



## **NCA-Health and Safety Plan (revised -10/30/2020)**

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

Nazarene Christian Academy has reviewed guidelines from the Texas Education Agency, the Centers for Disease Control, Governor Abbott, Texas Attorney General Ken Paxton, Tarrant County Health Department, local officials, our accreditation agency, and many others. The following document details NCA's plans for traditional, face-to-face instruction during the COVID-19 pandemic. An NCA Home-based education program will be offered as an alternative during the 2020-2021 school year.

Considering our area has a high rate of COVID-19 cases, it is unlikely a school will make it through the pandemic without at least one or more diagnosed cases of COVID-19 among students, staff, or relatives of either. The current plan is based on a **"Healthy Only"** framework for reopening the NCA campus. This framework requires parents and employees to ensure that only healthy individuals are permitted on campus. The school facilities will receive increased levels of cleaning and sanitizing, and there will be minimal disruption to typical classroom routines.

**Athletics, Fine Arts & Activities** All athletics, fine arts programming, and co-curricular activities are scheduled to begin in fall as usual. Each department will work to ensure student safety. Parents will be promptly notified of any change.

**Attendance Policy** NCA follows the Texas Education Agency policies for school attendance. Students must be in attendance 90% of the school year in order to receive full credit for the academics at a given grade level. Please understand that the purpose of this policy is to discourage avoidable absences like haircuts and vacations; it is not to penalize a student facing an extended illness or honoring quarantine guidelines. If a student were to become ill for an extended period, we would look for ways to extend grace, helping to make up missed coursework and ensure student success. This may include spending additional time outside of the school day to recover academic minutes missed. Additionally:

- Given the public health situation, student attendance may be earned through the delivery of virtual instruction in a home-based or classroom-based environment.
- For home-based education, attendance may be recorded by attending class via technology through such avenues as Facetime, Zoom, or other means of online connection or by completing all distance learning requirements assigned by the school using video recordings of instruction.

**Building Hours** Our building will be open at 7:30 am for student arrival. However, students are encouraged to arrive after 7:45am if possible. The tardy bell for K-12 students is 8:00am. Elementary dismisses at 3:00pm. Secondary students dismiss at 3:30pm. Physical distancing practices will be

implemented and supervised by teachers for elementary students after school. All elementary students should be picked up by an approved person as soon as possible after dismissal. Elementary students waiting for siblings will be supervised by teachers no later than 3:40 p.m.. Secondary students should exit the building through designated doors as soon as possible after dismissal. Secondary students cannot stay after 4 p.m. unless participating in a supervised, school sponsored activity. Buildings will be closed each evening so that required cleanings can take place.

**Chapel** Chapel services will continue to be held in the gyms according to NCA's traditional schedules. Physical distancing will be observed to the greatest extent possible.

**Cleaning and Disinfecting** Cleaning products will be stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children. Common areas including the cafeteria and restrooms will be cleaned & sanitized by cleaning staff throughout the day. Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility. If a confirmed case of COVID-19 exists, NCA will close off areas that are heavily used by the individual with the lab-confirmed case (whether student, teacher, staff, or visitor) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.

**Confidentiality** The Family Educational Rights and Privacy Act (FERPA) guidelines will be followed for all health-related reporting. The individual who tested positive cannot be identified in communications to the school community at large.

**Contact Tracing** As soon as the school receives notification of a COVID-19 positive case in the building, the staff will begin compiling a list of close contacts. Close contacts are defined as those who were present 15 minutes or more cumulative over a 24 hours period at a distance less than six feet.. Staff will identify anyone exposed to the person in the two days prior to when the person began having symptoms (or two days prior to the sample date in an asymptomatic case).

Employees and parents of students identified as close contacts will be informed as soon as possible. Those close contacts will be required to start a 14-day quarantine starting from the day after the last contact with the positive case. Proximate contacts are individuals who share an enclosed space (but greater than 6 feet) such as a classroom or office for an extended period of time with the infected person. Proximate contacts do not need to be quarantined. However, families should remain vigilant in observing for any COVID symptoms. Individual with symptoms should seek medical advice from their doctor right away.

**COVID-19 : Individuals with Confirmed or Suspected Cases** Individuals who themselves have a lab-confirmed case of COVID-19 or experience the symptoms of COVID-19, must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine any of the below conditions for campus re-entry have been met:

- **In the case of an individual who was diagnosed with COVID-19**, the individual may return to school when ***all three*** of the following criteria are met:
  - at least 24 hours has passed since recovery (resolution of fever without the use of

fever-reducing medications).

