



Eastside Christian School

Academic Excellence. Commitment to Christ.

**Safe Return to School Plan
August 2020**

INTRODUCTION

Eastside Christian School is committed to providing a safe school environment for students to learn, grow and fellowship within a Christian community and strengthen their relationship with God. With that commitment in mind, we have created a safe return to school plan based on guidelines released by the Centers for Disease Control, the Washington Department of Health, and the Office of Superintendent of Public Instruction for the 2020-2021 school year. It is the purpose of this document to outline our plan for students to attend a full day of school at ECS, while implementing practices, protocols, and safety procedures allowing students and staff to feel safe while on campus as well as minimize the spread of COVID-19. In addition to providing a safe in-school environment, Eastside Christian School has developed a virtual school program that prioritizes academic excellence and provides opportunities for student engagement and participation with the broader ECS community. Virtual-ECS will be available as a concurrent option to students and families who need or want to stay home and is available to the entire school should in-person students be required to transition to remote learning for any portion of the school year.

SAFE RETURN TO SCHOOL, SEPTEMBER 2020

Plan principles include:

- The safety and well-being of students, staff, and ECS families while on the ECS campus is paramount.
- Retain the rigor and excellence of the ECS academic program;
- Establish grade level cohorts of students minimizing contact with students and staff outside of each grade level grouping;
- Students and staff to wear face coverings and physically distance by 6 ft. whenever appropriate and possible;
- Provide a concurrent online learning program to accommodate all students that remain at home;
- Provide an optimized online learning program in the event state or local government agencies requires students to learn from home;
- If a member of the ECS Community is known to have contracted the virus, they will be sent home to quarantine. Individuals in contact with anyone who contracts the virus will also be required to quarantine;
- Keep up to date on all information, data, and changes surrounding COVID-19 and related educational efforts and review and change policies and practices as needed.

SAFE RETURN TO SCHOOL POLICIES AND PRACTICES

MAINTAINING GRADE LEVEL STUDENT COHORTS

- Students will be grouped in grade-level cohorts with teachers and aides and will remain with that group of students throughout the day to minimize all unnecessary contact with students in other grade-level cohorts;
- While on the ECS campus, proper physical distancing of 6 ft. will be observed in the classrooms and to the extent feasible, outside.

SCREENING FOR SICK STUDENTS AND STAFF

- Each morning, all students and staff will go through a mandatory health screening before entering the school:
 - In-person temperature check;
 - Questions will be asked about possible COVID-19 symptoms and any possible contact with individuals who have COVID-19;
- Students and/or staff exhibiting any illness symptoms (fever, coughing, sneezing, etc.) upon arrival at school will not be permitted on campus. If symptoms develop during the school day, students will be quarantined on-site until parents are able to pick up the child from school;
- Students and/or staff that have exhibited illness related symptoms (fever, coughing, sneezing, etc.) that are determined to NOT be COVID-19 related, may return to school 72 hours after being symptom free.

FACE COVERINGS, DESK SHIELDS, AND DIVIDERS

- Families are to provide their children cloth face masks every day.. ECS will provide face shields to each student for use at specified times throughout the day. If preferred, students may bring their own face shield for use during these specified times;
A doctor's note is needed for a face shield to be used in lieu of a cloth mask, when cloth masks are expected to be worn;
- Face-coverings are to be worn by both adults and students at all times when indoors. As long as physical distancing can be practiced outdoors, the face coverings can be removed;
 - Masks required during arrival, transitions, classroom time, and dismissal;
 - Face shields required during small group work in the classroom (combined with tri-fold desk shields provided by the school);
 - Masks are required for teachers except when instructing at the front of the classroom (when they are to use face shields and have a 6 ft. safety distance from the students) or when instructing in small groups (using face shields and tri-fold desk shields);
 - All one to one teacher student interactions require the use of a face mask;
 - The school will provide table dividers when students sit across from each other at tables that are less than 6 ft. wide;
 - Masks may be removed for outdoor activities when physically distancing.

SAFE LEARNING SPACES

- Teachers will conduct all instruction and class related activities within their grade-level classrooms;
- Each grade-level student cohort will be in separate spaces and shall not visit other grade-level spaces;
- Students will be expected to have their own school supplies and these will be kept in their desks, backpacks, cubbies or other containers;
- When supplies or equipment are provided by the school, adequate supplies will be provided to allow each student their own set of high touch materials. Any supplies and equipment such as computers that are not provided to individual students, will be used by one group of students at a time and then will be cleaned and disinfected between use;
- Hand sanitizer will be available in classrooms and commons areas;
- Teachers will have access to a temporal thermometer.

