

OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 7/29/2020

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Albany Christian School
Key Contact Person for this Plan	Doug Tharp
Phone Number of this Person	W541.928.1110 C541.680.7037
Email Address of this Person	dtharp@albanychristian.org
Sectors and position titles of those who informed the plan	Preschool/Child Care Administration, K-8 Administration, Principal, Teachers, Staff, Parents, Board, Health & Safety Coordinator (HSC), Custodial Coordinator, Athletic Director, Distance Learning Coordinator (DLC)
Local public health office(s) or officers(s)	Shane Sanderson ssanderson@co.linn.or.us 541.967.3888 Rachel Peterson rpeterson@co.linn.or.us 541.967.3888 Dr. William Muth 541-768-5810 Todd Nobel tnobel@co.linn.or.us 541.967.3888 Neva Anderson nanderson@co.linn.or.us 541.730.9261 M-F 9-5
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Mendy Hall
Intended Effective Dates for this Plan	September 8, 2020 - June 10, 2021
ESD Region	Linn County - GAPS

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

We have elicited opinions, judgments, conclusions, values, and preferences from parents and school staff via two school-wide surveys delivered using our email list of 554 addresses. We have been involved in collaborative staff deliberations regarding the results of those two surveys, forming conclusions and making preliminary statements of action in compliance with OHA guidelines for reopening procedures. We have presented a draft re-opening plan to both staff and parents for input, and have had one follow up meeting to review suggestions. We presented a Re-Opening Plan, based on this Operational Blueprint, to our school Board. The ACS School Board approved the Operational Blueprint and the ACS Re-Opening Plan on July 19, 2020. We have created a Health & Safety Coordinator (HSC) role who is collaborating with our LHPA and will maintain a close working relationship with that entity. We have created a Custodial Coordinator position to handle the increase in environmental cleaning. We are developing a High-Risk Student Distance Learning Coordinator (HRSDLC) job description and have identified a current staff member to assume that role to handle the specific needs of our “high risk” student population. The HSC will function, along with the Principal, as the primary persons for administering and monitoring the implementation of our re-opening plan. The ACS Board of Directors has reviewed results and conclusions and is part of the decision-making process.

As of March 2020, ACS has not had a school-related case of Covid-19 identified among our students or our staff. We continue to be at a zero (0) transmission rate in our school community. Although we have had three families and two staff diagnosed with Covid which was traced to an off-campus locations.

Therefore, our track record demonstrates that we have the ability to limit the transmission of the Covid-19 virus and as a result ACS will be transitioning our 6-8 grade to on-site learning as soon as a safe two-week-window emerges.

3. Indicate which instructional model will be used.

Select One:

On-Site Learning **Hybrid Learning** **Comprehensive Distance Learning**

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-16 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 17, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning. Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. [Here is a link to the overview of CDL Requirements.](#) Please name any requirements you need ODE to review for any possible flexibility or waiver.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.	See ACS Student Daily Contact Tracing Log
<input checked="" type="checkbox"/> Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.	N/A for ACS
<input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).	See ACS Student Daily Contact Tracing Log
	See ACS Covid19 Prevention and Response Plan Section 2. Response

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.	See ACS Covid19 Prevention and Response Plan Section 1. Prevention
Medically Fragile, Complex and Nursing-Dependent Student Requirements	
<input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services: <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 	ACS, as a private educational institution, does not have the resources to fully serve students of high-risk populations or the medically fragile and complex and nursing-dependent students. Families who need special services due to high-risk category needs will have the option to withdraw from ACS and be encouraged and helped to seek services through GAPS ESD
<input checked="" type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law: <ul style="list-style-type: none"> • Communicate with parents and health care providers to determine return to school status and current needs of the student. • Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services. • Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations. • The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association. • Service provision should consider health and safety as well as legal standards. • Work with an interdisciplinary team to meet requirements of ADA and FAPE. • High-risk individuals may meet criteria for exclusion during a local health crisis. 	See High Risk Student/Staff Index <p>Staff</p> <ul style="list-style-type: none"> • All staff identified as vulnerable by physician notification will have the option of taking a leave of absence, or being assigned to classroom Aide support, Preschool/Child Care support, or ACS Distance Learning support. • All staff will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member. <p>Students</p> <ul style="list-style-type: none"> • All students will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member. • All students identified as vulnerable by physician notification, will have the option to enroll in ACS Distance Learning with daily attendance check-ins. • ACS, as a private educational institution does not have the resources to serve students who experience a disability. <p>Visitors/Volunteers</p> <ul style="list-style-type: none"> • Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none">• Refer to updated state and national guidance and resources such as:<ul style="list-style-type: none">○ U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.○ ODE guidance updates for Special Education. Example from March 11, 2020.○ OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education.’○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.	

