



CAPISTRANO VALLEY
CHRISTIAN SCHOOLS



CVCS RE-OPENING PLAN

2020–2021

RELEASE DATE 6-26-20

At CVCS, we are committed to a safe and complete return to school on August 19, 2020, and we are preparing for **full in-person instruction**. We have been monitoring the spread of the virus in Orange County and have created a plan that is reasonable and appropriate to do our part to stay healthy and return to life as close to normal as possible. The plans set forth are subject to change depending on future developments, but the following will allow us to return to the community we so deeply love and value.

We have identified nine categories that will assist in our safe return to operations.



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SCHEDULE



Our objective is to return to the normal social interactions of a connected learning environment while implementing reasonable measures to help stop the spread of the virus. To do that, we are reducing areas of congestion as much as possible. To alleviate overcrowding during drop off and pick up, we are changing our start and end times as follows:

PROGRAM	START/END TIMES
High School	7:50 a.m. – 2:10 p.m.
Junior High School	8:00 a.m. – 3:00 p.m.
Elementary School	8:15 a.m. – 2:40 p.m.
Homeschool Program (Mon./Wed.)	8:30 a.m. – 3:15 p.m.

We are also spacing our break and recess times to allow for appropriate socialization opportunities while reducing congestion. Elementary recess and lunch times will be taken in three groups – K-2, 3-4, and 5-6. These groupings allow children to interact with peers in their own age group while being able to spread out in larger spaces. Junior high and high school lunch and break times will be adjusted as well to minimize congestion.



02

HEALTHY HYGIENE



Per California and Orange County Department of Health guidelines, our teachers will be teaching and reinforcing important hygiene protocols to reduce transmission of the virus, including regular hand washing, avoiding hand-to-face contact, and covering coughs and sneezes. Measures include:

- Wash hands every time before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff will model and practice hand washing, especially for lower elementary grade levels, will use bathroom time as an opportunity to reinforce and monitor proper hand washing.
- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Additional hand sanitizing stations will be added to all classrooms and other locations throughout campus. Students and staff will use ethyl-based hand sanitizer when hand washing is not practicable.
- Teachers will implement a schedule for hand-washing routines by grade level at staggered intervals to avoid overcrowding.



03

CLEANING PROTOCOLS



To reduce the transmission of the virus, CVCS has taken the following cleaning measures:

- The school has hired an additional maintenance supervisor to oversee and assist in the implementation of increased cleaning protocols. Frequently touched surfaces will be cleaned and disinfected by trained custodial staff daily, and protocols for periodic disinfection throughout the day will be implemented in each classroom. Frequently touched surfaces to be disinfected include, but are not limited to door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs.
- Minimizing the use of water stations. Faculty, staff, and students are asked to bring either a full reusable water bottle or disposable single-use water bottles. Writing the name of the student or staff on the reusable or disposable bottle will assist in minimizing transmission.
- Students will still be allowed to enjoy playground equipment, but rotations for use will be established with cleaning protocols in place to disinfect all surfaces.
- Students will still be allowed to enjoy the use of playground toys, including balls, hula hoops, jump ropes, etc., but cleaning protocols will be in place to disinfect all equipment.
- In classrooms, teachers will limit shared objects as much as possible. Students will have their own materials (crayons, scissors, pens, pencils, etc.), when shared objects are used, they will be cleaned and disinfected per established guidelines.
- All cleaning products are approved for use against COVID-19 by the Environmental Protection Agency (EPA).



04

DISTANCING GUIDELINES



CVCS will provide the same in-person learning environment students and families have always enjoyed, with the following common-sense protocols in place:

- As previously described, schedules have been adjusted to avoid congestion in common areas at the beginning and end of the day, as well as lunch and break times.
- Desks and student seating will be spread out as much as reasonably possible within each classroom. Teachers and staff will reinforce standards for students maintaining distance and reducing shared use of materials as much as practicable.
- Lunch service will be altered to reduce student shared use of utensils and shared use containers (condiments, dressings, etc.)
- Students will still enjoy eating together, but we will be spread out in a reasonable fashion to allow for social interaction while still providing additional space to reduce transmission.
- CVCS will continue to welcome parent volunteers, but will provide instructions for all volunteers to adhere to the same guidelines for distancing as students and staff.
- Teachers will implement procedures for turning in work that minimize contact.



