



COVID-19 Prevention, Protocols and Procedures 2021-2022 Academic Year

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INTRODUCTION

Founded in 1974, Lima Christian School (LCS) is a private, faith-based, Pre-K through 12th grade day school located in Livingston County, NY. It is a ministry of Crossroads Church (Lima, NY). LCS is accredited by the Association of Christian Schools International. Its educational model strives to meet the whole person's academic, social, and spiritual needs.

Following the safe and successful year the school experienced with five-day, in-person instruction during the 2020-2021 Academic Year, it is the intention of the Board of Directors and school administration to resume on-campus instruction at LCS on September 8, 2021. In accordance with Centers for Disease Control and Prevention, New York State Education Department and Department of Health guidance, LCS presents the following plan to prevent the spread of COVID-19 and its variants in our community. The plan is an effort to provide a safe environment against the spread of COVID-19 for the students, faculty, staff, and guests of LCS as the school provides instruction to its students during the 2021-22 Academic Year.

The plan covers the following four components:

- I. Re-opening of school facilities for in-person instruction,
- II. Monitoring of health conditions to ensure detection of infection,
- III. Containment to prevent spreading of the disease if infection is detected, and
- IV. Closure if infection cannot be contained or if closure is otherwise necessary and/or required by the state or local department of health.

I. RE-OPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

a. Educational Options

- LCS anticipates hosting full-day and in-person instruction five days a week.
- The school will no longer be providing an online learning option for families or students who are not yet comfortable or unable to return to school.

b. Physical Distancing Practices

- All classrooms have been reconfigured and class-size limited to accommodate appropriate physical distancing of 6' in all directions and 6' from teacher to students.
- Students will be assigned to a cohort. Cohorts will generally be considered a grade-level class of students.
- Student lockers will be assigned with appropriate physical distancing between cohorts and within the cohort. Students, arriving at varied times, will be allowed to briefly visit their locker immediately after arrival and will be assigned staggered times to return to their locker during the school day.
- Doors and hallways will be marked to indicate entry and exit points.
- Occupancy for restroom facilities will be limited to ensure recommended social distancing.
- Faculty and staff will be trained in all necessary policies and procedures before on-campus instruction resumes. This training will also be reiterated through staff communications and faculty meetings throughout the duration of this plan.
- Students will be advised of all new policies and procedures before arrival on campus. Additionally, students can expect these practices to be reinforced throughout the duration of this plan.

c. Personal Protection Equipment (PPE) and Face Coverings

- Health permitting and regardless of vaccination status, all school personnel and on-campus students will be required to wear face masks when physical distancing cannot be maintained and in common areas. School personnel and students will not be required to wear a face mask when appropriate physical distancing can be maintained during instructional times.
- [Appropriate PPE and face masks](#) should be provided by each individual, but, if so needed, the school maintains a supply of face masks.

- Students, Faculty and Staff will be responsible for cleaning or replacing their masks.
- Students who cannot medically tolerate a face covering are not subject to the required use of face masks. However, a note from a health care provider to clarify the medical condition must be on file in the nurse's office.
- No students, faculty, staff, or visitors will be prohibited from wearing a face mask.

d. Operational Activity

- LCS intends to return to in-person instruction with a regular, five-day per week schedule.
- The school may use its band shell and sanctuary as class space to accommodate larger class sizes with appropriate social distancing.
- Physical Education will take into consideration activities that allow for greater physical distancing and look to maximize our outdoor campus options.
- Students will eat lunch with their cohort in a classroom. Students are expected to provide their own lunch, but lunches will likely be available for purchase on certain days. Parents of students with food allergies should notify the school nurse so that proper safety precautions can be made. Cleaning will occur after lunch to prepare the room for the next class.
- LCS is prepared to move to a remote-learning model in the event of school closure due to a COVID-19 outbreak.

e. Practicing Proper Hygiene

- Appropriate signage will be displayed throughout the school facility, including restroom facilities, that serve as reminders that precautions are being taken to limit exposure to harmful pathogens. Those precautions include:
 - Hand washing with soap and water often and especially before and after lunch and whenever they are soiled.

