

HIGHLAND BAPTIST CHRISTIAN SCHOOL

2020-2021 PANDEMIC RESPONSE PLAN & GUIDANCE

(Guidelines and procedures for students returning to in-person learning at HBCS)

This document was developed through the collective efforts of the HBCS Leadership Team.

The purpose of the committee was three-fold.

1. To develop a guidance policy for the prevention of spread of the COVID-19 virus to be presented to the SAC for adoption.
2. To develop a policy to help keep our students, faculty, staff, and visitors as safe as possible by slowing the spread of diseases and protecting vulnerable students and staff and to help insure a safe learning environment..
3. To develop a common sense approach to procedures to be adopted in the various phases mandated by the State.

Each family will be required to sign that they have read and agree to abide by this policy.

We believe that no single plan applies to all pandemic incidents or can provide all the information needed. As with any pandemic, there is much uncertainty and the policies adopted are intended to mitigate, not eliminate risk, as no single action or set of actions will completely eliminate the risks of virus transmission. While our plan serves as a guide for specific activities during this pandemic, every incident is unique and the judgment of the school administration at the time may alter the strategies that have been outlined in accordance with guidance from Federal, State, and local authorities, and the specific needs of HBCS.

Highland Baptist Christian School will be in session for the 2020-2021 school year with the goal of having all healthy students physically present on campus on a daily basis in as normal of an environment as possible. The policies and practices adopted are practical, feasible and appropriate for each student's developmental stage in the least disruptive manner possible. Our main strategies for virus prevention are in line with the Center for Disease Control (CDC) Guidelines. The strategies will include physical distancing when possible, appropriate face covering and hand hygiene. Students who are ill or quarantined due to COVID-19 exposure will be able to access course content online and return to school when appropriate.

We believe that students are typically more negatively affected by distance learning and may be disproportionately impacted by interruptions in regular education. We will address the mental health and stress related needs of our students and staff through proper training and support. Our staff, students, and families will be given sufficient time to understand and adjust to changes in routines and practices.

Physical Distancing

We believe that there is a conflict between optimal academic and social/emotional learning in schools and strict adherence to current physical distancing guidelines. At HBCS, our goal is to find an acceptable balance between these two items: health and learning. Evidence suggests that spacing as close as three feet may

approach the benefits of six feet of space, particularly if students are wearing face covers and are asymptomatic.

- The school will remain divided into three divisions (elementary, middle, and high) and every effort will be made to minimize interaction between these students.
- Individual academic materials/manipulatives will be made available as much as feasibly possible.
- Directional traffic patterns will be established for hallways and stairwells and will be marked with physical guides such as markings on the floors/sidewalks to create proper routes.
- The elementary, middle, and high school science labs and high school art classroom, which have tables instead of desks, will have CDC approved dividers where students will be seated two to a table.
- When weather permits, teachers and students can work outdoors.

Face Covering for Faculty and Staff

- Face covers will be worn by our faculty at all times when in close proximity to others and in commonly shared spaces.
- Understanding the need for students to see a teacher's face during the learning process, teachers will wear face shields in place of masks when teaching from six feet away. However, when a teacher is within six feet of a student he/she will wear a cloth face covering.
- Speech therapists that come to our campus to work individually with students will follow all HBCS Policies and Procedures.

Face Covering for Students

- Face covers must be mask or neck gaiters.
- Face covers are optional for students in grades PK3-2nd.
- Face covers are required for students in grades 3rd-12th at any time movement is necessary and in common areas of the school.
- Face covers for students in grades 3rd-12th may be removed when in their work area provided there is appropriate spacing and with teacher approval.
- Face covering exceptions will be made to individual students when supported in writing by medical personnel.
- Gaiter style masks are recommended since they can remain on the student at all times and not placed on a surface, dropped on the floor, misplaced or lost.
- Face covers should in no way be a distraction to the learning environment.
- Students may wear masks of their choosing.
 - Masks should be Highland appropriate.
 - The only wording that will be allowed on masks will be names or initials for the student, teams, or colleges.
- We are working with our uniform suppliers to secure approved face covers.
- Face covers will also be sold in the school store.
- HBCS will provide each student with a neck gaiter .
- If a student forgets their mask or gaiter, a disposable mask will be provided by HBCS for a fee of \$1.00.

Hand Hygiene

- We will practice proper hand hygiene as this is an important infection control measure.
- Frequent handwashing and hand sanitizing will be emphasized among students, faculty, and staff.
- Teachers will instruct students as to proper hand washing techniques.
- Hand sanitizer will be throughout the buildings and students will be encouraged to sanitize regularly.

