

## **BETHEL BAPTIST CHRISTIAN ACADEMY REOPENING PLAN**

Bethel Baptist Christian Academy is a small, private Christian school in Jamestown, Chautauqua County, NY with a total K-12 enrollment of 60 students. There are 33 students in grades K-6 and 27 in grades 7-12. We have 14 faculty/staff members; ten are full time, and four are part time. Our largest K-12 class has only 13 students in the room.

### **I. General Information:**

- A. Every classroom is equipped with a hand sanitizer dispenser. There will also be several stand-alone hand sanitizing stations available in the halls and other areas in the building.
- B. Faculty, staff, and students will use hand sanitizer anytime they enter/exit a classroom.
- C. Faculty, staff and students will be encouraged to not touch their eyes, noses, or mouths.
- D. Age-appropriate signs will be posted throughout the building to encourage social distancing, mask use, and proper handwashing.
- E. Faculty, staff, and students will be encouraged to bring and use their own reusable water bottles.
- F. The drinking fountains will only be used to refill water bottles.

II. Social Distancing: All students, grades K-12, will have assigned seating in each classroom. Desks will be appropriately spaced apart for social distancing.

### **III. Face Coverings:**

- A. The CDC recommends that face masks are used whenever social distancing is not possible. It also states that masks may be removed during instruction time in the classroom.
- B. Students, faculty, and staff will be required to wear masks while entering or exiting the building.
- C. Students, faculty, and staff will be required to wear masks when transitioning between classes, or when traveling through common areas (halls, school office).

### **IV. Social Distancing, Space Configurations, and Other Adjustments for Certain Activities:**

- A. Elementary Library Classes: Elementary students will still have library classes.
  - 1. Since our library is quite small, students will use room 104 for library class. There will be chairs set up and spread out for the students to maintain social distancing.
  - 2. The library teacher will bring a selection of age appropriate books for each class on a cart. She will have her regular storytime with each class and allow students to check books in/out.
  - 3. Students will use hand sanitizer from the dispenser in the room when entering and exiting the room.
- B. K-12 Art Classes:
  - 1. Students will not be allowed to share art supplies.
  - 2. Each student will have their own stocked supply box provided for them. These boxes will be marked with the student's name, stored in the art room, and disinfected after each use.

3. Students will have assigned seats spread throughout the art room. Art supply boxes will be at their assigned seats upon entry to the classroom.
4. Grades 7-12 art class will be limited to only those students in grades 7-8 needing to meet junior high fine arts requirements and students in 9-12 needing to earn fine arts credits for graduation.
5. Students will use hand sanitizer upon entering the classroom. Before exiting the art room students will either wash hands at the sink or use hand sanitizer depending on the activity that was done.

C. K-12 Music:

1. Music classes are only three days per week.
2. Seats will be arranged to maintain appropriate social distancing in the music room.
3. Students will use hand sanitizer from the dispenser in the room when entering and exiting the room.

D. Recess and Physical Education Classes: Recognizing that play and physical activity is an important part of child development, we will allow student participation in recess (grades K-6) and physical education (grades K-12).

1. Recess and physical education classes will be held outdoors as much as possible but will be held in the gymnasium in inclement weather.
2. Students will participate in games and activities as planned by the physical education teacher that will promote individual fitness and skills development.
3. A hand sanitizing station will be available in the gymnasium, and teachers will take their classes to wash with soap and water after each recess or class session.

V. Gatherings:

- A. Meals: The lunchroom has a seating capacity of 140. For our use of the room only one-fifth of that number will be present at one time.
  1. We do not have a hot lunch program or cafeteria. Students pack their own lunches and drinks.
  2. Students have never been allowed to share food or beverages due to possible allergies.
  3. There will be more 8-foot tables set-up for use than what we have used in the past to allow for appropriate social distancing.
  4. Students will be assigned to tables by grade to prevent intermingling with other classrooms.
  5. Tables are always disinfected before, between, and after each lunch session.
- B. Small Spaces:
  1. Classes normally held in small classrooms/spaces have been moved to larger locations.
  2. Other than the office staff, only one other person will be able to enter the office at one time.
  3. Faculty and Staff Meetings: Information will be communicated to staff electronically. If necessary, full-time staff will meet briefly once a week.
- C. Ventilation: Teachers will open windows and doors to provide circulation of outside air.

#### D. Common Areas:

1. Restrooms: Our students use passes from the teacher to leave class one at a time in order to use the restroom. Students will hang their restroom pass on the outside of the restroom door to indicate to students from other classrooms that it is occupied. This will ensure that only one student is using the restroom at a time.
2. Staff gatherings:
  - a. We do not have a staff break room.
  - b. Staff lunches: The five high school teachers eat lunch in the upstairs classrooms. The four elementary teachers eat lunch in a room adjacent to the school lunchroom or in their classrooms.