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings. ☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible. ☒ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. ☒ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). ☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. ☒ Staff should maintain physical distancing during all staff meetings and conferences, or consider web-based meetings. 	<p>See ACS Covid19 Prevention and Response Plan Addendum 4 for data</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention:</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention To address avoiding hallway crowding and gathering</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Protection & Section 3 REFERENCES: ADDENDUM #2 - Drop Off Maps & ADDENDUM #3 – Pick Up Maps.</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>ACS Staff will meet via Zoom</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. ☒ Students cannot be part of any cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools should plan to limit cohort sizes to allow for efficient contact-tracing & minimal risk of exposure. ☒ Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See Student Daily Contact Tracing Log</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention and Section 3 Addendum #1</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. ☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. 	<p>See ACS STAFF LETTER</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). <p><input checked="" type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.</p> <p><input checked="" type="checkbox"/> Provide all information in languages and formats accessible to the school community.</p>	<p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p> <p>The ACS HSC will coordinate with our LPHA to ensure information is accessible to the languages of the ACS school community.</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19.</p> <p>COVID-19 symptoms are as follows:</p> <ul style="list-style-type: none"> Primary symptoms of concern: cough, fever (of greater than 100.4°F) or chills, shortness of breath, or difficulty breathing. Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion or inability to awaken Bluish lips or face Other severe symptoms <p><input checked="" type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff members can self-screen and attest to their own health.</p> <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. They must remain home until 24 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. <p><input checked="" type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.</p> <p><input checked="" type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p> <p><input checked="" type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>ACS will provide first day of school training on Covid19 symptoms and follow CDC protocol for recognition and response.</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Communicable Disease Policy & ACS Illness Policy</p> <p>See ACS Communicable Disease Policy & ACS Illness Policy</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict non-essential visitors/volunteers. <input checked="" type="checkbox"/> Visitors/volunteers must wash or sanitize their hands upon entry and exit. <input checked="" type="checkbox"/> Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance. <input checked="" type="checkbox"/> Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings. <input checked="" type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines Face Coverings. <input checked="" type="checkbox"/> If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school/team must: <input checked="" type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. <p>Protections under the ADA or IDEA</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include: <ul style="list-style-type: none"> • Offering different types of face coverings and face shields that may meet the needs of the student. • Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised. • Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease; • Additional instructional supports to effectively wear a face covering; <input checked="" type="checkbox"/> For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns, schools/districts must not deny access to On-Site instruction. <input checked="" type="checkbox"/> Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020. <ul style="list-style-type: none"> • If a student eligible for, or receiving services under a 504/IEP, cannot wear a face covering due to the nature of the disability, the school or district must: <ol style="list-style-type: none"> 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>N/A for ACS</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> 2. Placement determinations cannot be made due solely to the inability to wear a face covering. 3. Plans should include updates to accommodations and modifications to support students. • Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must: <ul style="list-style-type: none"> 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student’s plan. 2. The team must determine that the disability is not prohibiting the student from meeting the requirement. <ul style="list-style-type: none"> ▪ If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability, ▪ If a student’s 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student’s plan prior to providing instruction through Comprehensive Distance Learning. 3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited on-site instruction, on-site instruction with accommodations, or Comprehensive Distance Learning. <p>☒ Districts must consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.</p> <p>☒ If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member’s proximity to students and staff to the extent possible to minimize the possibility of exposure.</p>	<p>N/A for ACS</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Protocols for exclusion and isolation for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. ☒ Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. 	<p>ACS will follow the ACS Covid19 Prevention and Response Plan for suspected of COVID19 exposure. Students will be referred to parents and the LPHA for COVID19 testing.</p> <p>ACS will follow the ACS Covid19 Prevention and Response Plan for suspected of COVID19 exposure. Students will be referred to parents and the LPHA for COVID19 testing</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <p>☒ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.</p> <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space. • After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. <p>☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p>☒ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular physician or through the local public health authority. • If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is 	<p>See ACS Covid19 Prevention and Response Plan Section 2. Response</p> <p>ACS will call parents to transport, follow CDC Guidelines and report to LHPA See ACS Communicable Disease Policy & ACS Illness Policy</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>required to return to school, to ensure that the person is not contagious.</p> <ul style="list-style-type: none"> If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <p><input checked="" type="checkbox"/> Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).</p> <p><input checked="" type="checkbox"/> Record and monitor the students and staff being isolated or sent home for the LPHA review.</p>	<p>ACS' HSC will coordinate with LPHA</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Response</p>



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.</p> <p><input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions:</p> <ul style="list-style-type: none"> Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or Have COVID-19 symptoms for 10 consecutive school days or longer. <p><input checked="" type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.</p>	<p>See ACS Student Admission and Enrollment Policy</p> <p>See ACS Student Admission and Enrollment Policy Section VI.1: COVID19 Exceptions</p> <p>See ACS Student Admission and Enrollment Policy Section VI.2: COVID19 Exceptions</p>

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Grades K-5: Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).</p> <p><input checked="" type="checkbox"/> Grades 6-12: Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).</p> <p><input checked="" type="checkbox"/> Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.</p>	<p>See ACS Covid19 Prevention and Response Plan Section 2. Response</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Response</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Response</p>

OHA/ODE Requirements	Hybrid/Onsite Plan

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Update procedures for district-owned or <i>school-owned</i> devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). ☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner. 	<ul style="list-style-type: none"> ● Handwashing: See ACS Covid19 Prevention and Response Plan Section 1. Prevention ● Equipment: See ACS Covid19 Prevention and Response Plan Section 1. Prevention ● Events: See ACS Covid19 Prevention and Response Plan Section 2. Response ● Transitions/Hallways: See ACS Covid19 Prevention and Response Plan Section 1. Prevention ● Personal Property: See ACS Covid19 Prevention and Response Plan Section 1. Prevention

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☒ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☒ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the Ready Schools, Safe Learners guidance). ☒ Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. <ul style="list-style-type: none"> ● Eliminate shared pen and paper sign-in/sign-out sheets. ● Ensure hand sanitizer is available if signing children in or out on an electronic device. ☒ Ensure hand sanitizer dispensers are easily accessible near all entry doors and other high-traffic areas. Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention & Section 3. References: Addendum #4</p> <p>See ACS Covid19 Prevention and Response Plan Section 3. References: Addendum #1</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention & Section 3. References: Addendum #3 & #4;</p> <p>See ACS Covid19 Prevention and Response Plan Section 3. References: Addendum #2 & Addendum #5; Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Seating: Rearrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person; assign seating so students are in the same seat at all times. 	<p>Seating: See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include meal services/nutrition staff in planning for school reentry. ☒ Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☒ Adequate cleaning of tables between meal periods. ☒ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces. 	<p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service. ☒ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This can be done at the time of arrival and departure. <ul style="list-style-type: none"> • If a student displays COVID-19 symptoms, provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. • If arriving at school, notify staff to begin isolation measures. <ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. ☒ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. ☒ Drivers wear face shields or face coverings when not actively driving and operating the bus. ☒ Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). ☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the guidance in section 1h of the <i>Ready Schools, Safe Learners</i> guidance to transportation settings. 	<p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p> <p>N/A for ACS</p>

2j. CLEANING, DISINFECTION, AND VENTILATION



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts. 	<p>ACS HSC began coordinating 6/17/2020</p> <p>ACS will follow the school's ACS Covid19 Prevention and Response Plan and coordinate with the LPHA for any outbreak response.</p> <p>ACS will follow the school's ACS Covid19 Prevention and Response Plan and coordinate with the LPHA for any outbreak response.</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <ul style="list-style-type: none"> • Determination if exposures have occurred • Cleaning and disinfection guidance • Possible classroom or program closure <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input checked="" type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families. 	<p>ACS will follow the school's Covid19 Prevention and Response Plan and coordinate with the LPHA for any outbreak response.</p> <p>ACS Will follow LPHA guidelines regarding cleaning and possible classroom or program closure.</p> <p>See ACS Health and Safety Coordinator Job Description</p> <p>See ACS Health and Safety Coordinator Job Description</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p> <p>N/A for ACS</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<p>ACS will follow CDC guidance</p> <p>See ACS Covid19 Prevention and Response Plan Section 1. Prevention</p> <p>See ACS Covid19 Prevention and Response Plan Section 2. Exposure</p> <p>ACS will strive to follow LPHA guidelines regarding bringing students back into On-Site instruction.</p>



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.