Cleaning and Disinfecting

- Each classroom will be disinfected daily at the end of the school day and at other times as deemed necessary.
- High-touch surfaces, such as hand railings, door handles, faucet handles, and water fountains, etc. will be cleaned and disinfected frequently throughout the day.
- All water fountains will be closed until further notice. Students should bring water to school with them.
- Bathrooms will be disinfected frequently throughout the day.
- Teachers will spray down their classrooms between classes; prior to the next class entering.
- Air purifier systems will be implemented in elementary and middle school buildings (one was put in the high school building when it was built) which will proactively treat the air and improve ventilation, thereby reducing airborne and surface contaminants and pollutants.

Parents and Guests

- Parents and guests in general will be discouraged from entering the school building.
- Parents and guests will be asked to enter only through the school office.
- The school reserves the right to take temperatures at any time of any student or adult on campus.
- Parents will be asked to follow established protocol for late arrival.

Morning Drop-Off

- Upon arrival at school, students will be greeted at the vehicle as well as designated entry points and their temperature will be taken prior to entering campus. Once cleared for attendance, they will report to their homeroom classrooms.
- Designated Entry Points are as follows:
 - Elementary: carline by the school office. Parents of students who are still in car seats will need to take students out of the car seats themselves.
 - Middle School: Gym Carline
 - High School: the “H” gate
 - Student arrival shall begin no earlier than 7:45 am. Unless an elementary student is attending before care.
 - Before care drop off will be in the same location as previous years. Parents are to walk students to the before care room and temperatures will be checked before parents are allowed to leave their child.
- Whether dropping off a student or having a student arrive on campus, the student’s parent/guardian is confirming the following:
 - That the student does not have a fever of 100.4 or higher.
 - That the student does not have flu-like or COVID-like symptoms.
 - That the student has not taken fever-reducing medication in the last 24 hours and does not have shortness of breath or a cough.

- That a member of the student's household has not tested positive for COVID-19 and/or is not waiting for the results of a COVID-19 test taken due to the individual having COVID-like symptoms.
- Teachers and staff will have an arrival procedure that will be strictly followed.

After School Carline and Aftercare Program

- The pick-up area will be the same as in past years.
- Parents of students who are still in car seats will need to buckle students in car seats themselves.
- Location of students waiting on the pick-up will be changed to allow for social distancing.
- Due to these changes, carline may take longer. Please be patient with the process as we work to keep your student safe.
- Face covers will be required during carline time for grades 3rd through 12th and are highly recommended during carline for PK3-2nd grade.
- The aftercare program will be offered in an effort to assist our working families. Social distancing and the use of face covers will be strictly enforced.
 - From 3:30-5:30 the elementary students will report to the designated room.

HBCS Illness Protocols

- If a student or staff member is feeling ill, they should not come to school.
- If a student or staff member registers a temperature of 100.4 or higher, they cannot come to school.
- If a student or staff member has symptoms of a COVID-like illness, the student or staff member cannot come to school. (COVID-like illness is defined as cough, shortness of breath or any two of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell).
- If a student or staff member displays symptoms of a COVID-like illness while at school, they will immediately be removed from class and sent home.
- Parents will be required to pick their student up within 30 minutes of being notified that their student is ill or has a fever.
- If a student or staff member has a COVID-like illness, they can return to school if:
 - A clinician has evaluated the student or staff member and documented an alternative diagnosis and confirmed that the individual may return to school according to regular school policy. (An example of this would be a confirmed diagnosis of flu or strep throat.)
 - The student or staff member has a negative COVID-19 test and the individual meets the school's normal criteria for return after an illness.
- If the student or staff member is diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - At least three days (72 hours) have 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); and
 - At least 10 days have passed since symptoms first appeared.
 - Please note that as per CDC guidelines, a negative test is NOT required for return to school.
- If a student or staff member has a confirmed diagnosis of COVID-19, all students and staff who have come in close contact with the individual (greater than 10 minutes of interaction less than six feet away) will quarantine at home for 14 days.

- If a student or staff member has an immediate family member (resident of the same household) who is confirmed COVID-19 positive, then the individual must quarantine for 14 days. A negative COVID-19 test for the exposed individual does not change the need for a 14 day quarantine.
- To avoid learning disruptions, students who are quarantined at home will be sent recordings of the class or participate in live zoom meetings.

