



MONTEBELLO CHRISTIAN SCHOOL

RE-OPENING PLAN & FAQs

2020-2021 School Year



montebellochristian.com | 323-728-4119

MONTEBELLO CHRISTIAN SCHOOL

RE-OPENING PLAN FOR 2020-2021 SCHOOL YEAR

We are all in this together!

THE FAMILY'S RESPONSIBILITY

Parents are responsible for instructing their student(s) regarding social distancing and the importance of thinking of other's safety and health when attending MCS or attending school events. Although MCS will give further instruction and reminders regarding health protocols during the school day, it is important for the parents to ensure their student understands how to follow on-campus protocols and how to effectively communicate or act upon their own social distancing and health needs. We ask that you please have this conversation with your student(s) prior to the first day of school and throughout the year as needed. Being keenly observant in our efforts to stop the spread of the virus is critical to continuing uninterrupted school operations.

CAMPUS PROTOCOLS

We know that school may look a bit different than it has in the past. MCS asks for your understanding as we continue to adjust our protocols in order to create the best learning environment possible for each of our Students. MCS is committed to maintaining our safety by making these campus-wide changes:

1. HEALTH SCREENINGS AND TEMPERATURE CHECKS

Student's and employees' temperatures will be checked in the daycare room or front office. Any student with a temperature of 100.4 or higher will be asked to remain home till symptom free (pg. 3-4) and participate in Distance Learning. Questions will be posted on a laminated posters in front of the school office and daycare.

Students/families and staff will answer the questions daily and are required to initial next to his/her name. Temperature readings will be taken afterwards to ensure anyone entering campus does not have a fever. Anyone answering yes to the above questions, has a fever, or develops a fever during the day - will be sent home immediately. Person with fever will be required to stay home until fever subsides and/or he/she is cleared by doctor.

Below are the "check-in " questions:

- a. Has your child had a fever in the past 72 hours?
- b. Does your child show any signs of illness?
- c. Has your child been saying they are feeling sick?
- d. Does your child have a cough, sore throat, or any other symptoms of COVID-19?
- e. Has anyone in your household experienced any illness symptoms?
- f. Have you or anyone in your household been in CLOSE CONTACT (defined below) to someone with COVID-19?

- g. Has been within 6 feet for more than 15 min.
- h. Has unprotected contact to the infected person's bodily fluids/secretions (e.g. cough or sneeze, not wearing PPE, sharing utensils or saliva?)

2. LUNCH

- Tables will be labeled and have a limited number of students at one time.
- Students may bring a sack lunch or order from schooleatery.com (Hot lunch will be available for purchase as of September 14, 2020).
- Tables will be sanitized after each use.
- All meals delivered on campus will be served in closed containers.
- All utensils will be individually wrapped.
- Lunch drop offs are discouraged.

3. FACE COVERINGS

- Face coverings (mask or face shield) are considered essential when physical distancing is not possible. MCS will provide a face shield, free of charge, for each student and our employees. They are available
- To comply with California guidelines, all children in grades K- 8 must have a face covering. MCS will provide a face shield for each student, free of charge, and they are available for pick up starting 9/4/2020.
- Students are expected to wear face coverings on campus, especially during any transitions (i.e. entering campus, moving between classes, going to chapel, etc.).
- Face coverings may be removed to drink water, during snack and lunch time. Please talk with your student about your families' desires for when they should be wearing their mask on campus in addition to above.
- All masks and face shields should be in line with our MCS Handbook and reflect Christ's work in your life.

4. HEALTHY CLASSROOMS AND SPACES

- All classrooms and restrooms will be sanitized throughout the day.
- Common areas will be cleaned and sanitized by staff throughout the day.
- After hours janitorial staff will ensure extra disinfection takes place.
- Outdoor classes/chapel may be an option at times.
- Hand sanitizer will be available at all times in every classroom and additional four automatic sanitizing dispensers are located throughout the campus.
- Desks will be arranged to ensure social distancing.
- Students will stay in cohorts (same grade levels). There will no mixing of students during the COVID-19 time frame with the exception of a handful of students during the math block at 9:00 a.m.
- Instead of middle school students rotating, faculty will rotate classes as much as possible. Students will rotate for specials courses such as History and Science.
- Play equipment will be sanitized after each use.
- Recess and breaks will be monitored to help avoid overcrowding and ensure students stay in their cohorts.