4. Equity



5. Instruction



6. Family, Community, Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

ACS Covid19 Prevention and Response Plan

8/15/2020

Revised 10/1/2020

Revised 10/30/2020

Revised 12/10/2020

Revised 1/1/2021



Introduction

“COVID-19 is caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.”- “While fewer children have been sick with COVID-19 compared to adults, most children with COVID-19 have mild symptoms or have no symptoms at all. “ (CDC.gov)⁴

ACS currently offers on-site instruction five days a week for grades K-3 per the original exception clause allowable in August. Following the new metrics outlined by the governor’s office on October 30, 2020, ACS is planning to offer on-site instruction five days a week for our remaining grades (4-8), with continued health and safety accommodations in place after 14 days of meeting the newest metrics.

The current Plan A, outlined below is based on a “Healthy Only” framework for reopening the ACS campus. The “Healthy Only” framework requires parents and employees to ensure that **only healthy individuals are entering the campus**. To support and enforce this approach, parents will be required to sign a legally-binding waiver of liability and health screening agreement (See page 15 of this document). A “Healthy Only” framework provides the greatest level of "normalcy" but depends on parents, students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic. Violators may lose their privilege to return to campus for the duration of the pandemic.

The school facilities will receive increased levels of cleaning and sanitizing, as well as increased containment of groupings of students for the purposes 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.

For Plan A, ACS will make every effort to provide distance learning accommodations for students with elevated health concerns, but we cannot guarantee these services. If ACS cannot provide these services, students will not have the opportunity for Distance Learning in Plan A.

In order to keep all of ACS students, staff and parents safe, it is vital that each family take responsibility for doing their part. Let me give you a few examples of how you make take responsibility.

1. If you have a family member who has been exposed to a person suspected of having Covid, but has not been tested, it is best to **NOT** send your child to school until the suspected person is confirmed + or -.
2. If you have a family member who has been exposed to a person who is being tested for Covid, but has not been received result, please **DO NOT** send your child to school until the suspected person is confirmed + or -.
3. If you have a family member who has been exposed to a person who is has tested positive for Covid, please **DO NOT** send your child to school until the suspected person is confirmed + or -.
4. If you have a family member who has been exposed to a person who is has tested positive for Covid, please **DO NOT** send your child to school until the suspected person is confirmed + or -.
5. If you have a family member who is suspected of having Covid, but has not been tested, please **DO NOT** send your child to school until the suspected person is confirmed + or -.
6. If you have a family member who is being tested for Covid, but has not been received result, please **DO NOT** send your child to school until the suspected person is confirmed + or -.
7. If you have a family member who has tested positive for Covid, your student should quarantine along with the rest of the family.
8. If you have a family member who has been exposed to a person who is has tested positive for Covid, please **DO NOT** send your child to school until the suspected person is confirmed + or -.

Re-Opening Plan at-A-Glance

The list below outlines the basic expectations that will be met when ACS re-opens for the first day of school on September 9, 2020 for K-3 and in the near future when metrics are met for grades 4-8. The rest of this entire document provides more detail to daily protocols.

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/symptoms.html>

- Parents and staff will sign Waiver of Liability Form
- 5-day on site instruction for K-3 using Seesaw and Zoom if needed;
- 5-day on site instruction for grades 4-8 Google Classroom and Zoom if needed
- Daily temperature checks before entering building
- Temperature checks will take place in the vehicle before parent drives away
- Students will enter/exit the building at specific grade level entry and exit doors
- Parents are NOT allowed on campus for drop off.
- Parents will say “goodbye” to student on sidewalk without entering building
- Hand sanitizer personal-size bottles will be provided by parents
- Hand sanitizer stations will be available upon entry for students and staff
- No hot food menus out of the cafeteria
- Masks/shields are required for everyone K-8
- Social distancing in place as much as possible
- Enhanced custodial cleanings
- Electrostatic spraying for disinfectant purposes
- New Health & Safety Coordinator role created
- New Custodial Coordinator role created
- Classroom bottles of sanitizers
- Student personal 2oz. bottle of desk sanitizer supplied by parents
- Water fountains turned off- student personal water bottles supplied by parents
- Water bottle refill station installed
- No music class
- Library/Spanish in classroom
- Computer lab not in use
- No mixing of TEAMS
- \$100 per hour fee to supervise students with fever who are dropped off by parent who drives off prior to temperature check
- In an effort to remain safe and to keep on-site instruction in place, ACS will make a decision to close based on 5 levels of exposure – (See Closure on page 14)

