

# NAPA CHRISTIAN CAMPUS OF EDUCATION

## COVID-19 POLICIES AND PROCEDURES 2021/2022\*

\*Subject to change based on CDC, CDPH and Napa County Regulations



### General Measures

- Napa Christian plans to continue communication with local and State authorities to determine current disease levels and control measures in our community.
  - Review the relevant county variance documentation.
  - Consult with our county health officer to provide advice on local conditions.
  - Collaborate with the Northern California SDA Conference.
  - Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.
- Ensure that all renters who use our campus submit a code of conduct policy which aligns with this guidance.
- Develop a plan for the possibility of repeated closures of classes.



### Healthy Hygiene Practices

- It is our plan to teach and reinforce **washing hands**, avoiding contact with one's eyes, nose, and mouth, and to cough/sneeze inside a tissue among students and staff:
  - We will teach students and remind staff to use tissues to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - Students and staff will wash their hands before and after eating; after coughing or sneezing; after being outside and before and after using the restroom.

- Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry their hands thoroughly.
- Staff will model and practice regular handwashing.
- Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Children under age 9 will use hand sanitizer under adult supervision.
- We will develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- We will reinforce the use of **masks** while indoors.
  - All our staff will use face coverings. Educator's face masks will only be removed when students are masked or behind plexiglass barriers and phonological instruction is needed.
  - Students will be required to make use of face coverings when indoors. Napa Christian has a large supply of disposable and regular cloth masks available in all sizes for when a student forgets their own.
  - Students and staff will be reminded not to touch their face coverings and to wash their hands frequently.
- Together with the Napa Christian school community, the Northern California SDA Conference will ensure adequate supplies to support healthy hygiene behaviors, including soap, no-touch thermometers, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.



## Cleaning, Disinfection, and Ventilation

- We have suspended the use of the drinking fountains. We encourage the use of reusable water bottles only.

- We are increasing the hours spent by our custodial staff in order to clean and disinfect frequently touched surfaces daily.
- Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sinks handles
  - Bathroom surfaces
  - Tables
  - Student Desks
  - Chairs
- All the staff will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- When cleaning, we plan to be careful to air out the space before children arrive, and plan to do thorough cleaning when children are not present.



## Distancing Inside and Outside the Classroom

### ARRIVAL AND DEPARTURE

- We will teach with open doors and maximize space between students where practicable.
- When required by the county, our routine will minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- When required by the county, we will stagger time between programs and locations between each cohort in order to minimize drop-off and pick-up for families.
- When required by the county, the administration will designate routes for entry and exit, using as many entrances as feasible.

### CLASSROOM SPACE

- Physical distancing is no longer required for in-person learning while

students are wearing masks.

- Though they are no longer required, the **plexiglass barriers** on the students' desks will be remaining at Napa Christian as an extra precaution.
- We have procedures for turning in assignments online when possible to further minimize contact.

## NON-CLASSROOM SPACES

- Napa Christian will limit nonessential visitors, volunteers and activities involving other groups at the same time.
- We must limit communal activities where practicable. Alternatively, we can stagger use, properly space occupants and disinfect in between uses.
- We plan to make use of non-classroom space for instruction, including regular use of **outdoor space**, weather permitting.
- Additional seating and gazebos are available to allow for more outdoor spacing between each student.



## Training Staff and Educating Families

- The administration will continue to train all staff and provide educational materials to families in the following safety actions:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Use of face coverings
  - Screening practices
  - COVID-19 specific symptom identification



## Check for Signs and Symptoms

- Napa Christian will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Napa Christian will prevent discrimination against students who (or

- whose families) have or have not gotten a COVID-19 vaccine.
- We actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
  - We have implemented screening and other procedures for all staff and students entering the facility, by doing the following:
    - Conduct visual **wellness checks** of all students.
    - Make available and encourage use of hand-washing areas or hand sanitizer.
    - Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
    - If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health record to identify if the student has a history of allergies.
  - We will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
  - Our policies will in no way penalize students and families for missing class for a COVID-19 related reason.



### Plan for when a Staff Member, Child, or Visitor Becomes Sick

- We have created an **isolation room** in the administrative office to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and to wait in the isolation room until they can be transported home or to a healthcare facility, as soon as possible.

- We will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate when an individual is exhibiting COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- We are required to notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- The following procedures will take place immediately after a staff member/student shows any symptoms:
  - The student or staff member experiencing symptoms will be sent home and asked not to return until they have met California Department of Public Health's criteria to return to school for those with symptoms:
    - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
    - Other symptoms have improved; and
    - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
- In the case of a positive COVID-19 test result, all **unvaccinated** classmates/students of the affected person will be asked to quarantine. They may return under the following conditions:
  - Quarantine can end after Day 10 from the date of last exposure without testing; OR

- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic persons must:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Fully **vaccinated** classmates/students of the affected person will not have to quarantine unless they begin to experience symptoms. In this case they must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- We will close off areas used by any sick person and may not use them again before cleaning and disinfection.
- Napa Christian will provide students virtual learning, independent study, and other options when required.



## Maintain Healthy Operations

- All subbing will remain in-house.
- Our office manager, Maddie Leonie, will be responsible for responding to COVID-19 concerns, and managing potentially sick children and staff. She has been trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families.
- In accordance with the California mandate, unvaccinated staff members will be tested for COVID-19 once weekly.
- In accordance with the Small School Bridge League, all high school student athletes will be tested for COVID-19 once weekly.
- In partnership with Prolific Prep, the school will be randomly

selecting Prolific players to be tested for COVID-19 periodically. The player and their guardian will be given at least one day advance notice before the test.

- Napa Christian will provide on campus COVID-19 testing once weekly for the students and staff required to be tested.
- We will provide complete support to students who are at higher risk for severe illness or who cannot safely distance from household contacts at high risk, by providing options such as virtual learning.



## Considerations for Partial or Total Closures

- We will continue to check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- During remote learning, students will be invited onto campus to join small **tutoring** groups for short periods of time.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, we will implement the following:
  - In consultation with the local public health department, the Principal may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
  - Additional close contacts at school outside of a classroom should also isolate at home.
  - Additional areas of the school visited by the COVID-19



positive individual may also need to be closed temporarily for cleaning and disinfections.

- We will immediately contact all our families to let them know how to proceed.
- Napa Christian will then continue teaching remotely with tutoring in person, by invitation only.
- We will maintain regular communication with the local public health department.