- the individual has improvement in symptoms (e.g., cough, shortness of breath).
- at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, an assumption will be made that the individual may have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:
  - obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
  - obtain an acute infection test at an approved testing location that comes back negative for COVID-19.
- As is the case with all other illnesses, the employee/student must be fever-free without fever-reducing medicine for 24 hours prior to returning to campus.

## COVID-19 : NCA's Response to a Positive Test

- In the case of a positive COVID-19 test (student or employee) the school buildings and/or classrooms may be closed to be disinfected and then reopen in keeping with health guidelines. Or, the school may remain open, but block off areas where the infected person was in the building.
- Families of both close contacts and proximate contacts will be notified.
- The local Health Department will be notified immediately.
- The administration will consult with local health officials for risk assessment and appropriate next steps following a closure.

## COVID-19 : Symptoms

- Temperature of 100.0 degrees Fahrenheit or higher when taken by mouth.
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea, vomiting, or abdominal pain.
- New onset of severe headache, especially with a fever.
- Loss of taste or smell
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache

## Facial Coverings - Masks, Gaiters, and Face Shields

We intend to create an environment at NCA that promotes a balance of respect for other people's needs, enhances health and safety as much as possible, and avoids hindrances in the learning environment.

**NCA's face covering policy is as follows:**

- Face coverings are required for all employees and students in grades K-12 when entering/exiting the building and moving through hallways.
- Students should provide their own facial coverings.
- Employees and students in grades K-12 should also wear face coverings in classroom settings, offices, etc., when physical distancing is not possible. Students may remove face coverings in classrooms if distanced by a minimum of 6 feet or if protected by an approved barrier.  
**(Exceptions to Removing Face Coverings:** Symptomatic or sick students awaiting parent pickup, students with specific health conditions whose doctors recommend masks, and students whose families prefer their children wear face coverings.)
- There may be instances when a teacher or administrator asks that a face covering be removed. A teacher giving phonics instruction would be an example of such a situation. Another example would be practicing diction in a speech class.
- Face coverings will not be worn while eating.
- Face coverings should have no written words, slogans, or designs that are offensive or disruptive to the classroom.
- Students participating in PE or athletic activities will not continually wear a face covering when it impedes the ability to perform. However, the covering should be worn by athletes and coaches in other situations where physical distancing cannot be maintained.
- All parents, vendors, and visitors older than age 10 are required to wear face coverings in the school at all times.
- The school's face covering policy is to be followed whenever on campus -- not just during school hours.

NCA encourages students to wear gaiters rather than traditional face masks. The school's concern is that students would likely set traditional face masks on tables, desks or other communal surfaces during lunch or other times when they may be removed. But gaiters remain around a student's neck even when lowered. It should be noticed however, a gaiter is not as effective in containing contaminants as a mask. Face shields are acceptable as well. A limited number of masks will be provided in the front office for emergency use. Any unattended face coverings will be thrown away. NCA will not place any masks, face shields, or gaiters in Lost & Found.

Hand Hygiene Individuals should wash hands for 20 seconds with soap and water, or sanitize hands throughout the day. Signs will be posted reminding students and adults of these procedures.

Hands will be sanitized regularly. Hand sanitizer will be in all classrooms, the cafeteria, and in other locations throughout the building. Students will be asked to use the sanitizer when entering each class. Additionally, hand sanitizer dispensers have been placed throughout the buildings.

[Instruction](#) NCA understands that COVID-19 presents a range of differing needs and situations for each family. Some families have members with compromised health issues. Others are uncomfortable at this time with in-person classroom instruction. In these cases, NCA will allow for parental judgment and allow students to learn from home. The final decision on attending in-person school during the COVID-19 crisis rests with the parent of each student.

Despite NCA's best efforts to mitigate the spread of COVID-19, it is likely our school community as well as all other communities will have incidences of COVID-19 this year. If you have concerns with face-to-face instruction at any time during the school year, please contact Principal Angie Adams. Parents choose to send their child to NCA for in-classroom instruction understanding the risks involved related to the COVID-19 pandemic cannot be mitigated with 100% certainty.

