



# Hope Christian School of Hanover

## Reopening Health & Safety Plan

July, 2020

---

As we approach this coming school year, we are mindful of the pandemic that has invaded our nation, and that there is no guarantee that we can completely eliminate the risk of transmission within the school population. Our goal with this safety plan is to keep the risk of transmission low and to safely continue quality Christian education for the benefit of our children and our families.

While we are still subject to the possibility of Governor Wolfe putting our county into a “Red” designation, and closing in-school instruction, we are committed to in-class instruction to the fullest of our ability. If a “Red” designation were to be made, we are committed and prepared to go to distance learning so that the education of the students is not hindered.

**HOPE CHRISTIAN SCHOOL is opening classes for in-school instruction beginning August 31, 2020.** This Health & Safety Plan draws on the resources given to us by the Pennsylvania Department of Health, the Department of Education, the Centers for Disease Control and Prevention, the White House, and the American Academy of Pediatrics.

We will be diligent to watch the public health conditions in our community and the advice and mandates of the State to make the adjustments that are needed to benefit our students and their families.

## **PANDEMIC COORDINATORS:**

- A. Pastor / Administrator: Dr. Allen G. Harris
- He shall have the final say in all matters.
  - He shall be the one to make communications to any necessary agency, unless he delegates this to another team member.
  - He shall be the one to address any news reporters, if necessary.
- B. Principal: Walter E. Fordyce
- C. Administrative Assistant / Elementary Supervisor: Karen Harris

## **STEPS TO PROTECT STUDENTS AND STAFF AT HIGHER RISK**

- A. The coordinators will receive information concerning the pandemic phase level for our area from the Governor and the Department of Education.
- B. The coordinators will stay informed of directives from the above mentioned sources, as well as from Keystone Christian Education Association (KCEA).
- C. Staff at higher risk:
  - 1. Appropriate PPE (Personal Protective Equipment) will be made available (i.e. face masks, face shields).
  - 2. Attendance requirements will be adjusted as necessary. If necessary, substitutes will be provided, or on the secondary level, classes may be conducted via Skype or Zoom from their home.
- D. Students at higher risk:
  - 1. Parents will provide necessary PPE.
  - 2. Parents may decide on transportation mode to and from school.
  - 3. If a special situation arises, we will work with the home to minister to the child's needs.

## PROCESS FOR MONITORING OF STAFF AND STUDENT SYMPTOMS

### A. Staff

1. Staff will sign a statement that they are not exhibiting symptoms likened to the COVID-19, as well as any exposure to anyone who has been tested for COVID-19.
2. Any staff who has been exposed must report that exposure to the administration immediately.
3. Staff temperatures will be monitored upon arrival each morning.
4. This screening process will be conducted and held confidential by Mrs. Karen Harris in the school office.

### B. Students

1. Student temps will be taken in the lobby upon arrival to school before they proceed to any other area.
2. We will depend upon the care of parents to **NOT** send their student to school if they are exhibiting symptoms of illness.
3. We will depend upon the help of parents to inform the school if their student has been exposed to the COVID-19.
4. Upon receipt of that information, the school and parents will work together on what actions need to be taken.
5. Any information concerning a student's exposure will be kept confidential and on a "Need to Know" basis.
6. If the student develops further symptoms and has COVID-19, they must be cleared by their doctor to return to school.

- C. Communication: Staff and parents **MUST** notify the school administration immediately upon knowledge of illness symptoms or knowledge of exposure to COVID-19. Notification **must** be done via phone to the school administration.

Secondary: Pastor Fordyce – 267-424-0841

Elementary: Mrs. Harris – 717-332-0491

## PROCEDURES IF A STAFF OR STUDENT BECOMES ILL AT SCHOOL

### A. Staff

1. If a staff member becomes sick while at school, they will immediately be sent home. Their classes will be covered by other internal staff members.
2. Staff member must be symptom free for 24 hours before returning.
3. If a Staff member has tested positive for COVID-19 they must have a doctor's note stating they are free of COVID-19 in order to return to work.

### B. Students

1. Normal school policy for a student who gets sick will be followed. Students are automatically sent home if they exhibit a temp of 100 or are vomiting. Parents are notified immediately.
2. Any student who gets sick during the day and must be sent home is separated from the rest of the student body until their parent / guardian arrives.
3. Upon leaving the school, the area the student occupied will be sanitized.

### C. General:

1. Classroom teacher will sanitize the classroom immediately upon knowledge of the student's illness.
2. If a Staff member or a student becomes sick with COVID-19 a letter will be sent notifying other staff and parents.
3. Attendance and academic accommodations will be made for any student that must be quarantined.

## GUIDELINES FOR PERSONAL CARE AND PREVENTION AND VENTILATION

- A. Guidelines for Staff Training:
1. All staff will be trained on proper handwashing and cleaning practices during Teacher Orientation Week.
  2. All staff will be trained on proper procedures and communication procedures during Teacher Orientation Week.
- B. Guidelines for Student Training:
1. Students will undergo training on handwashing, use of hand sanitizers, proper hygiene for coughing or sneezing.
  2. This training will take place the first day of school and will be conducted by their homeroom teacher or other school staff.
  3. Posters outlining proper handwashing will be posted in all restrooms at the sinks.
  4. Posters reminding proper hygiene practices will be posted in various areas of the building.
- C. Guidelines for Face Masks / Face Shields: **Students.**
1. Elementary:
    - a. Students will be required to wear face masks/shield as they arrive at school. If there is a health issue that prevents a child from wearing a mask, the parents must contact the school.
    - b. Students will have their temperature taken as they arrive and then will be social distanced.
    - c. Elementary students will take their masks off as they are seated in their classrooms for the day since they will be “social distanced” by their seating.
    - d. We expect they will not need their mask through the day except for “special” projects where the class may need to work in close proximity for a few minutes on a class project.
    - e. Students will wear their masks/shields as they depart.
  2. Secondary:
    - a. Students will be required to wear face masks/shield as they arrive at school’

- b. Students will have their temperature taken as they arrive and then sit in the early room. (social distanced)
- c. Students will wear their masks in the hallways between classes.
- d. Students will not need to wear masks in class unless desired by their parents.
- e. Students will wear their masks as they depart.

