



2020-2021 COVID-19 REOPENING PLAN

“Fear not, for I am with you; be not dismayed, for I am your God. I will strengthen you, I will help you, I will uphold you with my righteous right hand.” ~Isaiah 41:10

Dear RSMCS Families,

RSMCS is committed to providing the best education in a Christian school setting for each and every child. The health and safety of our RSMCS families is our highest priority, and we will continue to take the necessary steps to provide a safe learning environment for our staff and students. While the global pandemic has altered our daily lives in so many ways, there is one thing that has remained constant - ***Jesus Christ is the same yesterday, today, and tomorrow.***

Believing that face-to-face instruction, as well as face-to-face interaction with peers is essential for the well-being of our students, we are ecstatic to announce that we will be opening school on September 2, 2020. Recent reports and/or interviews by [Robert Redfield, Director of the CDC](#), [The Academy of American Pediatrics](#), and [The American Psychiatric Association and The American Academy of Child And Adolescent Psychiatry](#) support the social, emotional, and academic reasoning to return to school campuses.

Keeping this in mind, we have established the school reopening plan that reflects the guidelines by the California Department of Public Health (CDPH) and CalOSHA. During this time of COVID-19, we are providing options for on-campus learning and distance learning. Standards for distance learning (for both teachers and students) will ensure that WHEN distance learning students return to their on-campus classroom, they are prepared to join their classmates on an equal footing. Our teachers are diligently planning for both platforms of instruction. Distance learning students will be assigned to a specific classroom and this will be the class they will enter when they return to on-campus learning.

Please be mindful that there are still a few weeks between now and the first day of school. So much can change in that time, and we are hopeful the changes will only improve our opportunities to return to school as normal. However, keep in mind that this plan is fluid and will be adjusted as needed.

Again, we are excited to see you all back on campus on September 2. May God keep you and bless you and your families as we all prepare for the 2020-2021 school year.

Blessings,

RSM Christian School Administration



2020-2021 COVID-19 REOPENING PLAN

All members of the RSMCS Family (students, parents, faculty, staff, and administration) share in the responsibility and success of our face-to-face on-campus education plan. We are all in this together, and our commitment to each other as members of the RSMCS community has never been more important. Together, let's commit to doing the following:

- We will monitor the health of students, faculty, staff, and administration and stay home when ill to protect others from being infected.
- We will respect and honor the decisions/needs of families as they make their own decisions about safety choices or precautions. We will use Philippians 2:1-4, as we honor one another above ourselves.
- We will be diligent in praying for the health and safety of our entire school campus and will continue to foster a kingdom-minded community for all members of the RSMCS family.
- We will remain sensitive to the needs of our school family and be willing to step up and minister to others when needs arise.

ALL SCHOOL PROCEDURES TO ENSURE HEALTH AND SAFETY FOR STUDENTS, TEACHERS, AND STAFF

The processes and procedures listed below will guide and be implemented upon the start of the 2020-2021 academic school year. We will be mindful of local health agency guidelines and recommendations while using a common-sense approach as we return to a traditional learning environment.



2020-2021 COVID-19 REOPENING PLAN

Cleaning and Disinfection

Guidelines include, but are not limited to:

- Utilizing cleaning products listed on the EPA, List N in regular classroom and campus high touch areas, while keeping in mind student allergies or other reactions. In choosing cleaning and disinfectant products, RSMCS will look to the following guideline: “To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.” (<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>)
- Disinfectant wipes and hand sanitizers will be available in all classrooms.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products. (<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>)
- When appropriate, teachers will increase the circulation of outdoor air as much as possible by opening outside doors.
- AC filters will be updated, cleaned, and/or replaced according to industry standards.
- Classrooms will be sanitized each evening with non-toxic, anti-microbial products. Non-toxic misting products will be used in the classrooms throughout the day when students are transitioning to other areas on campus.
- Students will use individual classroom supplies purchased by parents. Shared supplies, if/when necessary, will be collected and sanitized by the classroom teacher after use. Utilizing 1-to-1 devices will reduce the cross-use of technology.

Small, Stable, Cohorting Learning Groups

- Small class size (20% less than normal class size) allows for classroom cohort groups to remain together without breaking into subgroups.
- Snack, lunch, and recess times will be scheduled by grade levels to allow for small classroom cohorts to stay together throughout the day.