Preventions

Prevention Plan Item	Prevention Protocols
Administration	<ul style="list-style-type: none"> • ACS will provide 1st day of school staff and student training on Covid19 symptoms and prevention • ACS will offer credit card tuition payment which will promote social distancing • To promote social distancing, ACS will offer automatic deduction option for paying tuition • Administration will add “personal-sized hand sanitizer” to ACS K-8 Classroom Supply Lists to be supplied by parents • Administration with or without a timely consult with parents and staff holds the authority to adjust this plan at any time as needed. • ACS will provide PPE as requested by staff • ACS staff will communicate closely with WCC staff to prevent cross contamination between church and school personnel and members/students.
Assemblies	<ul style="list-style-type: none"> • ACS will reduce the amount of non-essential assemblies and/or seek to maintain CDC guidelines for social distancing during assembly • ACS will attempt to adjust Chapel in settings for K-3 and grades 4-8.
Bathrooms	<ul style="list-style-type: none"> • Bathrooms will be allocated to certain grades Main Floor PS-K Upstairs 1-5 Basement 6-8 • Students will have a planned staggered bathroom schedule • Distance markers will be used to help students with social distancing • ACS will place hall monitors outside bathrooms at scheduled breaks to control usage • Classroom aides will sanitize bathrooms after each class usage
Cafeteria	<ul style="list-style-type: none"> • ACS will discontinue cooking from the school kitchen due to it being a high-risk area • Boxed pre-packaged/bagged lunches from local restaurants may be offered • Meals, snacks & beverages served from the cafeteria must be individually packaged and served directly to the student • Classes will rotate between eating in the cafeteria, classrooms and outdoors to accommodate physical distancing • Students in the K-8 program and in after school care will need to provide their own water bottles and snacks • Windows will be open for air flow circulation • Fans will be blowing to circulate air flow • Tables will be disinfected after each class use • Staff distributing any meals will wear a mask or face covering and gloves

	<ul style="list-style-type: none"> • ACS may utilize four grassy outdoor lunch areas preferred over the cafeteria
<p>Classrooms</p>	<ul style="list-style-type: none"> • K-8 students will receive Covid19 prevention instruction on the first day of school <ol style="list-style-type: none"> 1. Self-Identify as “high risk” 2. Hand washing – Soap & water for 20 seconds Before and after recess Before and after lunch 3. Facial coverings will be required K-8 4. Social distancing in place where feasible 5. Personal property self-contained • Upon entering the K8 classroom, students will sanitize their hands. • Desks will be socially distanced as much as possible • Desks will be facing same direction • Windows will be open to promote air circulation • Fans will be blowing to circulate air flow • All K8 classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels • Students will touch only their own learning materials (e.g. rulers, pencil boxes, pens). • Parents will provide students with a personal bottle of hand sanitizer at their desk • Teachers and students will be responsible for completing a Contact Tracing Log • Backpack hooks will be alternately used with backpack on hook separated by backpack on floor.
<p>Entering/Exiting the Building</p>	<ul style="list-style-type: none"> • ACS will implement a daily temperature check for everyone entering the building • Hand sanitizing stations will be placed at entrances for students, parents, and visitors • Parents (PS-8th grade) will not be allowed on campus during drop-off or pick-up times • ACS will allocate specific entry and exit doors to facilitate movement through the building that promotes physical distancing. See charts at end of this document. • All tardy students will enter the building through the 3rd Ave entrance • 3rd Ave will be the designated entrance open for temperature checks after the beginning of the school day from 9:00-4:00. • Students displaying a temperature over 100° F will not be allowed on campus • Volunteers will not be allowed on campus <p>MORNING DROP OFF PROCEDURES:</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Child Care drop-off begins at 7:00am at the 4th Avenue SE doors • Students checking in after 9:00 AM must be delivered by the parent to the Main entrance on 3rd Avenue to receive a temperature check

Child Care

- All Child Care students will enter through the 4th Avenue SE doors.
- Child Care parents will drop off students & say goodbye on the sidewalk outside the building
- Classroom drop-off from Child Care to PS begins at 8:50 AM to go wash hands
- Child Care students will report directly to the classroom after hand-washing

Preschool

- Students will enter the building through the 4th Avenue SE doors.
- Preschool parents will drop off students & say goodbye on the sidewalk outside the building
- PS Teachers/aides will deliver kids to the classroom from the 4th Avenue SE entrance

Kindergarten

- AM and PM Students will enter through the 4th Avenue SW doors.
- Parents will drop off students and say goodbye on the sidewalk outside the building.
- Students will enter the building, go up the stairs and go directly down the right side of the hallway to their classroom in room 102.

1st grade

- Students will enter through the Jackson Street gymnasium doors, travel through the gym lobby on the right side and immediately go up the right side of the stairwell to their classroom in room 207 or room 209.

2nd grade

- Students will enter through the Jackson Street playground gate next to the gymnasium entrance. Students will travel on the walkway to the playground entrance door, into the gym lobby and go immediately up the right side of the stairwell to their classroom in room 208.

3rd grade

- Students will enter through the Main 3rd Avenue doors, turn right and go up the right side of the stairwell to their classroom in room 200.

4th grade

- Students will enter through the 3rd Avenue gymnasium entrance doors. Students will walk through the gym on the right side of the gym into the gym lobby. They will turn right and go to the stairwell and up on the right side of the stairwell to their classroom in room 210.

5th grade

- Students will enter through the Railroad Street ADA disability accessible entrance

door and turn right and then travel on the right side through the Worship Center lobby and go up on the right side of the stairwell to their classroom in room 202.

6th-8th grade

- Students will enter through the Railroad Street south Worship Center door and travel on the left side through the Worship Center lobby and go up on the right side of the stairwell to their classrooms, 201, or 203, or 204.

AFTER SCHOOL PICK UP PROCEDURES:

Child Care:

- Parents or designated person(s) will enter through the Main entrance on 3rd Avenue and make a request to the ACS staff member to pick up their child.
- The ACS staff member will retrieve the student and release him/her to the parent or designated person.

