



*Middletown Christian School
Of Seventh-day Adventists*

70 Highland Avenue
Middletown, NY 10940
Phone: (845) 343-3775
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MIDDLEOWN SDA CHURCH SCHOOL 2020 – 2021 SCHOOL REOPENING PLAN

This plan is adapted from the NYS Safety Plan Template. It is our aim that the instructional program proceeds as normal as possible, with the addition of enhanced safety and cleaning procedures. These precautions are intended to protect students, staff, parents, as well as other visitors to the building.

Depending on the prevailing health guidelines at reopening time, we will operate as follows:

Students will attend classes in two sessions per day from Monday – Thursday:

- Preschool, Pre-k & 5th – 8th Grade: 8 AM – 12 PM
- Kindergarten – 4th Grade: 1PM – 5 PM
- NO SCHOOL on Fridays – online assignments only.

Classes proceed as normal in classrooms, however with enhanced safety precautions in place such as liberal availability of hand sanitizer, regular hand washing, frequent cleaning of high-contact areas; mandated use of face coverings by everyone; desk shields; limited access to school premises by anyone other than students and staff. Also, students will be spaced out within the classroom as well.

Protective measures in school settings include:

- Social distancing within the classroom and/or other area of the school building where children will be together, while being open for the maximum number of days possible, maintaining small groups of individuals that minimally interact with other groups or individuals, including shared indoor spaces.
- It will be recommended to staff, students, and essential guests that they prescreen temperature and go through a COVID-19 checklist before coming to the building. Staff, students, and any essential guests will be temperature checked and asked to complete a COVID symptom checklist prior to being given access to the building or immediately following (written/electronic checklist).
- Designated school staff will be required to perform the onsite screening. A nurse, assigned to the school through the district, will train staff on proper screening techniques.
- Monitoring students and staff for symptoms of fever, cough, shortness of breath or sore throat; and students temperature will be taken upon entry.
- The School will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement



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- A written policy will be sent to staff, families and students indicating the importance of safe (PPE-Personal Protective Equipment). An orientation to discuss and demonstrate the requirement of PPE; the proper use of PPE; and appropriate cleaning, storing and discarding of PPE. Students, families and staff will be trained on how to ensure that PPE is appropriately cleaned, stored, and/or discarded. (PPE-Personal Protective Equipment)
- We will ensure 6 ft. distances between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel that are less than 6 ft. apart from one another the personnel must wear acceptable face coverings.
- A daily pre-arrival screening for all teachers, school staff, and students upon entering the building, including temperature check using no-contact infrared thermometers and supervised hand washing/sanitizing before proceeding to classrooms.
- Motion sensor faucets and paper towel dispensers will be installed in all restrooms.
- Occupancy rules and schedules will be posted and closely monitored for bathroom use. However, no student with an emergency will be denied access.
- This will limit exposure and be as close to the main exit for pick-up.
- Freestanding electronically enhanced HEPA air purifiers will be used in all classrooms throughout the day and cleaned regularly to assist with better air filtration.
- Windows will be kept open wherever and whenever possible.
- Only one individual will occupy tightly confined spaces at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Social distancing markers will be posted using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- There will be a continuous log of every person maintained, including workers and visitors, who may have close contact with other individuals at the school, excluding deliveries that are performed with appropriate PPE or through contactless means. The principal and office staff will be responsible of keeping track of these logs. The logs will be kept in the principal's office.

HEALTHY AND SAFETY IN CLASSROOMS

- Classroom desks will be arranged in grid patterns, spaced six feet apart and all facing the same direction.
- Removal of any unnecessary items to maximize space and minimize additional surfaces to be cleaned. Student desks, chairs, and personal belongings to be cleaned daily by students.
- After every subject, students will be taken outside for 5 minutes of fresh air. Umbrellas will be on the school supply list to facilitate even in the event of inclement weather.
- Female students will be allowed to wear uniform pants as additional protection from inclement and cold weather.
- Students must bring lunches from home, sandwich and cold lunches will be encouraged.
- Students will be responsible/encouraged to bring drinking water to school in large refillable water bottles.



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HYGIENE AND CLEANING MEASURES

- Practicing frequent environmental cleaning and hand washing. Signs will be placed around the school as reminders for students and staff.
- Shared public areas such as bathrooms will be cleaned and disinfected frequently throughout the day and in between uses of groups.
- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- The principal and custodial personal will be responsible for maintaining a cleaning log for the facility. The log will be kept in a visible area of the supply room and made available upon request. Custodial staff will be responsible of updating the cleaning log throughout the day. The principal will be responsible for overseeing that it is done correctly.
- Hand hygiene stations will be set up throughout the building (ex: at every major entrance, in all classrooms, at all copiers/printers), including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not an option.
- The custodial staff will clean all areas daily; in addition teachers will perform cleaning duties of their classroom surfaces and personal items; also, where age appropriate, students will clean their personal belongings daily (desks, chairs, etc.).