Families choosing this educational platform for their child can expect the school day would look significantly different as compared to the online learning setup in spring 2020. Students will be asked to follow a schedule of live stream experiences to capture teacher instruction several times throughout the school day. This approach means that each home-based student will need his own computer learning device with internet access. Work will be provided by teachers for students to complete at home. In most cases, families will be required to drop off/pick up assignments a minimum of once per week. Arrangements will be made to accommodate testing of material as needed. All teachers would provide learning activities and homework via FACTS/RenWeb. NCA's late work policy will be strictly enforced.

### [Instruction - Elementary Home based learning](#)

K-3 will be completing all assignments including tests and quizzes at home. All assignments and test assessments will be submitted to the instructor and be used to assure adequate progress. Students will be considered for honor roll recognition based on cumulative progress throughout the quarter.

4th and 5<sup>th</sup> grade home based learners will have the option to complete tests on campus under teacher supervision. This will allow students availing themselves of this option to be considered for full honor roll and other academic achievement recognition and awards,

### [Instruction - Middle and High School Home based learning](#)

Middle and High School home-based education students will be expected to come on campus approximately every two-three weeks for testing evaluation under the supervision of an NCA staff member. Students participating at this level will be eligible for full NCA Honor Roll and academic awards.

### [Instruction - Transferring between home based and on campus learning](#)

What would not be advantageous to a student is a continual transfer between home-based and in-classroom learning. Students entering NCA's home-based program will be expected to complete a minimum of 9 weeks in the program. Return to in-classroom instruction sooner than 9 weeks will be only with administration approval and after careful consideration of any compelling reason for the switch. A student participating in the NCA home-based program who opts to return to in-classroom learning will be

allowed – with administration approval – to return to NCA home-based learning only one time during any regular school term.

Lockers For safety reasons, students are encouraged to avoid using lockers. However, lockers are available upon parent request through the school office.

### Lost and Found

- This year, it will be very important for all school items, including jackets, and other clothing, to be labeled with the name of the student.
- Items with student names will be bagged and returned to the student if possible.
- After one week, items will be donated to a local charity.

Lunchroom Students should be able to eat lunch in the cafeteria area.

- Student seating will be arranged for physical distancing of students.
- Schedules may be altered to accommodate for additional disinfecting as needed.
- Adjustments will be made in the serving line to accommodate CDC guidelines.
- At this time, guests will not be allowed in the lunchroom to eat with students. We will consider adjusting this policy as COVID-19 dynamics change.

Medical Questioning NCA may ask more medical questions of students and staff than they otherwise would. Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given. For example, if an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms.

Personal Items and Sharing Supplies The sharing of personal items and supplies is strongly discouraged. Each student should come to class with his or her own materials and refrain from borrowing from others.

Pick-up and Drop-off To limit exposure, parents are asked to refrain from entering the building during pickup and dropoff. Instead, parents are asked to remain in their cars and use the drop-off/pick-up lines. **Exception:** During the first two weeks of school, kindergarten parents are welcome to walk their student to the classroom. Other extenuating situations will be considered if requested through an administrator.

Physical Distancing Students, faculty, and staff will be asked to maintain a physical distance of six feet. Classrooms will be arranged to maximize space between students. When a distance of six feet cannot be maintained, barriers will be used to assist with safety. NCA will follow these practices to the greatest extent possible. Additionally, students will be facing the same direction whenever possible, and markers will be placed on floors where needed to assist with distancing of students. Students will be physically distanced during chapel, lunch, and in other settings to the greatest extent

possible as well. Classroom doors will remain open when possible to increase air flow. Outdoor environments will be used more frequently. Students will be physically distanced during PE classes.

### Playground/Gyms/Equipment

- Children's hands will be sanitized before and after playing on the playground.
- Sanitizing stations will be made available.
- Equipment will be sanitized frequently.

### Quarantine Restrictions

Quarantine is defined as restricting the individual to the home. Individuals under quarantine should not leave the home except for medical emergencies. Within the home, wearing masks and physically distancing is encouraged. Close contacts of an infected person should not share a bathroom or kitchen facilities to avoid the spread of COVID. NCA will communicate quarantine dates to individuals whenever a situation arises that requires this to be done. It is encouraged for individuals to provide documentation of a negative COVID test prior to returning from quarantine. However, this is not mandatory. Negative COVID tests cannot be used to shorten a quarantine restriction period.

### Safety Training

All faculty and staff will receive safety procedure training prior to the beginning of the school year. All students will receive training during the first few days of school.