Preschool

- Students will be released to parents by class:
 - **Miss Kreisha** and **Mrs. Kaydi/Tosha** – 3rd Avenue
 - **Mrs. April** – Jackson Street
 - **Mrs. Emily** and **Miss Skylar** and **Miss Sue** – 4th Avenue

Kindergarten

- Students will be released to parents on the West end of the building on 4th Avenue

1st grade

- Students will be released to parents on Jackson Street at the gymnasium exit

2nd grade

- Students will be released to parents on Jackson Street at the playground gate exit

3rd grade

- Students will be released to parents on 3rd Avenue at the main entrance walkway

4th grade

- Students will be released to parents on 3rd Avenue at the gymnasium entrance

5th grade

- Students will be released to parents on Railroad Street at the ADA exit door

6th - 8th grade

- Students will be released to parents on Railroad Street at the Worship Center doors

**Environmental
Cleaning**

- Cleaning requirements will be maintained according to section 2j of the ***Ready Schools, Safe Learners*** guidance.
- Railings and door knobs will be disinfected throughout the day

	<ul style="list-style-type: none"> • Custodians will work an enhanced cleaning schedule
Equipment	<ul style="list-style-type: none"> • Computers, ipads, headphones, mice, keyboards, copiers, printers, microwaves, refrigerators, hand dollies, etc. will be sanitized after each use. • The Computer Lab will have limited use due to it being a high-risk area • Recess and PE equipment will be sanitized between each class usage • Playground will be sanitized after each use
Facility	<ul style="list-style-type: none"> • Common areas including the cafeteria will be cleaned & sanitized after each use • Evening janitorial staff will be responsible for cleaning and disinfecting handrails, door knobs, handles, door frames, and other frequently touched surfaces. • Classroom doors and windows, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow • Hand sanitizing stations will be placed at building entry points • Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for students and staff: <ol style="list-style-type: none"> 1. Social distancing 2. Proper and frequent handwashing 3. How to stop the spread of germs • Fire drills and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible <ol style="list-style-type: none"> 1. Non-alarmed practice drills – classrooms on opposite sides of building
Guests, Parents, & Visitors	<ul style="list-style-type: none"> • All guests, parents, and visitors are required to complete a temperature screening prior to entry of building • All guests, parents, and visitors will be limited on campus • All visitors are required to wear a mask or face covering while on campus • K-8 parents are not permitted to enter the building during drop-off or pick-up times • Volunteers in the classroom will not be allowed during COVID safety measures
Hallways	<ul style="list-style-type: none"> • Water fountains will not be operational. • We have converted one water fountain into bottle-filling station • Monitors will be in hallways to help students with social distancing • Distance markers will be used to help students with social distancing • Hallway Monitors will be in hallways outside bathrooms to control usage
Health Screening	<ul style="list-style-type: none"> • Temperatures of all persons (e.g. students, employees, parents) will be checked prior to entering the campus • Smell sensation may be checked of persons (e.g. students, employees, parents) who exhibit Covid-like symptoms • Parents and employees must complete a Waiver of Liability and Health Screening Agreement at the beginning of the school year with required signatures for their understanding of the limitations of ACS physical distancing capabilities and releasing ACS/WCC of any liability in regards to Covid-19 and agreeing to only permit non-

symptomatic persons to enter the campus (See page 15 of this document)

- 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 home with no symptoms appearing prior to returning to school
- Any person who exhibits a fever above 100° will not be allowed on campus
- Any student on campus who exhibits a fever above 100° will be held in the isolated sick room and parents will be notified to pick up their child
- Any employee that exhibits a fever over 100° will be directed to leave campus immediately
- If a student/staff presents any possible COVID-19 symptoms, the ACS Health and Safety Coordinator will complete the assessment and notify parents/staff to be sent home if necessary
- If a student/staff member has a negative COVID-19 test, they must provide a doctor’s note and have had no fever without the use of fever-reducing medicines for 72 hours before they can return to school
- 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:
 - Has it been at least 10 days since the individual first had symptoms?
 - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
 - Has it been at least 3 days since the individual’s symptoms have improved including cough and/or shortness of breath?
- Absences due to Health Screening restrictions will not be counted as school day absences

<p>Closure Instructional Strategies</p>	<p>Closure:</p> <ul style="list-style-type: none"> • Distance Learning will be implemented for the school for any two-week closure period or longer. • No provisions will be made for a 2-3 day closure. We will consider those closure days as “snow days” • Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning <ul style="list-style-type: none"> Consistent face time learning Standardized Seesaw/Google Classroom Format Consistent Standardized attendance policy Consistent Standardized grading policy <p>Software:</p> <ul style="list-style-type: none"> • In order to ensure a smooth transition at any time that the school may need to shift to distance learning, teachers will be proficient in the use of the following online tools: • Seesaw: We will use Seesaw as our Distance Learning Platform for grades K-2 for posting assignments and communications regarding assignments • Google Classroom: We will use Google Classroom (GC) as our Distance Learning Platform for grades 3-8. GC will be used for posting all assignments and communications regarding assignments • Sycamore: We will continue to use Sycamore as our Student Information System for posting all grade-book information as well as all parent communication. • ZOOM: We will use Zoom as our Virtual Teaching System (VTS). Zoom is a dynamic instructional platform <p>Electronics:</p> <ul style="list-style-type: none"> • In the case of Plan B, a limited number of ipads and laptops will be made available to students in need • Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use
<p>Lost and Found</p>	<ul style="list-style-type: none"> • 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 • All lost items will be secured in the HSC’s office where the items will be held for only one week • After one week, items will be donated to a local charity
<p>Masks/Face coverings</p>	<ul style="list-style-type: none"> • The wearing of face coverings is required for everyone on campus • Our first student orientation of the school year will include education for our students on safety precautions including face coverings • Our desire is to be an environment where all people are comfortable within this community, embraced through the love of Jesus, regardless of outer appearance

