

**Reopening Plan for
Bay Ridge Christian Academy
A Non Public Religious School
at World Harvest Community Center**

Academic Year 2020-21



**CHECKS AND BALANCES:
RESPONDING TO COVID-19**

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Introduction

The 2020 Coronavirus pandemic resulted in statewide closures of all schools and shifted the way schools provide learning options to students. While some of our students were successful with the new form of learning, we are also aware that others experienced challenges. As we now prepare to return to school there are new protocols and measures that must be implemented in order to ensure that our students, parents/guardians and employees are safe. While there is no guarantee that COVID-19 will not present itself in schools, there is much that can be planned and implemented in order to respond accordingly. This will also require changes to our school calendar, as it relates to activities and events. As World Harvest Community Center and Bay Ridge Christian Academy work together to implement this reopening plan our goal is to work closely with our families to foster trust and instill confidence. Building these strong relationships will take regular, frequent, and transparent two-way communications. This communication will be clear and consistent, and families are encouraged to engage in the process. As part of our commitment we will develop a communication plan for students, parents and legal guardians of students, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide you with information. This will include providing information through our website, text and email, traditional mail, telephone calls, as well as social media groups or posts.

We are also very concerned about the social emotional well-being of our students. The events of the last few months have been traumatic for many, and for some it has brought fear and disconnection from the communities that once brought them comfort and stability prior to the pandemic. Our Academy has always been a safe and nurturing environment and we hope that once our students walk through our doors, they will once again feel that familiar environment. It is unrealistic to expect that students will return to instruction as they left it months ago. Some students may have experienced a stressful or traumatic experience while isolated from school, family, friends, and their community. Please rest assured that the Bay Ridge Christian Academy will be prepared to meet the students where they are, regardless of the circumstances in which they find themselves. Our parent church, World Harvest Community Center, has always supported our Academy and provided Pastoral support as needed. This will continue to be the case, and in addition to this we will have counselors who will provide support for our students as well. After we've done our due diligence to safeguard our entire community, ultimately as followers of Christ, we will continue to trust that God, our Creator, "will keep us in perfect peace those whose minds are steadfast on him, because they **trust** in him."

Please note that the measures outlined, and approach taken will be useful to both primary and secondary settings.

Net capacity and organization of teaching spaces

- In order to reduce class size, most of our classes have been limited to no more than 10 students. If a class has more than 10 students, all measures will be taken to provide sufficient space to accommodate social distancing guidelines.
- Currently our school has one class per grade level. Classroom layout and furniture arrangement in grades Pre k through 8th, will be arranged to allow for social distancing between students. Classroom doors will remain open to prevent the spread of germs.
- All teachers will wear face shields and students will be mandated to wear face masks during the school day. If needed we have additional face shields and face masks for teachers, students, and visitors.
- In addition to face masks our Academy has purchased privacy shields for each student enrolled in our school. These will be placed on each student desk to provide further protection.
- As an additional precaution, we will be limiting the number of people entering classrooms. For the time being we will stop all volunteers and student teaching staff.

Arrival to and departure from school

- Our Academy has one entrance for all incoming students. Upon entering the premises, a staff member will take the temperature of each student/teacher and ensure that all students have on a face mask, students will be asked to use hand sanitizer prior to being seated.
- Our auditorium/sanctuary is large enough to accommodate our students and sit each student keeping in mind the guidelines for social distancing. Teachers will be on duty, wearing their face shields and ensuring that all students are abiding by the safety measures.
- Unless a student has a medical need or other vulnerability, parents will be asked to drop off their child and not congregate. This will help minimize the number of people in one general location.
- At the end of the school day, students will be asked to use hand sanitizer before leaving their classroom.
- At dismissal time our two early childhood classes will dismiss from two separate exits, and students will be lined up keeping social distance. Teachers and aides who are assisting students will wear gloves and face shields. Parents will be asked to take their child and not congregate, so as to abide by the guidelines of social distancing.

- In order to reinforce the guidelines of social distancing our dismissal times will be set up at different time slots, as to avoid large crowds from congregating.

Movement around School

- All non-essential movement around school will be avoided.
- Some areas of the school will become one way.
- Our Middle grades 6th - 8th will not be transitioning to other classrooms for instructional purposes, however, our subject area teachers will transition from class to class. Our period schedule will be changed accordingly.