05

FACE COVERINGS



At this time, students, faculty, and staff **will not be required** to wear face coverings at all times while on campus, as allowed by exemption in state guidelines. We will continue to monitor the situation and may make changes as necessary. The following guidelines will be in place for the beginning of the school year:

- All faculty, staff, students, and visitors **will be required** to have a face covering in their possession while on campus.
- Students may be asked to wear face coverings in circumstances throughout the day when close physical proximity is unavoidable. Masks will be used only for the duration of the activity that requires close physical proximity where reasonable spacing is not possible, and students will be allowed to remove them at the end of that activity. Activities include, but are not limited to small group activities, pair/share activities, and interactive activities that require close proximity in the classroom.
- As congestion is unavoidable during passing periods, students in grades 7-12 will be required to wear face coverings during the five minute passing periods in hallways and locker areas.
- All faculty, staff and students who prefer to wear a face covering at any time are encouraged to do so.
- The use of face coverings has been a topic of much debate, and CVCS expects all members of our community to respect each individual's perspective. All faculty, staff and students will be trained to **respect one another** in the use of face coverings.

We will continue to monitor the situation and make adjustments as necessary.



06

CHECKING FOR SIGNS AND SYMPTOMS



Being vigilant about stopping the spread of the virus is critical to our ability to continue operations in an uninterrupted manner. CVCS plans to begin the year with the following protocols in place:

SYMPTOM-FREE DECLARATION

All parents and/or students will be asked to declare if the student has displayed any of the following symptoms within the past 24 hours:

- Fever above 100.4° F or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If yes to any of the above, students will be asked to stay home until symptom-free for 24 hours.



06

CHECKING FOR SIGNS AND SYMPTOMS continued



TEMPERATURE CHECKS

School personnel will be stationed at entrances and will conduct temperature checks with a no-touch thermometer. Per health department guidelines, anyone with a fever of 100.4° F or higher, a cough, or any COVID-19 symptoms will not be allowed to attend until symptom free for 24 hours.

STAY-AT-HOME POLICY

- We anticipate an increase in absences for both students, faculty, and staff and we will be encouraging anyone who is sick or has been in close contact with someone diagnosed with COVID-19 to stay at home. Students will not be penalized for missing school and plans have been developed for educating students who have to attend remotely.
- Teachers who need to stay at home will have lessons prepared in advance. Substitute teachers will be utilized, but when possible, teachers will connect to the classroom via video conferencing to provide instruction in partnership with the substitute teacher.



07

PROTOCOLS FOR POSITIVE TESTS



CVCS is pleased to announce that we will have a nurse on site to monitor and oversee the management of illnesses this year. In the event a faculty member, staff member, or student tests positive for COVID-19, the following measures will be taken:

- Any person testing positive for COVID-19 will be required to stay home for 14 days and test negative at the end of that time period. No person will be allowed to return to school without verification of a negative test result.
- The privacy of any individual testing positive will be maintained in accordance with FERPA requirements.
- Any person in close proximity to the person who tested positive will be notified that they could have been exposed and instructed to monitor themselves closely for the development of symptoms.



08

HYBRID LEARNING PLAN



We intend to operate in a 100% on-site model for the entirety of the 2020-2021 school year. This plan is subject to change depending on state or federal mandates, but we are prepared to educate our students without interruption in any circumstance.

In preparation for increased absences, we are prepared to deliver instruction to students remotely using technology that will allow students to participate and not fall behind. Students who exhibit symptoms but feel well enough to participate in class will be able to connect to the classroom remotely via their school-issued device from home. Teachers will provide detailed information about how this will work as part of the orientation process.

When teachers are required to be absent, a substitute teacher will be present in the classroom, but the teacher will connect from home and provide instruction and guidance throughout the day in partnership with the substitute.



09

PARTIAL OR TOTAL CLOSURES



In the event of a moderate outbreak of COVID-19 cases at CVCS, we are prepared to follow CDC guidelines for a short term (2-5 day) closure of the school facility. If this occurs, we will continue to deliver content using the remote learning model we developed this year and return to the classroom promptly when we have assessed the situation and taken appropriate measures to halt the spread.

Throughout the month of June, our team has participated in Baylor University's Virtual Learning Academy workshop, collaborating with educators from leading Christian schools around the country to create a dynamic plan to prepare for the wide range of scenarios that could unfold this fall. We have incorporated best practices developed with student and parent input from this past year in mind. The exciting result is that we are prepared to improve instruction regardless of the model.

We have an incredible team of teachers who are ready to make this year a truly excellent experience for our entire community. We look forward to partnering with you, and we will continue to update you on details as we monitor developments over the course of the summer. We are praying for your family and we cannot wait to be together again this fall.