<p>Personal Items</p>	<ul style="list-style-type: none"> • All personal items brought to the school by a student or employee must be disinfected daily by the owner prior to being introduced on campus • No personal items may be shared (e.g., backpacks, clothing) • Learning materials may be shared once disinfected (e.g. manipulatives, ipads) • All personal items must be labeled with the student’s name (e.g. water bottles, notebooks, backpacks) • Students may not touch or use another student’s locker, backpack, or any other item without first disinfecting the item 																						
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • ACS will support physical distancing in all daily activities and instruction, striving to maintain the recommended six feet between individuals. In the case of “physical space limitation” in which a six-foot distance cannot be maintained between students, especially in an enclosed classroom environment, ACS will seek consent from parent in order to maintain the maximum teacher to students ratio (1:24) per classroom <p><u>Classroom:</u></p> <ul style="list-style-type: none"> • Teams will be designed such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. To maintain access to general education, grade level learning standards, and peers, TEAMS will be formed into the following groups: <table border="0" data-bbox="391 1100 1192 1518"> <tr> <td>• TEAM #1 Kindergarten AM</td> <td>Mrs. Elliott</td> </tr> <tr> <td>• TEAM #2 Kindergarten PM</td> <td>Mrs. Elliott</td> </tr> <tr> <td>• TEAM #3 1st Grade</td> <td>Miss Johnson/Mrs. Cook</td> </tr> <tr> <td>• TEAM #4 2nd Grade</td> <td>Mrs. Guthrie</td> </tr> <tr> <td>• TEAM #5 3rd Grade</td> <td>Ms. Wilke</td> </tr> <tr> <td>• TEAM #6 4th Grade</td> <td>Mrs. Looney</td> </tr> <tr> <td>• TEAM #7 5th Grade</td> <td>Mrs. Tharp</td> </tr> <tr> <td>• TEAM #8 6th Grade</td> <td>Mr. Clarke</td> </tr> <tr> <td></td> <td>7th Grade</td> <td>Mr. Reeves</td> </tr> <tr> <td></td> <td>8th Grade</td> <td>Ms. Hunter</td> </tr> </table> <ul style="list-style-type: none"> • Students will be instructed not to share items with their classmates • Desks will be spaced apart to maximize social distancing space • Desks will be arranged forward-facing so that students are not face to face <p><u>P.E. & Recess:</u></p> <ul style="list-style-type: none"> • Contact sports will not be permitted during Physical Education classes or Recess. • Staff will plan recreational and sports activities that minimize physical contact with minimal equipment sharing • Equipment will be cleaned and sanitized after each class use 	• TEAM #1 Kindergarten AM	Mrs. Elliott	• TEAM #2 Kindergarten PM	Mrs. Elliott	• TEAM #3 1st Grade	Miss Johnson/Mrs. Cook	• TEAM #4 2nd Grade	Mrs. Guthrie	• TEAM #5 3rd Grade	Ms. Wilke	• TEAM #6 4th Grade	Mrs. Looney	• TEAM #7 5th Grade	Mrs. Tharp	• TEAM #8 6th Grade	Mr. Clarke		7th Grade	Mr. Reeves		8th Grade	Ms. Hunter
• TEAM #1 Kindergarten AM	Mrs. Elliott																						
• TEAM #2 Kindergarten PM	Mrs. Elliott																						
• TEAM #3 1st Grade	Miss Johnson/Mrs. Cook																						
• TEAM #4 2nd Grade	Mrs. Guthrie																						
• TEAM #5 3rd Grade	Ms. Wilke																						
• TEAM #6 4th Grade	Mrs. Looney																						
• TEAM #7 5th Grade	Mrs. Tharp																						
• TEAM #8 6th Grade	Mr. Clarke																						
	7th Grade	Mr. Reeves																					
	8th Grade	Ms. Hunter																					

	<ul style="list-style-type: none"> • Equipment will be allocated for each class use <p><u>Facilities:</u></p> <ul style="list-style-type: none"> • Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for students and staff: <ul style="list-style-type: none"> Stay six feet apart when possible Proper and frequent handwashing How to stop the spread of germs • Fire drills and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible. • Chapel will be reorganized to accommodate minimal contact between classes • ACS Worship Center will be sanitized between each chapel group
Recess	<ul style="list-style-type: none"> • ACS playground will remain closed to general public but available for ACS recesses • Recess schedules will accommodate one TEAM at a time on the playground. • Playground will be sanitized between each class use • Students will wash their hands after recess • ACS may utilize the Gym/Cafeteria/Playground/Gym Lobby to accommodate the need for recess areas
Water	<ul style="list-style-type: none"> • Students will bring their own water bottles labeled with their name. • If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged \$.50 accordingly

Exposure

<p>Symptoms</p>	<ul style="list-style-type: none"> • Any person showing a temperature above 100° F will not be allowed on campus • If a student on campus shows symptoms of Covid19 with a fever (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), he/she will be isolated in/at or near the Health and Safety Coordinator’s office and a parent will be called to immediately come and pick up the student from the Jackson Street gymnasium entrance
<p>Isolation</p>	<ul style="list-style-type: none"> • ACS has created a Health and Safety Coordinator (HSC) position to be better prepared to handle potential health needs of our students and staff this year. The HSC office is located in the gymnasium lobby. Students and/or staff with Covid19 symptoms will be directed to this office • If a student/staff member is sent home due to fever, he/she is expected to immediately contact his/her primary care provider or other appropriate health care professional and monitor symptoms • The student/staff member must be fever free for 72 hours before returning to school • The ACS HSC will track and monitor students/staff who are sent home with a fever to ensure compliance
<p>Reporting</p>	<ul style="list-style-type: none"> • If anyone who has been on campus is known to have been diagnosed with COVID-19, the ACS HSC will report the case to and consult with the Local Public Health Authority (LPHA) • If such a case of Covid19 is identified in the ACS school setting, and the incidence is low, the Local Public Health Authority (LPHA) will provide a direct report to the ACS Health & Safety Coordinator on the diagnosed case(s) and receive guidelines regarding cleaning and program closure • In such a case that the LPHA diagnoses a Covid19 case in the ACS setting, the ACS HSC will communicate with parents • In such a case that the LPHA diagnoses a “low incident” Covid19 case in the ACS setting, ACS will close and implement an all-school cleaning protocol • In such a case that the LPHA diagnoses a Covid19 case in the ACS setting, and the incidence is high, ACS HSC will report the cases to and consult with the Local Public Health Authority (LPHA) regarding program closure and the implementation of Plan B, distance learning for all students until further notice
<p>Closure</p>	<ul style="list-style-type: none"> • Should a closure of an indefinite amount of time result from either a direct Covid19 case on campus or due to governmental restrictions, ACS will be prepared to offer distance learning to all students. <p>ACS will have 5 levels of closure:</p> <ul style="list-style-type: none"> • CLOSURE LEVELS

Level 1

If one student in a classroom contracts Covid, the student will quarantine for 14 days and the teacher will monitor the class for further symptoms. The class will be electrostatically cleaned.

- Sibling(s) of Covid case will be identified and be quarantined as well

Level 2

If multiple students in the same classroom contract Covid, the entire school will close for cleaning and the affected classroom will close and quarantine for two weeks. All other classes will return to school after the cleaning period.