Teaching and Learning

- Although we will resume in-person instruction we plan to continue with some remote learning. One of the platforms we used was google classroom, which is correlated with all of our content area curriculum. We will also continue with a digital reading library which can be accessed by any student from any location. In addition, we renewed our online licenses for all of our content area curriculum. This flexibility is important as students shift between, in person, remote learning and a hybrid model in a way that is least disruptive to students. This hybrid approach, will also further prepare students in the event we need to once again shift to remote learning. We encourage parents to plan ahead and be sure their technology is up to date, in the event the need arises to shift over to remote learning.

Specialist Support Providers

- SSPs supporting in the classroom will maintain social distancing from the pupils they support.
- If social distancing is not possible in the general classroom, they will support their designated student by withdrawing them to a specified room.
- During the service provided the student will wear a face mask and the teacher a face shield, and social distancing will be implemented as an additional precaution.

Break time plan

- Students will have staggered recess time. Only two classes will be allowed in the main yard at any given time. The two classes will be separated on each side of the yard. Activities will be structured as to maintain social distancing among students.
- During recess time classes will be supervised by two classroom teachers.
- All benches will be wiped down with disinfectant continuously before, during, and after the recess periods between 11:00am and 12:30pm.

Hot Lunch Program

- In an attempt to promote an online approach parents will be able to access monthly Hot Lunch menus online, and make payments as well. This will reduce the need to pay in cash and minimize the crowds in our school office.
- While preparing lunch the kitchen staff will be limited to the cook and two assistants, who will maintain social distance and wear gloves and face shields.
- Kitchen staff will ensure that they routinely clean and disinfect high-touch surfaces including tables, chairs, and carts used in the transport of food.
- Kitchen staff will wear disposable aprons and single-use gloves when handling or delivering all foods.
- Meals will be served in compartment trays with lids.

Lunch time plan

- All students will have lunch in their classrooms and be seated in a designated seat allowing for social distancing.
- Appropriate hand hygiene will be promoted, and students will not be allowed to share food or beverages.
- Students will be asked to wash hands with soap and water before and after lunch.
- Each teacher is equipped with a list of students with allergies, and is prepared to administer first aid if needed. Epi pens for designated students are kept in a safe box near the classrooms.
- All student desks will be cleaned and disinfected before and after lunch.

Cleaning

- The classrooms, student desks, and all tables in common areas will be cleaned and sanitized throughout the day from 7:30am-6:00pm.
- Cleaners will disinfect and wipe down all surfaces.
 - Toilets will be regularly cleaned and sanitized.
 - Stair railings, entrances to the building, door knobs and staff offices.
 - Entrance to classrooms (both door knobs) at break, lunchtime and at the end of the day.
 - Maintenance will wear recommended PPE at all times.
 - Classroom desks between lessons (at break time, lunchtime, and at the end of the day).
 - On Friday afternoons, there will be a deep clean of all spaces and surfaces in the school.

Bathrooms

- During lesson time students will use the nearest toilet.
- To avoid students from congregating in the bathroom, classes will be designated times when they can use the bathroom. Toilets and all surfaces will be disinfected and sanitized before and after each use.
- Our bathrooms are equipped with physical barriers between toilets which allows for social distancing and touch free paper towel dispensers which will prevent the spread of germs.

Staff rooms and offices

- Our school office is equipped with partitions, which allows for social distancing.
- Our offices will not be used for office of staff meetings.
- Staff will wipe down their working area, as well as all laptops, keyboards and mouse before each use.
- Staff will use hand sanitizer when entering and leaving the office and conference room.
- The temperature of all visitors and staff will be taken upon entering the school.

School buses

- Our students are transported to and from school by **Pupil Transportation** (Dept of Ed., City of NY) and they have assured us that they will fulfill existing mandates set by the Dept of Ed., regarding the cleaning and sanitizing of school buses.
- The Bay Ridge Christian Academy will also encourage our students and families to comply with the health practices that Pupil transportation sets forth.
- All students will be required to wear face masks and maintain appropriate social distancing. The only exception to the mask requirement is that students whose physical and mental health would be impaired by wearing a mask. If so, they must maintain social distancing of 6 feet from other individuals on the bus.
- Students using the bus service will sit individually on each seat, however, siblings or children residing in the same household can sit together.