Lunch

- HBCS will continue to provide lunch to all of the students that participate in the school lunch program. Lunch will be provided in a safe manner that complies with state and local regulations for maintaining the appropriate physical distance. Social distancing will be enforced inside and outside.
- Students will not be allowed to share lunches.
- Lunch for our elementary students grades 1st through 6th will be eaten at the Fellowship Hall.
- Lunch for Pk3- Kindergarten will be eaten in their classrooms. Hot lunches will be brought to the classroom.
- Lunch for our middle and high school will be eaten in the Fellowship Hall.
- Separate lunch times have been scheduled to minimize interaction between elementary, middle and high school students.
- Partitions will be up in the lunchroom to divide individual classes.
- Tables and chairs will be sanitized between each class' lunch time.
- Students will sit with the same students each day in order to minimize close contact.
- Face covers will be worn until students are seated at their lunch table.
- Hands will be cleaned before and after eating.
- Parents will not be allowed in the lunchroom. If a parent needs to drop off lunch to a student, it must be dropped off in the office before the student's lunch period.

Chapel

- Chapel will occur as usual in the Worship Center. Students will wear their face coverings as they travel to chapel.
- Students will be socially distanced throughout the Worship Center.
- The Worship Center will be disinfected between each chapel service.

Elementary (Grades PK3-6th)

- Elementary grades will be subdivided to minimize interaction.
- Grades PK3-3 will be one division taught by one teacher.
- Grades 4th-6th will be the other division to be taught by Mrs. Thomas, Mrs. Champagne, Mrs. Dore, Mrs. Romero, Mrs. Placide and Ms. Carl.
- Students will go to PE daily. Activities will be modified to help reduce the possible spread of viruses. Play and gym equipment will be disinfected frequently.
- Library time will take place with Mrs. Meaux going to each classroom.
- Playground - Enforcing physical distancing on a playground is difficult and may not be the most effective method of risk mitigation. We will place emphasis on cohorting and limiting the size of groups participating at a time.

Middle School (Grades 7-8)

- Grades 7-8 will be taught by Mrs. Denton, Mrs. Mitchell, Mrs. McMillian, Ms. Dugas, Mrs. Dorsey and Mrs. Broussard. All 7th and 8th grade classes will be held in the MS building except for PE.
- Grades 7-8 will change classes in an orderly manner in a routine designed for maximum risk mitigation. Vigilant supervision is paramount to class change in an orderly manner.
- Students will go to PE daily. Activities will be modified to help reduce the possible spread of viruses. Play and gym equipment will be disinfected frequently.
- MS Students will not be allowed to use their lockers.
- Community Time: students will be required to wear face coverings except when eating or drinking and will practice social distancing

High School (Grades 9-12)

- We believe our older students are more likely to be susceptible to the virus than are our younger students.
- Grades 9-12 will change classes in an orderly manner in a routine designed for maximum risk mitigation. Vigilant supervision is paramount to class change in an orderly manner.
- Students in athletic PE and grades 9th and 10th will go to PE daily. Activities will be modified to help reduce the possible spread of viruses. Play and gym equipment will be disinfected frequently.
- Shared supplies and equipment for classes will be disinfected frequently.
- Community Time: students will be required to wear face coverings except when eating or drinking and will practice social distancing

Athletics

No determination regarding playing and attendance at athletic events has been made at this time. More information will be provided as we receive information from the LHSAA regarding athletics.

Going Forward

Please know as Louisiana continues through the re-opening phases we will continue to follow the protocols set forth by the governor and the Louisiana Department of Education. Any changes throughout the school year will be emailed out to our families.

We look forward to the opening of school for the 2020-2021 school year. Our number one priority is the health and safety of our students, families, and staff while offering the best learning environment possible. Thank you for believing in Highland Baptist Christian School and embracing our mission. We are looking forward to a successful school year. Please continue to monitor your email and other forms of electronic communications as we will continue to update you as we make adjustments as necessary to meet the needs of our school community. Please continue to lift our HBCS Family up in your prayers.

Please sign and return the following form to your child's homeroom teacher the first day of school.

HIGHLAND BAPTIST CHRISTIAN SCHOOL

2020-2021 PANDEMIC RESPONSE PLAN & GUIDANCE ACCEPTANCE FORM

I, _____, parent/guardian of, _____,
have read and understand the protocols set forth in the Highland Baptist Christian School 2020-2021
Pandemic Response Plan and Guidance.

I agree to follow all protocols set forth in this plan.

I understand that as things change throughout the school year I will be notified via email.

Parent/Guardian Signature

Date

Student Signature

Date