- Distance Learning will be provided for students in the quarantined classes
- No instruction will be provided for students during the cleaning days – “snow days”

Level 3

If any ACS staff member contracts Covid, the entire school will close for cleaning, and the affected classroom will quarantine for two weeks. All other classes will return to school after the cleaning period.

- Distance Learning will be provided for students in the quarantined class
- No instruction will be provided for students during the cleaning days – “snow days”

Level 4

If multiple staff contract Covid in the same classroom, the entire school will close for cleaning and the affected classroom will close and quarantine for two weeks. All other classes will return to school after cleaning period.

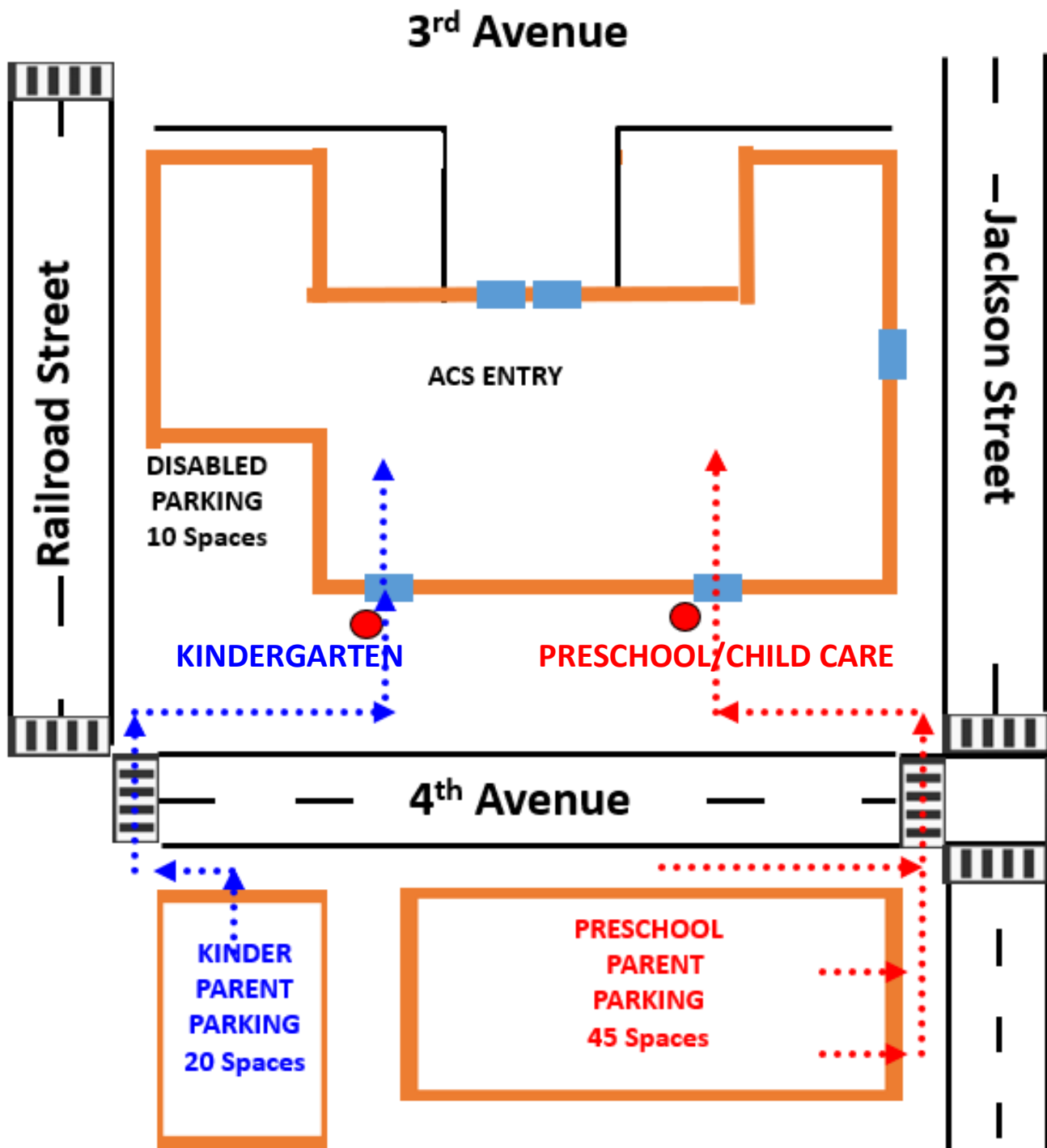
- Distance Learning will be provided for students in the quarantined class
- No instruction will be provided for students during the cleaning days – “snow days”

Level 5

If multiple staff contract Covid in different classrooms, the entire school will close for cleaning and will quarantine for two weeks.