School Calendar NCA will open on August 12th for students. August 10th-11th will be reserved for teacher inservice training. August 6th, from 4pm - 7pm is scheduled for a "Meet Your Teacher" opportunity where families can bring school supplies to classrooms. An up-to-date school calendar can be found on the school website <https://www.nazarenechristianacademy.org/calendar> There are traditional, extended breaks scheduled at Thanksgiving, Christmas and Spring Break. At present, we are moving ahead with our traditional calendar. Due to interruptions beyond our control, it is possible that dates could shift. As always, the school will inform parents of any changes as early as possible. NCA expects these adjustments to be minimal.

### Sick Employees/Students

- Employees/students will be sent home with any one of the following: temperature over 99.9, persistent coughing, or difficulty breathing (excluding documented asthmatics without a fever).
- Students with COVID-19 symptoms will await pickup in a designated area.
- Employees/students must remain out of school while awaiting COVID-19 test results.
- If a person is *persistently* sneezing or coughing, they may be excluded from school to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19.

Snacks and Treats on Campus Students may not bring snacks from home to share with classmates unless they are individually wrapped and pre-packaged. This includes treats for

birthday parties and Small Groups.

**Special Events** NCA recognizes that community events are an important part of a student's educational experience. As such, the school is working to keep as many events in place as is safe and reasonable. Where possible, NCA prefers reimagining/replacing high-risk events rather than simply cancelling. Any adjustments to events or schedules will be communicated clearly as soon as possible.

### **Staying Home - What Should be Considered?**

- Does a household member have COVID-19 or COVID-19 like symptoms?
- Has the individual been exposed to a COVID-19 positive case outside the home? Exposure is defined as being within six feet of the case for 15 minutes or more; or exposure to excretions like coughing or sneezing.
- Does the individual have COVID-19 or COVID-19 like symptoms?
- Does a person have a fever 100 degrees or above?
- Persistent coughing?
- Difficulty breathing (excluding asthmatics without a fever)?
- Has the person traveled to areas high risk for COVID-19 exposure?

### **Technology**

- Students will be required to use hand-sanitizer prior to and after using school issued computers.
- NCA computers will be disinfected regularly.
- We request families to purchase laptops for their personal use and school instruction.
- For the middle and high school students, we are encouraging a bring-your-own-device program in which every student can voluntarily obtain an acceptable device to reduce the need for students to share equipment.
- A personal device is not to be shared with other individuals.
- Any shared NCA equipment will be maintained with a protocol of surface cleaning and hand sanitizing between every use.

**Temperature Screenings** NCA will take the temperature of each person (students, employees, parents, vendors, and visitors) upon entering the school each day. Also, the CDC health questions related to COVID may be asked. Touchless thermometers will be available in elementary classrooms. In addition, temperature checks will be taken throughout the school day if deemed necessary upon observation of illness symptoms.

Parents are strongly encouraged to take their student's temperature each morning at home prior to coming to school. Students with a temperature over 99.9, are asked to remain at home. Parents will receive notification from the school to pick up their child if they exhibit a similar temperature during the school

day.

[Traveling for Families](#) NCA requests all families and staff to check the Texas Department of State Health Services <https://www.dshs.state.tx.us/coronavirus/travelers.aspx> prior to arranging travel. Additionally, we encourage families to follow CDC quarantine guidelines after leaving at risk areas before returning to school.

## Vehicles

- School vehicles will be disinfected after each use.
- Hand sanitizer will be provided and used by each student prior to boarding.
- Larger or more vehicles will be used to accommodate a larger number of students and allow for physical distancing to the greatest extent possible.
- The designated driver will be responsible to ensure all vehicles are properly disinfected after each use.
- When possible, windows will be open to allow outside air to circulate in the vehicles.
- Individuals will be physically distanced or will wear masks while riding in school vehicles.

Visitors on Campus Parents, vendors and other visitors are asked to limit their visits inside the school building. Parents will still be able to volunteer, but we will limit other visits by asking them to connect with faculty, teachers or the administration by phone or email as much as possible. A system will be established for parents who need to drop off materials for a student. If it is necessary for someone to enter the building, a temperature check will be performed upon entry.

Water Fountains Students are discouraged from drinking directly out of water fountains. Refilling a water bottle will remain an option. Students are encouraged to bring their own refillable *clear* water bottles from home. Bottled water will be available for purchase before and after school. 3H Catering will sell bottled water during the lunch periods.