CLEANING PROTOCOLS

- Regular hand washing will be required through campus-wide signage, training, and direction. Teachers will dedicate times during the day when hand washing is to occur. Students will use hand-sanitizer or wash their hands upon arrival, during major classroom transitions, lunch, recess, and dismissal;
- Ongoing cleaning of high touch surfaces in the classroom and in frequently used common areas by facilities staff throughout the day;
- Daily and nightly cleaning will occur throughout the facility on a consistent basis.
- Staff and students will sanitize desks, tabletops, and common classroom areas at least twice a day;
- Water fountains will be turned off – students must bring a water bottle from home.

DROP-OFF AND PICK-UP PROCEDURES

- Student drop off times are: 8:05 to 8:20 (2nd grade, 5th grade, and Middle School) and 8:20 to 8:35 (Kinder, 1st grade, 3rd, and 4th grades).
- Temperature checks upon arrival. Temperature Check Locations (tents set up):
 - Preschool classroom exterior doors – Preschool
 - Station 1 (Gym Doors) – Kindergarten
 - Station 2 (By the 2nd Grade Portable) - 1st and 2nd grades
 - Station 3 (By the Mural by the Chapel) – 3rd, 4th, and 5th grades
 - Station 4 (By the Middle School Gate) – 6-8th Middle School grades
- No family members will be allowed beyond entry checkpoint stations for Drop-Off. Preschool parents are the exception; they will walk their children to the outside doors of their children’s classrooms. For after school Pick-Up, parents will go to the assigned areas on campus near their children’s classrooms, and students will be sent out to meet them.

LUNCH

- K-5th grades students will eat lunch in their classrooms (with physical distancing and using personal desk shields) or an outside location. Lunch will be supervised by the grade-level aide;
- Middle School students will eat lunch in their classrooms (with physical distancing and using personal desk shields), an outside location, or in the gym with physical distancing measures;
- Hot bagged “school” lunch will be delivered to the classrooms by office/admin staff.

RECESS, PLAYGROUNDS, AND OUTSIDE AREA

- During recess and breaks, students will remain in grade-level groups and assigned designated areas on the playground and/or open areas;
- Masks may be removed when outside, as long as physical distancing is practiced;
- Students will be encouraged to participate in touch-free activities such as jumping rope, hula hoops, hopscotch, four-square, soccer, running and other similar activities;
- Limited use of playground equipment, with frequent sanitization.

AFTER SCHOOL ACTIVITIES, CLUBS, AFTER-CARE, AND ATHLETICS

- After school activities, clubs, and athletics will not be offered in order to maintain integrity of cohort system;
- Before school care will not be available;
- After school care until 5:30pm will be available in a redesigned format that protects the student cohort system. Parents must register for this program in advance. Drop-in care will not be available.

LARGE GROUP GATHERINGS AND VISITORS

- All in-person assemblies, plays, concerts, and large group Chapel gatherings to be cancelled until further notice;
- If groups of students need to travel across campus, to the extent feasible, they will travel outside and not through the halls;
- Limits will be placed on non-essential visitors and their access to the ECS campus;
- The ECS campus will be closed to parent/guardians and visitors;
- Parents are encouraged to take care of school business by phone or email. Any parent business that must be done in-person will be completed at the front office;
- Conferencing will be conducted virtually or by phone.

VIRTUAL-ECS

- A concurrent program available for families who choose to have their children learn from home, while in-person learning is running concurrently on campus;
- A remote program available for all students, if in-person learning is temporarily suspended for any portion of the school year;
- Parents have the option of two Virtual-ECS programs- Online or Online Flex;
 - Online Option: for families desiring a full school day from home, Online students will engage in 12-15 hours of live learning sessions with their grade-level classrooms with an additional 4 hours of live learning time with Chapel, PE, music, and art per week (Students in grades 2-5 will also have live Spanish sessions);
 - Online Flex Option: for families who desire a shorter online school day, Flex offers a condensed half day learning program in which participation in Science, Social Studies, Music, Art, PE, and Spanish are optional and no grading will occur
- Using a combination of live instruction time, small and large group class meetings, and on-demand recorded lessons, Virtual-ECS engages students while addressing their academic, social, and spiritual growth;
- Microsoft Teams will be used by all grade levels to ensure a consistent high-quality learning platform; Tech support for Virtual-ECS learning platform available via helpdesk@ecswa.org