- Reducing cross contamination by using touch-free paper towel dispensers in school restrooms.
 - Use of hand sanitizer often and especially if hand washing is not readily available.
 - Covering a cough or sneeze with a tissue or the bend of one's arm.
- Hand sanitizer, with at least 60% alcohol and compliant with state regulations, is available in multiple touch-free dispensers in common areas and throughout school facilities. Additionally, each classroom has a supply of hand sanitizer for student use. If parents do not want their child to use the sanitizer supplied, they should send a written note to the school office.
 - Water fountains are turned off to reduce the potential of cross contamination. However, a hands-free water-bottle filling station has been installed. Students are to bring their own water bottles to refill in the filling station.

f. Cleaning and Disinfection

- Organization leadership will oversee the regular, daily cleaning of the school facilities, per Centers for Diseases Control and Prevention (CDC) [recommendations](#).
- Cleaning and disinfecting supplies will be provided for faculty and staff to use in their classrooms on frequently touched surfaces.
- If used, cafeteria tables will be cleaned and sanitized in between each student use.
- Restrooms and other often-touched surfaces will be cleaned frequently throughout the school day.

g. Cleaning Following Suspected or Confirmed Case of COVID-19

- In the event of a suspected or confirmed case of COVID-19 on school grounds, LCS will notify the Livingston County Health Department.
- Per New York State Department of Health guidance, a suspected or confirmed case of COVID-19 need not close school operations. However, LCS will look to Livingston County Health Department recommendations should such an incident occur.

- LCS personnel will close off the area used by the person suspected or confirmed to have COVID-19 and then wait 24 hours, if possible, before cleaning and disinfecting that area.
- Custodial staff will clean and disinfect with PPE and products [approved by the CDC](#) for that purpose.
- Per State Health Department guidance, once the area has been cleaned and disinfected, it can be reopened for use.

h. Extracurriculars

- Extracurricular classes will be offered so long as appropriate guidelines can be maintained.
- Students will maintain appropriate physical distancing of 3' (with a face mask) or 6' depending upon the activity and utilize only their personal supplies.

i. Before and Aftercare

- Currently, LCS is not offering either of these programs.

j. Vulnerable Populations

- LCS will offer distance learning options for vulnerable, sick, isolated, or quarantined students.

k. Transportation

- Student Arrival and Departure
 - Starting at 7:30 AM, students will be able to arrive via home district busing or via a personal vehicle.
 - Students who arrive after 8:00 AM must enter the doors nearest the school office.

- LCS does not believe that our present density of student population will require staggered arrival times, but should one become necessary, LCS will inform school families of any new scheduling needs.
- Students will remain in their last period class at the end of the day until dismissed. Students, 7th-12th Grades, will be dismissed by bell. Pre-K through 6th Grade students will be dismissed by a numbered bus announcement, via the intercom system.

l. Food Services

- Some lunches and snacks may be made available for purchase on certain days.

m. Emergency Drills

- Fire and Lockdown Drills are required by State Education Law, regulation, and Fire Code Section 404. Drills will continue to be conducted on campus, but all school personnel and students are encouraged to maintain order and practice appropriate physical distancing measures, including the use of face masks, during these drills.

n. Mental Health, Behavioral, and Emotional Support Services and Programs

- LCS will provide training for faculty and staff on how to identify and support students having difficulty with returning to school.
- Should LCS personnel become aware of a student having difficulty, the student’s parents will be contacted and informed of the concern.
- LCS does have pastoral support available for students in need.
- Resources and referrals through the administration, partnering school districts or the County Mental Health Department will be made available to the student’s parents.

o. Communication

- LCS will provide consistent and timely communication to parents, students, faculty, staff, and the greater community through a variety of means, including social media, email, the school website, phone and print communications.
- Interim Principal Vicky Britton will serve as the main point of contact upon the identification of a positive COVID-19 case. Mrs. Britton will also be the one to initiate communication to local officials.
- Principal Britton will be the primary point person to answer questions from students, employees, and school families regarding the COVID-19 health emergency and this plan implemented by LCS.
- When necessary, appropriate physical distancing and use of PPE will be adhered to when communicating face-to-face with members of our community.
- Appropriate school personnel will utilize the school's various communication channels to remind the LCS community of our responsibility to follow guidance of the CDC, the State Health Department, and the Livingston County Department of Health to protect our community during the current health crisis.

II. MONITORING OF HEALTH CONDITIONS TO ENSURE DETECTION OF INFECTION

a. Monitoring of Health Conditions

- LCS personnel will be asked to self-screen before entering the school building each day. If a teacher demonstrates a temp of 100.0° F, he or she should remain home that day. Strict adherence to this policy will help keep our community safe from COVID spread.
- Parents, who serve as the frontline of defense against the spread of COVID-19 in our school, will likewise be asked to monitor their student(s) for symptoms consistent with COVID-19. According to the CDC, [COVID symptoms](#) may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing

- Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Parents are also urged to check their student(s) temperature before placing them on a bus or driving them to school each day. If a student demonstrates a temp of 100.0° F, he or she should remain home that day. (Students who utilize public busing should be aware that they may face a daily health screening before boarding.) Adherence to this policy will help keep our community safe and doors open to in-person instruction throughout the academic year.