2020-2021 COVID-19 REOPENING PLAN

Ingress, Egress, And Movement within School

- To ensure the safest possible environment for all students and staff, parent volunteers will not be permitted in classrooms during school hours and/or when students are present. Check-in at the school office will be required. Temperature checks will occur.
- Visitors will not be permitted into classrooms when students are present to ensure the safest possible environment for our students. Check-in at the school office will be required. Temperature checks will occur.
- If parents are on campus before/after school during drop off and pick up, social distancing protocols, including the use of face coverings will be in effect.
- Designated areas for parking and student drop-off/pick-up will be utilized to control the flow of those on campus.
- We are blessed with the open design of the school campus which provides open spaces for students, faculty, and staff to move about the campus with proper social distancing protocols.
- For larger buildings on campus (MPR or church sanctuary), separate doors will be used for entrance and exit.

Face Coverings And Other Essential Protective Gear

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission. (<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>)



2020-2021 COVID-19 REOPENING PLAN

CDC guidelines include:

2 years old through 2nd grade	**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly.
3rd grade – and older	Face coverings are required unless a person is exempt.

- Exemptions for face coverings are outlined in the CDPH guidelines. Exemptions for students or staff are covered by HIPAA laws and will not be questioned by the school. <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- Disposable face masks will be available in the school office for anyone who does not have a mask on campus.
- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering. <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- For pedagogical or developmental reasons, face shields may be implemented for instructional purposes. <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>.
- When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- Face coverings or face shields should be removed for meals, snacks, naptime, or outdoor recreation/PE. <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>



2020-2021 COVID-19 REOPENING PLAN

Health Screenings For Students And Staff

STUDENTS:

According to the latest CDC guidelines on health screenings (July 23, 2020), daily health screenings at school are not recommended. However, morning health checks, including temperature checks for students, faculty, and staff will occur on various school days to aid in overall monitoring. Parents and/or caregivers will conduct brief health screenings each morning before leaving for school. This information will be relayed to the school. Home health screening procedures/requirements will be updated as needed based on information from the CDC.

Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others, therefore they must stay home until symptom-free for 24 hours. Prior to leaving for school each morning, please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or chills
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with 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

Parents may not medicate students prior to school starting in order to reduce fever. Strict adherence to this policy will be enforced and monitored.



2020-2021 COVID-19 REOPENING PLAN

Close Contact/Potential Exposure -

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19.
- Live in areas of high community transmission while the school remains open.

FACULTY AND STAFF:

The following health screening will be completed by all faculty and staff prior to leaving home each workday. If any symptoms appear, contact the school office and indicate the location of sub-plans.

Symptoms

- Temperature 100.4 degrees Fahrenheit or chills
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for faculty/staff with 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

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2020-2021 COVID-19 REOPENING PLAN

Health checks throughout the day include, but are not limited to:

- Students, faculty and staff exhibiting any signs of illness (COVID-19 related or not) will be isolated in the office and monitored by staff. Parents or designated emergency contact will be required to pick up any student suspected of illness within a set period of time. The isolation area will be cleaned after the individual has gone home.
- Anyone sent home from school must remain home for a minimum of 24 hours or until symptoms subside. If a positive test for COVID-19 is received by the individual, guidelines for readmittance to school/work as set by the CDC will be enforced.

Healthy Hygiene Practices

- Teachers will present daily reminders (grade level appropriate) about transfer of germs and best practices to prevent the spread of germs.
- Teach and reinforce use of face coverings, or in limited instances, face shields. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings. Training should also include policies on how people who are exempted from wearing a face covering will be addressed. (<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>)
- Proper procedures for sneezing and coughing will be followed by all students, faculty and staff.
- Students, faculty and staff are to use hand sanitizers each time they enter any classroom setting. In younger grades, where sinks are available in classrooms, students will utilize proper hand washing techniques.
- Hand washing (20 seconds) for students, faculty and staff will be completed before and after snack, lunch, after using outdoor equipment, and other transitions throughout the day.
- Drinking fountains on campus will not be available. Water bottles and/or reusable drinking containers are highly recommended.



2020-2021 COVID-19 REOPENING PLAN

Identification And Tracing Of Contacts

- Dayna Graveline, RSMCS Communications & Office Manager, is the COVID-19 contact person, and she will be responsible for COVID-19 school updates to both the school families and the Orange County Health Agency (OCHA). HIPPA and FERPA privacy laws will be applied.

PHYSICAL DISTANCING measures include, but are not limited to:

- Class size reduction by 20% of normal student numbers per class to allow for physical distancing and strategic classroom seating configurations.
- Lunch and recesses will be staggered to address appropriate physical distancing needs.
- Outside seating areas (appropriate for instruction and/or independent student work) will be utilized throughout the day to aid in additional physical distancing.
- Teacher meetings will be held in person when safe and possible. Teachers will be encouraged to follow physical distancing measures to ensure employee safety.
- Staff will stay 6 feet away from other staff and 6 feet away from students.