FAQS

1. WHAT HAPPENS WHEN MY CHILD FEELS SICK AT SCHOOL?

If a student needs to leave campus, a parent or guardian will be notified, and the child will wait in a designated isolation area. If a student is experiencing suspected COVID-19 symptoms, they will not be allowed to return to class; they will remain safely in the designated waiting area and will need to be picked up within 30 minutes.

1A. WHEN CAN MY CHILD RETURN TO SCHOOL?

If your child did not experience COVID like symptoms (refer to check in questions), he/she can return to school after 24 hours of being fever-free without the use of medication.

For more information and helpful resources, visit the Centers for Disease Control (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

*Please contact the respective school office prior to returning to school.

2. WHAT IF THERE IS A COVID-19 EXPOSURE ON CAMPUS?

- In the event that a positive coronavirus case is diagnosed in the MCS community, we will implement the following strategies consistent with CDC recommendations:
- The individual will be excluded from school until proof of a negative test is provided. Identify those who were in contact with the infected person.
- Those individuals will be required to quarantine for 14 days from the last exposure. Testing is recommended. Additional disinfection and cleaning of classroom and spaces will be conducted the same day the school was notified.
- School community will be notified of a known case.
- If a student or staff member presents with COVID-19 symptoms and tests negative, they may return to school 3 days after the symptoms resolve.
- The privacy of any individual testing positive will be maintained in accordance with FERPA requirements. In the event that any student needs to self-isolate for 10 days, that student will transition to distance learning and will continue to be engaged in the same curriculum until they can return to on-campus learning.

3. WHAT IF A STUDENT IS NOT FEELING WELL DURING THE DAY?

If a student is not feeling well during the school day, they will be sent to a designated waiting area where they will be screened for symptoms. Should they have a fever and other COVID like symptoms, their parents will be contacted immediately and asked to pick up their child within 30 minutes.

4. HOW CAN YOU ENSURE STUDENTS ARE SOCIAL DISTANCING IN THE CLASSROOM AND THE CLASSROOM ENVIRONMENT IS SAFE?

MCS has conducted an extensive campus cleaning and overhaul since March. Extra classroom furniture has been removed and desks are arranged to maximize social distancing. All classrooms have been painting, carpets have

been deep cleaned and shampooed. The school took additional precautions on August 21, 2020, by disinfected the entire campus with an ozone gas – services were provided by a licensed company. We will continue to take precautionary by having monthly sanitation services. In addition, all classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes. Common areas will be cleaned and sanitized by staff throughout the day. Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility. All non-fire hallway and classroom doors, will be kept open as much as possible to allow ventilation and airflow.

5. WILL MCS STILL HAVE CHAPEL ON WEDNESDAYS?

Chapels will be held in the classrooms for the time being. Teachers can livestream the service through the smart TVs or conduct their own service (for the lower grades). MCS is looking to see if we can conduct chapel outside in the Hindalong court.

6. HOW CAN I ENSURE MY STUDENT’S TEXTBOOKS/SUPPLIES ARE CLEAN?

- All personal items brought to the school by a student must be disinfected daily prior to being introduced to the campus.
- Personal items (e.g., backpacks, water bottles, notebooks, athletic bags, clothing) may not be shared.
- Personal items and textbooks must be labeled with the student’s name.
- Learning materials may be shared only once disinfected (e.g., calculators, pencils/pens).
- Textbooks and Bibles should not be shared at any time.

7. WILL THE LIBRARY AND COMPUTER LAB BE OPEN?

MCS has relocated the Library and computer lab to the school side. The room has been dubbed “LMC” (library media center). The LMC will be closed for the first two weeks until students are situated in their daily schedule. MCS will routinely clean and disinfect the LMC as a part of the daily procedure “before and after” every class. Frequently touched surfaces and objects will be cleaned and disinfected, including: door knobs and handles, countertops, book case doors, light switches, student copy machine. Computer monitors, keyboards, and each mouse will be disinfected beginning of each day and after every use. Library Cleaning and Disinfecting Policy will be shared with all students during their Library visits. Hand sanitizer will be available to students in each Library. A light spray of disinfectant will be applied to all returning books before being placed back on the shelf, and will be applied to books on shelves prior after each classroom use. Social Distancing will be enforced. No food or drinks will be allowed in the Libraries per our normal MCS policy.

8. HOW WILL MCS ENSURE RESTROOMS ARE PROPERLY CLEANED?

Restrooms will be limited to a smaller number of students at a time. Social distance markers will be available to help students wait safely. Restrooms will also be sanitized hourly throughout the day.