PRESCHOOL

- **Morning Drop-Off** (8:40-9:00 a.m.)
 - Room #1 & #2 – Mrs. Lindsey’s class (PS 3s Half and Full Day) will park in the lower parking lot (portable side) and enter the classroom through the back door, by way of the playground.
 - Room #3 – Mrs. Mona’s class (PK) will park in the upper parking lot (gym side) and enter through the front classroom door.
 - Room # 4 – Mrs. Anna’s class (PK) will park in the upper parking lot and enter through the back classroom door, by way of the playground.
 - Room # 6 – Mrs. Amy’s class (P4/P5) will park in the lower parking lot (portables side) and enter the front classroom door by way of the preschool hallway.
(PK class placements will be announced in early August.)
- **Check-In Procedures**
 - All parents will walk their preschoolers to the classroom door one at a time, staying 6 feet apart. Due to safety, parents can NOT enter the classroom. Teachers will greet each family with a clip board for sign-in. Parents should use their own pen. Aides will take every child’s temperature. Be sure to also check your child’s temperature each morning prior to leaving for school.
 - Students will wash hands upon arrival (as usual).
 - Hand sanitizer with at least 60% alcohol will be used at each check-in station.
 - It is highly recommended that the same parent drop- off and pick- up the child each day (when possible).
- **Extended Care**
 - No before- or after-school care will be provided this year. The time will be devoted to extra cleaning.
- **Class Size**
 - All preschool classrooms will be limited to 10 students
 - The teacher and aide will set up and use the classroom space in a way that supports physical distancing.
- **Classroom**
 - Classrooms will be decluttered to create more usable space.
 - All items of contact will be cleaned daily.
 - Tables will be spaced out with only 3-4 students per table.
 - Teachers will plan activities that do not require close contact.
 - Parents or visitors will no longer be able to enter the classrooms.
 - Carpets will be vacuumed daily with a HEPA filter vacuum.
 - Tables and all touched items will be disinfected after use with a bleach cleaning solution.
 - All items that cannot be easily cleaned and disinfected (e.g., soft toys, pillows, playdough) will be removed from the classroom.
 - Students will go outside as much as possible, and classroom windows will be open as much as possible to increase student access to fresh air.
 - Children’s napping mats will be spaced farther apart.
 - The same teachers will be in a child’s classroom all day (no roving aide or specialists).

- **Recess**
 - We will increase the amount of outside play and learning.
 - One class at a time – separate by using by upper and lower playground, the sandbox will be closed.
 - We will add more tables and chairs for outside learning.
 - We will add a large tent for more covered space on rainy days.
 - Trikes and play equipment will be disinfected after each class's use.
 - Each class will use their own recess bin of toys
- **Cloth Face Coverings**
 - All Preschool staff and children 5 years and older are to wear face coverings in compliance with CDC.
 - Children under 5 years can wear a face covering if requested by their parent's but ***only if they can keep it on independently. Repeated handling increases contamination.***
- **What to do if someone develops signs of COVID-19**
 - Follow Washington state Health Dept. protocol
 - Follow clear guidelines given to staff and parents by ECS
- **Back to school Orientation**
 - Families will sign up for a personal visit/orientation with the teacher in September.

SCHOOL ATTENDANCE

- The 2020-2021 attendance policy has been established to encourage students to stay home with any sign of illness or exposure to COVID-19;
- The absence of one grade level teacher (who may still be able to participate remotely) should not require a substitute;
- When students are absent, they will be expected to participate in their daily schooling by joining the online program;
- Flexible calendar policies and virtual instructional capabilities are in place to allow for quick and smooth transitions between in-person and remote learning in case of temporary school closures.

IF A STUDENT AND/OR STAFF MEMBER TESTS POSITIVE FOR COVID-19

- Students and/or staff members that test positive for COVID-19 will be removed immediately from campus and will not be permitted to return to campus until 14 days after being symptom free and receiving a negative COVID-19 test result;
- If a student and/or staff member tests positive for COVID-19, all grade-level students and grade-level teaching staff will not be permitted to return to campus for 14 days. Schooling will continue through Virtual-ECS for that cohort.
- For a family with children in multiple grade levels with a child in the impacted/quarantined grade-level, other students from the family may continue to come to school, but efforts should be made at home to limit the exposure of the other children to the sibling from the impacted grade level;
- A letter will be sent by the Principal to all community members of any grade level with a positive COVID-19 test, informing them of the positive test, necessary next steps, and a 14-day quarantine;
- The Department of Health will be informed of any positive test results.

FORMS

- All families who participate in on-campus schooling will sign a waiver indicating they understand the risks related to participating in on-campus schooling;
- All families who participate in on-campus schooling will sign a contract indicating they understand that the health and safety expectations pertaining to COVID-19 will be required and that noncompliance with ECS's the COVID-related policies may affect their ability to attend ECS.

Planned and Approved by:

**ECS School Board
ECS Leadership Team
ECS COVID Council
August 2020**