

# Lodi Christian School

## COVID SAFETY PLAN

February 1, 2021

Lodi Christian School (Private)

Enrollment 227 students K-8

Principal Ron Hittle

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County San Joaquin

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Lodi Christian School has been open for in person instruction since September 28, 2020 under SJCPHS waiver process.

As of January 14, 2021, the Blueprint for a Safer Economy established a new COVID-19 Reopening in person instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School year. Activities at Lodi Christian School are consistent with and will be adjusted as needed to meet the changing demands of the state and local Public Health Orders. A team of administrators and teachers have been established to develop, support and monitor the LCS COVID 19 Safety Plan. This team meets regularly to monitor and adjust the plan accordingly to state and county specifications. This LCS team has been established to develop, educate, inform and support the policies and procedures written specifically for the COVID 19 guidelines put out by the State of California and SJCPHS. Our Program Manager has set a standing agenda of the LCS team which meets several times a week, to stay current on changing data. There are weekly (or as necessary) staff meetings planned to inform of any COVID 19 updates or changes. It is the responsibility of our Program Manager to notify families, when necessary and our website is up to date with the changing information.

Health and safety practices and protocols and are in place, including hand washing, appropriate face coverings and up to date student and staff attendance tracking. Each classroom at LCS is supplied with all necessary items needed to comply with the COVID 19 requirements that include, cleaning/disinfecting spray bottles, disposable face masks, disinfectant hand soap, paper towels,

thermometer, hand sanitizer, and alcohol wipes. All supplies will be replenished weekly or as needed. Student temperature will be taken prior to entering the building and recorded on a daily student roster list. All staff entering the building will have their temperature taken and recorded.

Training has been provided to all LCS staff, students and families reinforcing the importance of health and safety practices and protocols. All regular and substitute staff prior to the start of in-person instruction and as part of onboarding training for newly hired staff. LCS staff will receive training throughout the year when new/updated information from SJCPHS is released. Handbooks outlining health and safety practices and protocols are provided and reviewed with staff and families. Age appropriate training for all students, such as teaching children to avoid contact with one's eyes, nose and mouth. Use a tissue to wipe their nose and cough/sneeze into their elbow, will occur as part of classroom self-help skills instruction. LCS staff will model and practice handwashing before and after eating, coughing/sneezing, after playing outside and using the restroom.

A primary and secondary point of contact are established, identified and trained to direct questions or concerns pertaining to practices, protocols or potential exposure. Our persons of contact will also serve as a liaison to SJCPHS and contact information is identified in the LCS Protection Plan. The Program Manager and Office Manager will serve as the primary and secondary points of contact respectively and serve as the Liaisons to SJCPHS. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact: Ron Hittle, Principal and Program Manager, [rhittle@lodichristianschool.org](mailto:rhittle@lodichristianschool.org) 209-368-7627 or secondary contact: Kris Nies, Office Manager, [knies3@lodichristianschool.org](mailto:knies3@lodichristianschool.org) 209-368-7627.

**The following topics are in accordance with the COVID-19 School Guidance Checklist.**

## **Stable groups structures (cohorts)**

Lodi Christian School will maintain already established stable classroom cohorts throughout each school day, and throughout each quarter or semester, with an assigned primary cohort teacher. Each cohort or stable group represents one class per grade, K-8 with a maximum of 28 students in each group. Cohorts and stable groups will never mix with any other stable groups at any time of the school day.

## **Entrance, Egress and Movement Within the School**

Routes for entry and exit onto the LCS campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

Students/cohorts/stable groups will be assigned an entry/exit door. They will be instructed to use that assigned door on a daily basis of entering and exiting. LCS staff will be placed at each doorway to supervise and prevent mixing of students/cohorts. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts and stable groups. Arrival and

departure of students will be coordinated by the classroom staff and administration in order to prevent the mixing of students from different classrooms. Each cohort/stable group will have their temperature checked prior to entering the building. Students will eat snacks and lunches in their classrooms or weather permitting outside using physical distancing. Recess times for each classroom on the playground will be staggered. The Program Manager will collaborate with the Vice Principal and teachers at Lodi Christian School to ensure coordination of times and access to space on campus. Congregate movement through hallways will be minimized as much as practicable. Staff will accompany students to the designated bathroom in the hallway, around the corner from the classroom to support students from mixing with other students who may also be in the hallway.

Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines. Non-essential visitors will be limited. Students drop off and pick up will have a designated area and parents will not be permitted beyond that point. All campus visitors will be required to sign-in at the LCS office and respond to the health screening and have their temperature checked. When possible, essential workers will be scheduled after student hours on campus. To the extent possible, individual IEP meetings will be scheduled virtually. Electronic submission of required documentation will be utilized. Parents will need to contact the LCS office if there is a need to drop off lunch/snack, medication, or other documentation that cannot be completed electronically so that arrangements can be made for a safe drop-off.

## **Face Coverings and Other Essential Protective Gear**

All staff are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication.

Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of the face. Staff training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be a part of in class instruction.

Refusal to wear face coverings will be subject to disciplinary action.

## **Health Screening for Students and Staff**

Health screening for students and staff will be conducted as advised and updated by the SJCPHS and CDC, emphasizing that parents and caregivers must monitor their children for signs of infectious illness everyday at home.

LCS staff will be required to answer the following questions before entering the building.

1. I affirm that I have been without fever (100.4 or above) for 48 hours without the use of fever-reducing medications and have not had any respiratory illness (cough, shortness of breath, or runny nose) in the past 48 hours.
2. I affirm that anyone that I live with or anyone that I have been in close contact with has been without fever (100.4 or above) for 48 hours without the use of fever-reducing

medications and have not had any respiratory illness (cough, shortness of breath, or runny nose) in the past 48 hours.

Lodi Christian School has developed a Daily Health Self Check for parents/guardians to follow when checking their child's daily temperature or symptoms of illness at home, prior to coming onto campus each day. It is vital that parents/guardians keep their children home if they show symptoms of COVID 19 and/or if they have a fever. The child may not return to school until the fever has been gone for 48 hours without the use of medications. Should a student arrive at school and exhibit any symptoms, she/he will be isolated in a predetermined isolation area. If a student is absent from school due to symptoms of COVID 19, the parent/guardian must report the absence with reason, contact their healthcare provider and monitor their child's symptoms. All staff and students who are sick are expected to stay home. If a student begins to show symptoms of COVID 19 or displays a fever of 100.4 or above will be placed in an isolation room until she/he can be picked up. Staff members will be instructed to go home and monitor their symptoms and/or fever and take the necessary precautions, using the Daily Health Self-Check as a guideline.

LCS will educate staff and families about when they or their students should stay home and when to return to school. Throughout the day, staff will self-monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever without behavior change, difficulty breathing, short of breath, uncontrolled coughing, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, loss of taste or smell. Should a student exhibit any symptoms during the day, she/he will be isolated in a predetermined isolation area. Parents/guardians must agree to pick up their child without delay. If a parent/guardian is unable to be reached, or can't pick up immediately, the emergency contacts will be notified to pick up the child. The symptomatic student will be taken to the isolation area located just outside the administration office.

Should a student, classroom or school be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided by LCS.

## **Healthy Hygiene Practices**

Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entering the classroom, after blowing nose, coughing or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after playing outside, before and after providing routine care, before putting and taking off gloves, after touching frequently touched areas (door knobs, light switches).

Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

Cleaning, sanitizing and disinfecting schedules and protocols for Lodi Christian School are based on the CDC guidelines. All staff will implement regular cleaning and sanitizing procedures throughout the day. Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with SJCPHS and the CDC recommendations. PE staff will be trained to clean and disinfect all PE and playground equipment. Custodial staff will disinfect high touch areas in the hallways, bathrooms and classrooms on a nightly basis. All surfaces stated above will be disinfected.

## **Identification and Tracing of Contacts**

The Program manager reviews daily staff and student attendance rosters to identify any one person that is a confirmed case and/or symptomatic or were identified as a risk if not already in isolation.