9. WILL STUDENTS HAVE ACCESS TO THE TRADITIONAL WATER FOUNTAINS?

The main water fountain has been replaced with a wall mount water bottle dispenser. All other traditional water fountains will not be operational. Bottle-filling water station will be available for the Kindergarten students in their room. Students should bring their own water bottles labeled with their name. If a student does not bring a water bottle, disposable bottles of water will be available for purchase in the school office.

10. WHAT IF MY CHILD MISPLACES HIS/HER PERSONAL BELONGINGS, WILL THERE BE A LOST & FOUND?

It is very important that all personal items, including bags, reusable water bottles, textbooks, and jackets and other articles of clothing, are labeled with the first and last name of the student. All lost items will be secured in the Lost

& Found Bin where the items will be held for only one week. Please contact the office regarding accessing the Lost & Found Bin. After one week, items will be donated to a local charity.

11. WILL SNACK BAR BE AVAILABLE?

The CDC is highly recommending that students bring their own water bottles, snacks, and lunches from home. MCS is considering selling packaged snacks only. Mask and gloves will be required at all times for staff and volunteers while in the Snack Bar.

12. WILL MIDDLE SCHOOL STUDENTS HAVE LOCKERS?

To minimize exposure, MCS will not be utilizing lockers for the first semester (or until it is safe to do so). All textbooks, curriculum will be placed in the students' homeroom classes, with the exception of specials courses. If a student needs a textbooks for homework, he/she can check out the book or request the faculty to make copies of the textbook to take home. Lower grades will have textbooks directly in their student desks and are not allowed to share books.

13. WHAT CRITERIA WILL MCS USE TO DETERMINE TO PHYSICALLY CLOSE THE SCHOOL OR PROHIBIT IN-PERSON INSTRUCTION?

If one grade level has a student or staff contract COVID-19, the person will self-quarantine - if another member contracts COVID in the same grade level/cohort - the entire grade level will switch to distance learning. If another student/staff contracts COVID in a different grade level/cohort - the entire school will switch to distance learning.

14. HOW WILL THE SCHOOL COMMUNICATE WITH THE STUDENTS, STAFF, AND PARENTS ABOUT CASES AND EXPOSURES AT THE SCHOOL, CONSISTENT WITH PRIVACY REQUIREMENTS SUCH AS FERPA AND HIPAA.

The school has received guidance from our liability insurance how to communicate with the students, staff, and parents about cases and exposures at the school in consistence with the privacy requirements. Communication will be done via our student information system to ensure only active members of the school receive the information.

15. HOW WILL AFTER SCHOOL PICK UP BE CONDUCTED?

Kindergarten students will be picked up directly in their room from the 6th street parking lot at 2:50 p.m. Students in 1st -8th grade will be picked up 3:00 p.m. in the 7th street parking lot. Please park or utilize the pick up line when picking up your child(ren). During COVID-19 please refrain from coming onto the Hindalong court or campus to pick up your child(ren), you may park and stay next to your vehicle or remain in the pick up line. MCS is working on creating car placards for each authorized pick up person to alleviate traffic and congestion. (Please refer to the school bell schedule for further information).

16. WHAT WILL THE FIRST DAY OF SCHOOL SCHEDULE LOOK LIKE?

First day of school is Wednesday, September 9, 2020. School starts at 9:00 a.m. and ends at 12:05 p.m. Please allow ample time to check in as we navigate through our new protocols. Students arriving after 8:30 can go directly to their homeroom classroom.

17. WHAT WILL REGULAR SCHOOL DAY ARRIVAL AND DISMISSAL PROCEDURES LOOK LIKE?

Extended Care Services: Students arriving on campus between 7:00 – 7:55 will have Temperature Checks and Health Screening in the new daycare room located in the 6th street parking lot. Students are required to be

walked to the temperature checkpoint by one (1) parent/guardian. Student's temperature will be checked and any student with a temperature of 100.4 or higher will be asked to remain home till symptom free and participate in Distance Learning.

*Pick Up Procedure: In an effort to further protect our students, families, and employees, we are asking for parents to not linger and make sure to remain socially distanced as you pick up your student. Any students (1st – 8th grade) not picked up by 3:15pm will be checked into daycare.

IMPORTANT! The first 30 minutes of daycare will be quiet time, students will either read or have homework help. Please be sure your child has a book or a quiet activity to do at this time. Coloring activities and crafts will be provided, please ensure your child has their own coloring crayons in their backpack at all times.

PLEASE NOTE In order to avoid overwhelming the limited space, we are asking that parents do not stay on campus in the morning unless you have a meeting with a teacher or other business to conduct.