#### VI. Operational Activity:

- A. Due to our already small class sizes, cohorts are not used.
- B. In-person instruction: We are planning in-person instruction for all students since our school population is so small and have moved classes to more spacious rooms where necessary.
- C. Should remote learning be required, teachers will provide materials and adapt as necessary.
- D. Remote Learning Adaptations:
  1. We have recently secured G-Suite for Google classroom, so that all teachers will be able to use the same platform for remote learning.
  2. Training sessions will be held in how to use the technology available to us more efficiently.
  3. Some teachers have already begun work to use a flipped classroom format with video lessons done outside of class and hands-on work done in class.
- E. Safety drills (fire, lock-down, tornado) will be held as required but with slight alterations to the procedures to allow social distancing.

#### VII. Movement and Commerce:

- A. Student Drop-off and Pick-up:
  1. Faculty and Staff arrive at school by 7:45 am and report to classrooms.
  2. Students arrive at school between 8:00 am and 8:20 unless other arrangements were requested and arranged by parents and teachers involved.
  3. Students who arrive late to school or need to leave early will report to the school office to be signed in/out by the school secretary. We will no longer use the public sign in/out book.
- B. There are three areas designated for student drop-off and pick-up and faculty/staff entry.
- C. Attendance:
  1. Daily attendance will be recorded each morning by the classroom/homeroom teacher while in-person instruction is taking place.
  2. If a student is involved in remote learning while other students are having in-person instruction, office staff will contact the family each morning to check that the student is working on their assignments for attendance.

3. In addition, the student's teacher will check in with the family or student each day via phone call, video call, or zoom meeting to check on the student's work, progress, and to offer lesson help as needed each day.
4. If remote learning becomes mandatory for the whole school, the teachers will make daily contact with the students and report attendance following those meetings.

D. Before/After School Care:

1. Before school: Upon entering the building, students will hang coats and put their personal belongings in their personal storage area and report directly to their classroom/homeroom where their teacher will be waiting for them.
2. After school: Students will be held in their classrooms until their parents arrive for pick-up. Upon arrival the parents will text their oldest child or their teacher. Students in grades 7-12 will pick up younger siblings and escort them to their family's vehicle. Students in grades K-6 without older siblings will be picked up by their parents who will be screened as they enter the building.

C. Deliveries: All deliveries come through the main front doors and the school office.

D. Shared Objects:

1. Sharing of objects will be limited.
2. Students will use their own school supplies.
3. Shared surfaces that are frequently touched (desks, doorknobs, handrails, etc.) will be cleaned and disinfected before and after school and throughout the day at regular intervals (after each class transition in high school.)
4. Shared toys or items, especially in lower elementary classes, will be disinfected before and after use.
5. Students should bring their own reusable water bottles.

VIII. Personal Protective Equipment: NYS recommends that face masks that cover both the mouth and nose be used by all individuals at all times but especially when appropriate social distancing is not possible.

- A. Faculty, staff, and students should wear face masks while entering and exiting the building.
- B. Students will be required to wear masks when transitioning between classes.
- C. Disposable masks will be available for faculty, staff, or students who need one.

IX. Hygiene, Cleaning, and Disinfection:

- A. Shared surfaces that are frequently touched (desks, doorknobs, handrails, etc.) will be cleaned and disinfected before and after school and throughout the day at regular intervals (after each class transition in high school.)
- B. Every classroom is equipped with a hand sanitizer dispenser. There will also be several stand-alone, hand sanitizing stations available in the halls and other areas in the building.
- C. Faculty, staff, and students will be encouraged to use hand sanitizer whenever they enter or exit a classroom.

- D. Faculty, staff, and students will be encouraged to not touch their eyes, noses, or mouths.
- E. Signs will be posted to encourage social distancing, mask use, and proper handwashing.
- F. Each classroom is equipped with containers of disinfecting wipes for quick cleaning between classes as well as a spray bottle of disinfectant that is listed on the CDC recommended disinfecting products.
- G. A supply of bleach wipes will be kept on or next to each drinking fountain. Faculty, staff, and students will be encouraged to use the drinking fountain only to refill their reusable water bottles and to disinfect surfaces between use. A trash can will be nearby to dispose of bleach wipes.
- H. Custodial staff does extensive cleaning of our facilities at the end of each school day and will also do so if there is a suspected or confirmed case of COVID-19. The area would be closed and used again only after it has been cleaned and disinfected.

X. Coordination and Phase Reopening: Our school administrator under the supervision of our school committee chairman, and with the help of the administrative assistants, will act as the COVID-19 safety coordinator.