RSMCS will utilize the recently approved plan by the Orange County Supervisors to set aside some of the coronavirus testing at the Anaheim Convention center for elementary school teachers and students if the state health officials allow classroom reopenings. Students or staff who have tested positive for COVID-19 are required to report the positive test results to RSMCS Administration. They will be required to self-quarantine for up to 14 days or until a doctor releases them to come back to campus.

The administration encourages faculty and staff to be tested periodically in order to catch asymptomatic cases.

COMMUNICATION PLANS:

The administration will communicate with appropriate parents and staff regarding cases and exposures at the school via our all-school family portal, ParentSquare, and/or phone call. All information given will be consistent with the privacy requirements outlined by FERPA and HIPAA.



2020-2021 COVID-19 REOPENING PLAN

Triggers For Switching To Distance Learning

RSMCS will be prepared to move swiftly to distance learning in the event of:

- The local health agency determines if a school closure is necessary based on cases of COVID-19 among students, faculty, or staff representing multiple cases in multiple cohorts (classrooms) OR if at least 5% of the total number of student/faculty/staff test positive within a 14-day period. (CDPH)
- The governor issues a mandatory stay at home executive order.
- Cleaning measures following CDC, CDPH, and/or CalOSHA will be followed before the school reopens.

Distance Learning Guidelines

The following information is an overview of the expectations of the distance learning program for those families who desire to continue learning at home when school resumes on September 2, 2020. Detailed information for each grade level will be provided to families when all distance learning requests have been completed. It is the desire of RSMCS to prepare students who are opting for distance learning to be prepared to return to the on-campus classrooms.

RSMCS teachers and staff are committed to:

- Evaluating students at the beginning of the year via assessment tools in the areas of Math and English/Language Arts.
- Providing daily instruction via platforms such as zoom, YouTube, or Google Meets Elementary Enrichment teachers (music, art, P.E., technology, and Spanish) will post lessons as appropriate for students.
 - Depending on the grade level/subject, parents' schedule, strength of home WIFI, etc. - daily instruction will be presented either through synchronous or asynchronous instruction. Synchronous instruction is live and at the same time as regular classroom instruction. Asynchronous is not presented live, but includes all components of live instruction. Teachers will inform parents and students of the platforms used for both methods of instruction.
- Providing daily instruction and/or assignments for Bible, Math, and English/Language Arts. Science and Social studies may be included in daily instruction or staggered instruction throughout the week.
- Maintaining communication with families to inform parents of student progress on a regular basis.
- Allowing students opportunities (as feasibly possible) to interact with other students in their assigned classes. This interaction may occur during the teacher instructional time and/or during a separate social



2020-2021 COVID-19 REOPENING PLAN

interaction activity proctored by the teacher.

- Ensuring assignments will maintain the same challenge/level as would be expected during in-class instruction.
- Support will be provided for students with learning struggles, as feasibly as possible,
- Monitoring instructional lessons, student growth, and other student needs by the school Principal and Vice Principal on a regular basis.
- Evaluating student performance either be completed, posted on-line work by the student or by completed work packets will be the responsibility of the teacher. This process may vary by grade level or student ability. Work will be graded either daily or weekly depending on grade level.
- Depending on grade level and/or needs of students, teachers will hold office hours for live 1:1 interaction with students at various times during the week.

Students and parents will commit to:

- Providing a quiet “workstation” for optimal student performance.
- Provide iPad, Chromebook, or other device OR inform the school if a device is needed.
- Daily attendance will be required.
- Reviewing student work on a daily basis.
- Maintain communication with the grade level/subject teacher.
- Complete work in the given time frame.
- Posting finished work or returning work to school as directed by the teacher.
- If students are participating in live instruction, they agree to:
 - Enter the meeting on time
 - Place camera/device in a stationary position on a desk or table
 - Remain seated in a chair during the meeting
 - Be in a quiet location
 - The microphone will be muted until the teacher allows conversation
 - Headsets or earbuds are to be used Use a plain background
 - Turn off chat until/if the teacher allows
 - Be dressed appropriately, according to school standards
 - Behavior should be as if on campus: no food, drink or gum during class time
 - Must post correct name on zoom or other conferencing apps



2020-2021 COVID-19 REOPENING PLAN

- Must be present, no photo of self or another image in place of live presence
- Be prepared with class materials
- Be prepared to actively participate in a positive manner

An online or in-person (with social distance protocols) “Meet the Teacher” may take place prior to the beginning of the distance learning.