III. CONTAINMENT TO PREVENT SPREADING OF THE DISEASE IF INFECTION IS DETECTED

a. Health Screening

- CDC does not currently recommend universal symptom screenings (screening all students Pre-K through 12th Grade) be conducted by schools. Therefore, LCS will not ask students to complete a daily health survey unless a student presents with potential COVID-like symptoms.
- LCS reserves the right to conduct on-site screenings of any adults, guests, parents, and vendors who wish to be provided entrance to the school facility beyond the main office.
- Parents are asked to periodically review simple health survey questions with their students as part of an at-home health screening process. The CDC has provided a “Coronavirus Self-Checker” tool at [CDC.gov](https://www.cdc.gov).

b. Presentation of COVID-19 Symptoms

- If any student develops COVID-19 symptoms during the school day, they will be escorted by school personnel to the school nurse's office or other designated area. LCS employees should follow a similar procedure.
- The symptomatic individual, who is waiting to be picked up, will remain under the supervision of physically distant school personnel.
- At this time, rapid testing will not be available on campus this year.
- Once the symptomatic individual leaves the school, the area that was occupied by the individual will be closed off. If possible, LCS will wait 24 hours before cleaning and disinfection of the affected area.
- LCS custodial staff will follow [CDC guidance](#) for cleaning and disinfection of the area occupied by the affected individual.
- Once the area is cleaned and disinfected, it can be reopened for use.

c. Tracing and Tracking

- Metrics
 - Per Department of Health guidance, a confirmed or suspected case of COVID-19 in the school does not necessitate school-wide closure.
 - The Livingston County Health Department will be contacted as soon as LCS personnel are aware of an individual with a confirmed case of COVID-19, regardless of whether that individual is a student, employee, or guest at the school or on school grounds.
 - All areas potentially contaminated by the affected individual(s) will be immediately closed off, cleaned, and disinfected in accordance with procedures delineated above.
 - If the infection rate of COVID-19 among the school population becomes widespread, a temporary school-wide closure will be necessary. LCS personnel will seek guidance from local and state health departments in such cases.
- Tracking
 - Our school health office will maintain tracking of absences and illnesses in the school community.
 - LCS personnel will assist the county health department with contact tracing of those who are in close or proximate [contact](#) (i.e. 6' or less

for a cumulative total of 15 minutes or more over a 24-hour period) of a person with COVID-19.

- In accordance with HIPAA laws, LCS personnel cannot divulge the names of individuals diagnosed with COVID-19.
- Quarantine, isolation, and return to school
 - LCS personnel will work with state and local health departments who will implement monitoring and movement restrictions of COVID-19 infected or exposed individuals. Restrictions can include isolation and quarantine of these individuals.
 - Any individual who tested positive for COVID-19 may not return to school until after 10 days from the first onset of symptoms and after 24 hours with no fever without fever-reducing medication and after symptoms have improved. Further, documentation from a health care provider is required before return.
 - An unvaccinated individual who was exposed (was within 6' of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) to an individual with a confirmed case of COVID-19 must self-quarantine at home for 14 days. Symptoms may not appear until 2-14 days after exposure. Vaccinated individuals will not need to quarantine unless they are symptomatic.
 - Individuals can return to school once the period of isolation or quarantine has passed and, for those individuals who had a positive COVID-19 diagnosis, a release has been provided by a health care provider.

IV. CLOSURE IF INFECTION CANNOT BE CONTAINED OR IF CLOSURE IS OTHERWISE NECESSARY AND/OR REQUIRED BY THE STATE OR LOCAL DEPARTMENT OF HEALTH

a. Closure of School Facilities and In-Person Instruction Due to COVID-19

- The fluid nature of the Coronavirus pandemic is such that LCS students, their families, faculty, and staff must be prepared for multiple scenarios.
- If a situation arises such that a governing authority issues a mandatory closure for 24 hours, students will remain at home. No remote education will take

place. The day will be treated as a snow day. Students will return to school the following day.

- If the mandatory closure is extended beyond 24 hours, remote education will commence on the second day of the closure.
- If the closure is extended for a week or more, we will follow a 5-day model of distance learning education.
- During the school closure period, all students will follow an abbreviated school schedule with assigned class times. This will be more structured than what was experienced in the spring of 2020.
- The schedule will begin with the first class of the day at 9:00 AM. Student attendance will be taken by the teachers and submitted to office personnel.
- The schedule will include live and pre-recorded classes. Unless excused, live class attendance is expected for all students.
- During pre-recorded sessions, students will be responsible to follow the instructions shared in those classes.
- Once the required period of school-wide closure has ended, on-campus education will continue at LCS.

Updates: This plan will be updated periodically and in accordance with guidance provided by the Lima Christian School Board of Directors, Livingston County and State Health Departments and the State Education Department.

Any questions or concerns regarding this plan or its implementation can be directed to either Interim Principal Vicky Britton at 585.624.3841 or via email at VBritton@LimaChristian.org or the School Board at Board@LimaChristian.org.