#### XII. Communications Plan:

- A. Aspects of the school reopening plan were discussed with select staff, students, and parents. The local Department of Health website was used as well.
- B. The school's reopening plan will be written and approved by administration and presented to the school committee for final approval before being submitted to NYSDOH and NYSED.
- C. Faculty and staff will be trained in how to recognize symptoms of COVID-19 and how it is transmitted and how to follow COVID-19 protocols safely and correctly during in-service training before the start of school. They will also be trained
- D. Staff will also be trained in how to recognize symptoms of those who may need mental, emotional, or behavioral services.
- E. Parents and students will be instructed in how to recognize symptoms of COVID-19 and how it is transmitted and how to follow COVID-19 protocols safely and correctly during our orientation and parent meeting held the week before school starts.
- F. Students will have lessons on how to follow protocols on the first day of school and reinforcement lessons will be given throughout the school year.
- G. Information will be shared with school families via our school's website, Facebook page, emails, mass texts, phone calls, and distribution of printed materials.

#### XIII. Screenings and Testing:

- A. Faculty, students, and staff will have temperature checks upon arrival each day. A touchless thermometer will be used at each of our three entrances.
- B. Visitors are limited, but anyone seeking access to the school will be screened by office staff.
- C. Anyone with a temperature over 100 degrees will not be allowed to enter the school.
- D. A screening questionnaire will be developed and administered to faculty and staff each day. A similar screening questionnaire will be developed and used periodically with students and families.

- E. The person doing in-school screening will have the proper PPE and training to protect themselves from exposure.
- F. Positive Screen Protocols:
  1. Any individual who screens positive for COVID-19 exposure or symptoms, when screened at school, will be sent home immediately with instructions to contact their health care provider for assessment and testing.
  2. Students being sent home because of a positive screen will be separated from other students and monitored in a designated holding room until picked-up by a parent or other emergency contact.
  3. Information on health care and testing resources will be shared as needed.
  4. The state and local health departments will be notified if diagnostic test results are positive for COVID-19.
- F. School Health Office:
  1. An appropriate area has been dedicated as a holding area to separate students, faculty, or staff showing COVID-19 symptoms.
  2. Health office staff will use the appropriate PPE.

XIV. Tracing and Tracking: The COVID-19 safety coordinator will follow state guidelines regarding the following: metrics, notification, tracing support, quarantine, isolation, and return to school.

XV. Faculty, Staff, or Student Sickness:

- A. Medical reasons your child should stay home from school as published in our parent/student handbook. (This standard is used for the faculty and staff as well.)
  1. Persistent cough that is disruptive to class.
  2. Vomiting or diarrhea within the last 24 hours.
  3. Fever >100 degrees F. (Fever must be <100 degrees F for 24 hours, without meds, before returning to school.
  4. Severe sore throat along with fever and feeling ill for more than 48 hours.
  5. Large amounts of mucous from their nose.
  6. Severe pain or fluid coming from their ears.
  7. Rash with draining lesions.
  8. Lice - BBKA will send anyone home who has been found to have head lice. A note will be sent home with instructions on how and when to treat your child. Once initially treated, a child may return to school with nits, but must be retreated 7-10 days later.
  9. If your child has been tested for strep throat, he/she should stay home until the lab results are reported negative or the child has been on antibiotics for at least 24 hours.
  10. Pink eye diagnosis; please check with your doctor on how soon your child may return to school.
- B. Students who come to school when sick or who become sick while at school will be removed from class and sent home.

- XVI. Transportation: Most students, 90%, are brought to school by their parents. We do not have a bus system. Students who ride a bus have used a bus from the public school district in which they live. If public schools are closed and no bus is available, all parents would need to drive their students to school.
- XVII. Vulnerable Populations: Faculty, staff, and students who are at increased risk for severe COVID-19 illness or who do not feel comfortable returning to an in-person educational environment will be accommodated as needed.
- XVIII. Extracurriculars: Our fall sports season has been cancelled.
- XIX. Closing Plan: In the event that schools would need to close, we will revert to remote learning.
- A. Upon announcing that school is closed, the students would be given a short time off (4 days) to allow teachers to prepare work packets and adapt lesson materials for remote teaching.
  - B. Remote learning Adaptations mentioned previously will be implemented.
    1. We have recently secured G-Suite for education, so that all teachers and students will be able to use the same platform for remote learning.
      - a. Google classroom will allow all assignments to be posted in one location.
      - b. All staff and students will be assigned an email account through school account (bbcajamentown.com). This will make communication much easier.
      - c. Google Docs will allow students to share documents/assignments with the teacher easily.
      - d. Google Meetings will allow teachers to hold class sessions/discussions with either groups of students or the whole classroom.
    2. Training sessions with teachers will be held in how to use the technology available to us more efficiently and effectively.
    3. Training sessions will also be held for parents and students in how to use the G-Suite platform effectively.
    4. All students are issued either laptops or Google chrome books to use for school work. Last spring, we checked with all of our families and all had access to the internet as needed. We will check again this fall to make sure that is still true for returning families as well as any families enrolling new students.
    5. Some teachers have already begun using a flipped classroom format with video lessons done outside of class and hands-on work done in class. They will be training other teacher on how to do this as well.