Expectations in the classroom

- Students and staff will use hand sanitizer on entering each lesson within the day.
- Teachers will wipe down their laptop and keyboard at the start of each lesson.
- In IT rooms, pupils will wipe down their laptop and mouse at the start of each lesson.
- All classrooms will have socially fixed seating and pupils will sit in the same place at all times. Desks and chairs will not be removed from their location.

- Classroom doors will remain open to minimize the spread of germs.
- Group activities and any close contact between students will be avoided.
- Stationery and equipment will not be shared.

Student expectations

Students will only attend school if they or the members of their household **do not have COVID-19 symptoms. Students who are sick must not come to school.**

When attending school, students will follow the rules and expectations outlined below.

This will help to maintain the health and well being of everyone in our school and wider community.

- Arrive to school and leave to go home at the designated time. Do not congregate at school, or on school grounds at the end of the day.
- Use hand sanitizer to disinfect hands on entering and leaving school and after each lesson within the day. Wash hands with soap and water regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands, etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). Maintain safe distance from others during lunch and recess time.
- Do not share belongings (stationery, food, school supplies) with others.
- Only enter toilet if there is a free cubicle.
- In IT rooms, wipe the keyboard, mouse and laptop at the start of each lesson.

Health and Safety

- School personnel will implement daily mandatory health screening, including temperature checks, of students faculty, staff, parents and visitors.
- On site screening will be coordinated in a manner that prevents individuals from intermingling in close proximity with others.
- Parents/guardians will be reminded that students may not attend school if they have had a temperature greater than 100 degrees fahrenheit at any time in the past 14 days, even if fever reducing medication was administered and the student no longer has fever.
- Parents/guardians and visitors will be seen by appointment only, however, in cases where there are unscheduled visitors, health screening practices will be in place, such as temperature checks.

- Our school will dedicate an area to separate students, faculty, or staff member who develop COVID-19 symptoms during the school day.
- Our school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.
- As an additional safety measure there will be signage and colored masking tape used within the classrooms to ensure safe practices regarding social distancing guidelines.
- As an extra precaution, we've purchased portable hepa filters with the appropriate square footage, which will be placed throughout the school.**

Aftercare program

- At dismissal aftercare students will remain with their classroom teachers who will escort them to their afterschool classroom.
- Afterschool students will no longer assemble in the main area, in order to provide for social distancing, students will be separated by grade level in different classrooms.
- In order to plan accordingly parents are reminded that all afterschool students must be registered.**
- All surfaces will be clean and sanitized prior to students entering classrooms.
- Students **will not** be allowed to share food, beverages and school supplies.
- In order to minimize the number of people in our facilities, upon arriving parents will wait for their child in the lobby area. A staff member will be responsible for bringing the student to their parent.
- Parents must wear a face mask upon entering our building.

School event and Activities

In light of the recent events we have made changes to activities that families attend at our school.

- In an effort to avoid crowds and engage our students with remote learning, as well as include our parents, some of our school activities will be held through google meet and other online sites. We will also be encouraging project based activities where parents, students and teachers will be able to come together and share information online. More information regarding this new approach will be forthcoming.

Actions if a student or staff member show COVID-19 symptoms

- Student or staff member displays **COVID-19** symptoms.
- Send home and advise to call their physician and self isolate for 14 days.
- Members of their household should self-isolate for 14 days as well.
- Encourage to get tested.
- If test is negative, return to school and household ends self-isolation.
- If test is positive, move to 'confirmed case' scenario listed below.

Actions if there is a confirmed case of COVID-19 in our school

- Student or staff member tests positive for **COVID-19**.
- Individual receives medical advice and/or treatment.
- Class or group sent home and told to self isolate for 14 days.
- If other cases are detected within the school, we will report to the proper authorities to investigate and advise.

A REMINDER TO PARENTS AND GUARDIANS

In formulating these plans, as schools we recognize that the pandemic cannot be confidently predicted. If a second wave were to occur and the pandemic would worsen the governor and local authorities would order a shut down. As a Non Public school, we would be mandated to close as well. Please rest assured that we are hoping for the best, but planning as well for any unexpected circumstances. We do this in order to have the least disruption for our students and their learning.