If it is determined that there are actual symptoms, exposure and/or positive test of COVID -19 the program manager will contact SJCPHS for reporting and guidance, contact the parents of the student and if it's an employee the contact person in their personnel file will be contacted. (See [Identification and Reporting of Cases](#))

### **Protocols, actions and template communications are in place for the following COVID 19 related scenarios for students, families and staff.**

1. A student or staff member either exhibits COVID 19 symptoms or has a temperature of 100.4 or above.
2. A family member or someone in close contact with a student or staff member test positive for COVID 19.
3. A student or staff member test positive for COVID 19.
4. A student or staff member test negative after symptoms or confirmed close contact.

#### **1. A student or staff member either exhibits COVID 19 symptoms or has a temperature of 100.4 or above. Action for Scenario One:**

- Report information to administrator, send home
- Contact Healthcare provider/SJCPHS for testing (recommend testing)
- If positive, see Scenario #3; if negative, see Scenario #4
- **School/Classroom remain OPEN**

#### **2. A family member or someone in close contact with a student or staff member test positive for COVID 19. Action for Scenario Two:**

- Report information to administrator, send home, quarantine for 10 days
- Contact Healthcare provider/SJCPHS for testing (recommend testing)
- **School/Classroom remain OPEN**

#### **3. A student or staff member test positive for COVID 19. Action for Scenario Three:**

- Report information to administrator, send home, isolate as per SJCPHS
- Families of Students and Staff: quarantine and contact Healthcare provider / SJCPHS for testing

- **Classroom CLOSED for 10 days from last exposure**

**4. A student or staff member test negative after symptoms or confirmed close contact.**

**Action for Scenario Four:**

- May return to school 48 hours after symptoms resolve
- 10 day quarantine required for close contact with COVID 19 positive case
- **School/Classroom remain OPEN**

## **Physical Distancing**

Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in place.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand.

Staff training is provided to maintain physical distancing when practicable and still meet the medical, personal and support needs of students.

## **Staff Training and Family Education**

The Program manager will ensure that all staff will be trained and educated on the School reopening plan and all safety requirements. Training for staff will include mandatory review of plans prior to opening and weekly staff meetings to answer any questions.

Staff will be educated on what symptoms to look for regarding COVID 19, Fever 100.4, Cough, Shortness of Breath, Chills (shaking with chills), Muscle pain, Headache, Sore throat or Loss of taste or Smell. Any student showing signs will immediately be removed from their cohort and placed into the isolation area. Families have been given a Daily Health Self Check information sheet with the symptoms listed above, as well as temperature information.

## **Testing of Students and Staff**

Lodi Christian School strongly recommends response and symptomatic testing to all students and staff members. Students or staff are able to return to school after required quarantine of 10 days from last exposure as close contact with a confirmed case. If asymptomatic students or staff are able to return to school after exclusion for symptoms at home or in school when:

*At least 48 hours since resolution of fever without the use of fever-reducing medications and they have a negative test for COVID-19 or a healthcare provider has proven their symptoms are related to something other than COVID-19.*

## **Identification and Reporting of Cases**

Lodi Christian School shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on our campus within the 10 days preceding a positive test for COVID-19. Specifically, we shall report the following information:

The full name, address, telephone number, and date of birth of the individual who tested positive.

The date the individual tested positive, the school at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at our school.

The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within our school is first made aware of a new case.

## **Communication Plans**

It is the intent of Lodi Christian School to stay in close communications with staff and parents regarding COVID 19 and any changes that may arise or exposures on the LCS smampus.

Lodi Christian School will communicate with all staff and student families. Any updates to the CSP will be communicated directly to all staff and student families as well as any exposures, and positive tests from staff or students under the guidance of protection of confidentiality consistent with privacy requirements such as FERPA and HIPAA. The plan will be available on the school website and be posted in the school lobby and available to all who request a copy.

## **Additional Resources**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

[Guidance related to Cohorts](#)

[Guidance on use of face coverings](#)

[COVID-19 Industry Guidance Schools August 3, 2020](#)