.
- Core classes that need more teacher-student attention will be conducted in-person during the day.
- Other classes will be conducted through Abeka online learning, projects, individual assignments, or other creative means that will be appropriate to the grade level.
- Video classes and other work assigned for the afternoon schedule will be due by 3:30 that school day unless otherwise instructed by the teacher. Work must be posted on the assigned online learning platform or emailed unless otherwise instructed by the teacher.