D. Guidelines for the use of Face masks / face shields: **Teachers**

- 1. Teachers will wear mask/shield as they arrive.
- 2. Teachers will have their temperatures taken as they arrive.
- 3. Teachers will wear their mask/shield between classes.
- 4. Teachers will “social distance” themselves so they do not wear masks as they teach. They may wear a face shield if they desire.

E. Guidelines for Provision of PPE

- 1. The school will purchase face masks / face shields for all staff.
- 2. If a visitor does not have their own masks, the school will provide one for them.
- 3. The inventory of all PPE, hand sanitizers, and sanitizing products will be under the direction of office personnel.
- 4. Parents will provide face masks for their own students as needed.

**PROCEDURES FOR CLEANING, SANITIZING, DISINFECTING, AND VENTILATION OF LEARNING SPACES.**

- A. All staff will work together to maintain the cleanliness of common use areas, such as the lunchroom, lobby, auditorium and bathrooms. (Specific areas will be assigned.)
  
- B. Teachers are responsible for the sanitizing and cleaning of their own personal classrooms. If more than one teacher uses a classroom, they will work together to keep the room clean. Teachers may use students to help with the task of sanitizing, especially their own personal spaces.
  
- C. Daily sanitizing will be conducted on the following:
  - 1. In the Classroom / Building in General
    - a. Light switches
    - b. door knobs
    - c. desks
    - d. coat hooks
    - e. Anything that is touched throughout the day by staff or students
    - f. Tables / chairs
    - g. Secondary level desks will be disinfected after each student's use.
  - 2. In Bathrooms / Kitchen
    - a. Sinks & sink fixtures
    - b. Toilet handles / seats
    - c. door knobs, including stall doors
    - d. countertops
  - 3. In Auditorium, lobby, hallways.
    - a. door knobs
    - b. light switches
    - c. coat hooks (downstairs)
    - d. chairs
    - e. tables
  
- D. Monitoring inventory to maintain adequate disinfectant supplies – Mrs. Cheryl Lucabaugh is the designated personnel to monitor the supply.



- E. When students use communal items (pencil sharpener, microscope, supplies, etc.) they are to be disinfected between uses.
- F. When feasible, teachers are to open doors and/or windows in classroom to increase circulation of outdoor air.

## **PROTOCOLS FOR SOCIAL DISTANCING**

- A. Student's desks will be separated so that there is space between each one.
- B. Each teacher is to maintain the greatest distance feasible between student desks as well as to the teacher.
- C. Students may NOT share personal items, including but not limited to pencils, pens, art equipment, white out, food, etc.).
- D. Fellowship Hall – for any activity, academic or otherwise, when seated, all students are to face the same direction maintaining feasible social distance.
- E. Hallways – students are to go single file in hallway to maintain social distancing, staying to their right of the hallway when possible.
- F. Outside – When going between buildings, students are to maintain social distancing. Keep in mind that the downstairs doors are for exiting only, the Fellowship Hall doors are for entrance only.
- G. All gym classes are to be held outside when feasibly possible. Caution needs to be considered regarding any shared items, other possible precautions may also be necessary.
- H. Choir / Band / Chimes & Hand bells – The Director is responsible for the distancing of students and sanitizing of all equipment.
- I. A schedule will be established as to when and how students are permitted access to their lockers. Some items may be stored in a classroom cubby to assist in easy access. Attempt will be made to keep the same students in the same general area as much as possible to minimize traffic.

## PROTOCOLS FOR LUNCH

- A. Hot lunch provided on Wednesdays will be done in accord with all health and safety measures, and will be delivered to individual homerooms.
- B. All lunches are to be eaten in the home rooms. No lunches will be heated up. If parents want their child to have a hot lunch, they will need to heat it up and send it in a thermos.
- C. Lunches will **not** be stored in the refrigerators.

## GUIDELINES FOR PROPER HEALTH PRACTICES

- A. All students are required to have their own water bottles – students may NOT drink from the water fountains. (All bottles are to be refilled only at the downstairs water fountain that is equipped for that purpose.)
- B. Field trips, if any, will be based upon ability to maintain social distancing, etc.
- C. Parents may opt their child out of any field trips.
- D. Caregivers and families are encouraged to practice and reinforce good prevention habits at home.
- E. All parents and visitors are encouraged to maintain social distancing, wearing appropriate equipment, etc. when it becomes necessary to visit the school.
- F. REMINDER: All individuals are required to come to the main entrance when visiting the school, whereupon they will be asked the necessary health questions and temperatures will be taken.
- G. Athletics guidelines will be published separately.

**Health and Safety Plan Governing Body  
Affirmation Statement**

The School Board of Hope Christian School of Hanover reviewed and approved the Phased School Reopening Health and Safety Plan on July 26, 2020.

The plan was approved by a vote of:

5 Yes

0 No

Affirmed on: July 26, 2020

By:

  
\_\_\_\_\_  
(Signature of Board President)

JEFF WRIGHT  
\_\_\_\_\_  
(Print name of Board President)