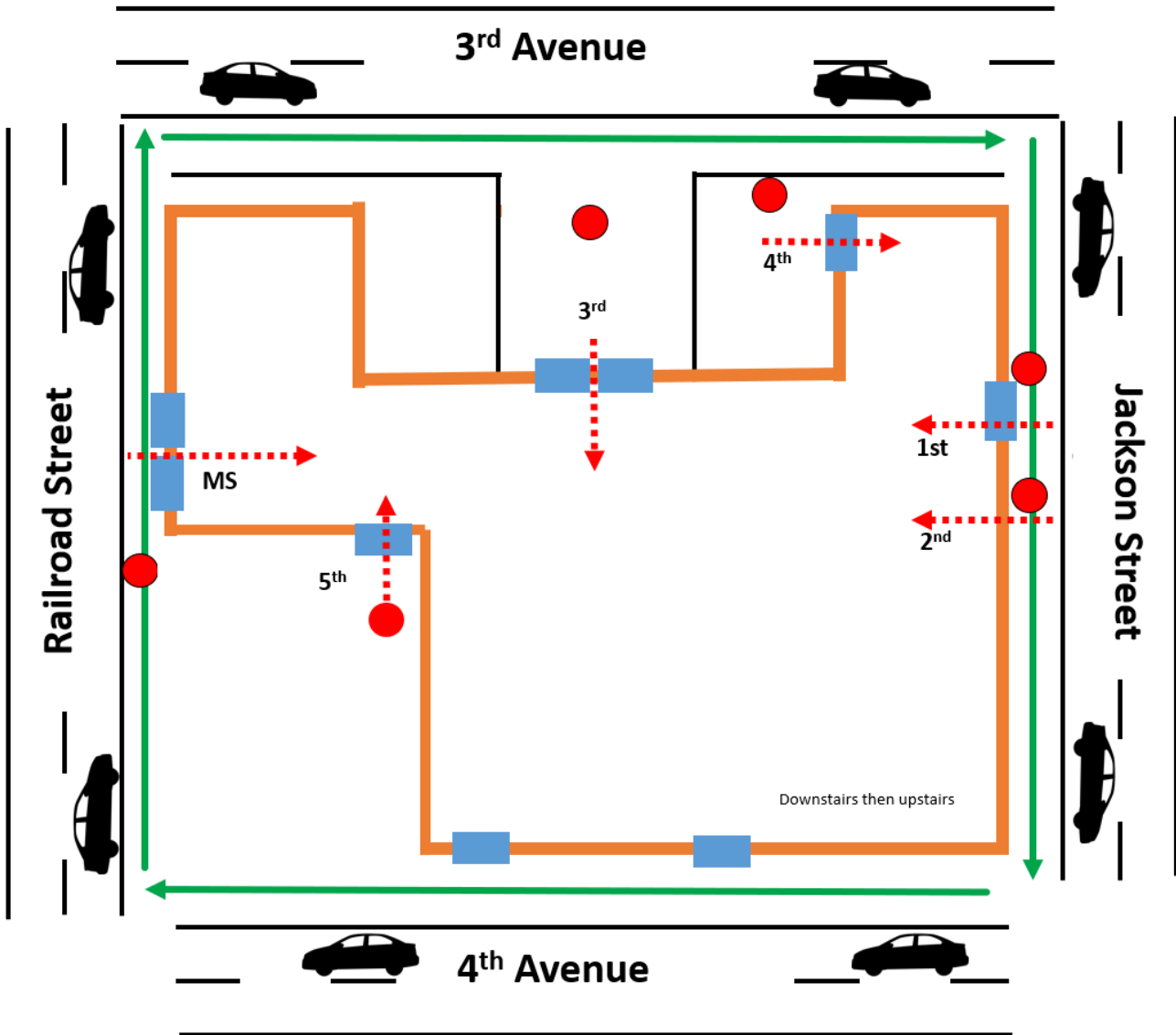
- Distance Learning will be provided for students

Kindergarten & Preschool/Child Care Drop-Off Locations



1-8 Drop-Off Locations

8:45am



1-8 DROP OFF KEY

- 1-8 Foot Traffic
- ← 1-8 Drive Up/Drop Off
- Thermometer Location
- Entry Access

8:45am

ACS Student Daily Contact Tracing Log

Grades K-2 Teachers will record daily contact tracing logs for a minimum of four weeks to assist the LPHA as needed. HSC will review daily.

Grades 3-8 Students will record daily contact tracing logs to assist the LPHA as needed. Aides will review daily and HSC will review weekly.

- Student Name _____ Date ___/___/_____
- Drop Off Time _____ Location _____ Pick Up Time _____ Location _____
- Parent/Guardian Name _____
- Emergency Contact Information _____
 - Teacher Phone ___/___-_____
 - Teacher Aide Phone ___/___-_____

Monday ___/___/_____

Tuesday ___/___/_____

Wednesday ___/___/_____

Thursday ___/___/_____

Friday ___/___/_____

Other Contacts Today:

Other Contacts Today:

Other Contacts Today:

Other Contacts Today:

Other Contacts Today:

PLEASE TELL ME HOW YOU FEEL TODAY

- | | | | | | | |
|--------------------|-----------------------|----------------------|---------------------------|----------------------|-------------------------------|--------------------|
| A. FEVER | B. CHILLS | C. COUGH | D. HARD TO BREATHE | E. TIRED | F. SORE | G. HEADACHE |
| H. VOMITING | I. SORE THROAT | J. CONGESTION | K. DIARRHEA | L. RUNNY NOSE | M. LOSS OF TASTE/SMELL | |
| N. SAD | O. AFRAID | P. NERVOUS | Q. HAPPY | R. CONFUSED | S. LONELY | |

Monday	Tuesday	Wednesday	Thursday	Friday
---------------	----------------	------------------	-----------------	---------------

WAIVER OF LIABILITY AND

Albany Christian School and Willamette Community Church (ACS/WCC) is hereby providing notice to me that it intends to reopen its school program on Wednesday, September 9, 2020. I/we understand that ACS/WCC cannot protect my child/student and/or me from risks, which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I hereby state that I, on behalf of my child/student, myself and my extended family, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

I hereby agree not to enter the campus of ACS/WCC nor permit my child/student or designated person/s to enter the campus of ACS/WCC if I/they have exhibited or have been in contact with another person who has exhibited any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus within the previous 14 days.

Furthermore, I understand the physical limitations of some of the school classrooms and I agree with the ACS strategy to maintain the 1:24 teacher to student ratio per classroom. I agree that the physical limitations of some ACS classrooms prevent a 35sq.ft. distance per student in the classroom, and I agree to enroll my student knowing these physical limitations.

In consideration of myself and my child/student, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Albany Christian School, its officers, Board of Directors, employees, agents, and representatives from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student attendance at and participation in the preschool and/or afterschool program, including any medical expenses, injury and/or death.

I agree to indemnify Albany Christian School and Willamette Community Church, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence of ACS/WCC or otherwise. I fully understand, on my behalf and behalf of my child/student, the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this Release shall be governed by the laws of the State of Oregon.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that by signing this agreement, I am giving up on behalf of my child/student, extended family, designated person/s and myself certain legal rights and remedies including the right for my child/student, my extended family, designated person/s, and/or myself, to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.

Finally, I understand that should the school be required to offer Distance Learning at any time, I will be expected to continue to pay my monthly tuition bill per contracted agreement unless financial aid is offered by the school Board and an alternate agreement is made through the school Finance Department.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Parent Name _____

Parent Signature _____ Date
____/____/_____