IMPLEMENT SOCIAL DISTANCING MEASURES

School Facility Use Considerations

- Classrooms have been reconfigured to allow for social distancing (ex: unused desks and furniture will be removed to maximize physical distance and minimize the surfaces that would need to be sanitized).
- Overflow spaces have been designated
- Directional signage is posted in the hallway
- Lunch will be eaten in the classroom and gym/cafeteria following protocols, there will be schedules for bathroom use, and meetings will be conducted on zoom or in large rooms.
- Distance will be established between the teacher's desk/ board and students' desks.
- Identify and utilize large spaces (e.g., gymnasiums, outside spaces) to enable physical distancing if number of students exceeds the amount of students that can safely be placed in a room.
- Teachers maintain social distancing guidelines and teach from one location in the classroom; if possible.
- Teachers and staff will share printers, copy machines, and restrooms. Emphasis will be placed on wiping down these items before and after each use as well as washing hands or using hand sanitizer.



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School Transition Considerations

- Additional time for transitions will be fit into student schedules.
- There will be staggered class changes to decrease number of students in hallways at one time.
- Areas of the hallway will be designated (i.e., lanes) as flow paths to keep students separated and to minimize congregation of students.
- Plan staggered class changes to decrease number of students in hallways at one time.

COMMUNICATION & MEETINGS

- In-person gatherings will be limited as much as possible and use phone or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Communication with staff, families, students, vendors, etc. will be emailed, mailed, texted, and available for viewing on our website.

IN THE EVENT OF A CONFIRMED CASE OF COVID-19

- If a teacher, staff member or student tests positive for COVID-19, the principal will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as families of students or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- There will be a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- The infected area will be inaccessible and cleaned 48 hours after contamination to protect the cleaning staff. Disinfecting products such as Clorox bleach, Lysol disinfecting wipes, Lysol foaming disinfectant spray, and/or Lysol disinfectant spray. They will be bulk ordered online.
- The Principal will refer to the attendance and daily logs, which will be physically available in the principal's office and digitally. Close contacts that may have been exposed will be individually contacted by phone, to ensure confidentiality, address concerns, and identify areas of need and link to appropriate resources.



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SCENARIOS THAT MAY NOT ALLOW FOR 6FT DISTANCE:

While every effort will be made to maintain social distancing in our school and on our campus throughout the school year, situations where there could potentially be a lapse is during school arrival off of the school buses, particularly during inclement weather and during emergency drills, such as lockdowns, fire and bus drills. In the case of disembarking from school buses during inclement weather:

- Students will continue to disembark one at a time
- Umbrellas will be a part of the school supplies list so students will not feel anxious about rushing from the bus into the building and breaking the social distance rule in their haste.

Emergency drills should be an organized and orderly experience where students are taught to be careful, smart, and knowledgeable as to what to do. However, as long as students are wearing masks, the momentary potential for close proximity to one another that temporarily breaks social distancing rules is a possibility. In the event of a real emergency, swift and organized action is the goal. Once everyone is safe from a potential intruder, fire, etc. social distancing can resume. Students should be taught that a more immediate danger exists. The focus is about getting safe or getting out from a dangerous place, not necessarily doing so in a slower socially distanced manner. Drills will be conducted to ensure students understand how to respond to potential danger.

ENTERING AND EXITING OF THE BUILDING

- Students will enter and exit in single-file lines to enable physical distance.
- One or two entry and exit points will be established that enable the flow of students to move in a single direction.
- Visitors will not be allowed in the school building except under extenuating circumstances; adults entering the building must sanitize hands prior to entering, they will have their temperature checked and must wear a mask or other acceptable face covering to enter the building.

MENTAL HEALTH ON CAMPUS

- Strengthen relationships with staff in order to cultivate a positive work environment.
- Develop and continue to enhance a supportive environment for students and families.
- Student mental health will be addressed through counseling, motivational activities, and as part of the Bible, physical educations and health class curriculums.

Compliance to these measures is necessary to protect our school community. Changes to these measures can be made if seen necessary to ensure the best plan of action is being taken to ensure the safety and wellbeing of staff and students.