

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

KING'S WAY ACADEMY

INTRODUCTION

The administrators and Board members of this private school, in conjunction with the local health department and the area public school district have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the New York State Department of Health (NYSDOH), Steuben County Department of Health (SCDOH), New York State Department of Education (NYSDOE), and Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by the NYSDOH, NYSDOE, CDC, and other applicable federal, state and local agencies. This documentation covers both our school and our Before/After Care programming.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE and STUDENT SAFETY MEASURES
2. FEDERAL, STATE and LOCAL HEALTH GUIDELINES
3. SUPPORT FOR STUDENTS, STAFF and FAMILIES

SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	June/July	<ul style="list-style-type: none">• Restock needed supplies, equipment• Prepare building for reopen with thorough cleaning
Phase 1	ongoing	<ul style="list-style-type: none">• Implement social distancing protocol
Phase 2	July	<ul style="list-style-type: none">• Expand use of school (ie. events such as fundraisers, etc.) based on recommendations and data from CDC, NYSDOE, NY Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none">• Open school• Expand full operation based on recommendations and data from CDC, NYSDOE, NY Governor, and applicable local and state agencies• Determine what restrictions/guidelines stay in place or are added/deleted

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

King's Way will allow normal visitation to our campus beginning September 1, 2021. All visitors will be required to wear a mask at all times while in the building and answer a set of screening questions.

EMPLOYEE/STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring both employees and parents of all students to complete a [self-screening](#) which includes a daily temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

****All screening information will be kept confidential.****

HEALTH PROTOCOL FOR STAFF/STUDENTS

- If an individual becomes ill at school, they will be asked to leave school and go home or to the nearest health center.
- Individuals returning to school from an approved medical leave should contact administration. You may be asked to submit a healthcare provider's note before returning to work/school.

If you have been diagnosed with COVID19, you may return to school when **all 3** criteria are met:

1. At least **3 days (72 hours)** have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred
- **If you have symptoms that could be COVID19 and *do not* choose to get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and *may not return to school until* the three criteria listed above have been met.**

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. King's Way administration
3. Your administrators will work with the King's Way Board of Directors to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
5. Follow and communicate to Kings Way administration the required quarantining directions from the Steuben County Department of Health.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. King's Way employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating lengthy contact with others.

- Traffic Flow – Specifically designed and timed scheduling will enable walking throughout the building while maintaining the social distancing requirement of 6 feet
- Classrooms will be structured to follow the updated 6 foot distance guideline. Where that cannot be met, individual impermeable shields will be placed at each student/staff seating area.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is required to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of student/employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Students, staff and guests **are required** to wear masks upon entering/leaving the building, when walking to and from restrooms, to and from an area that is not their designated classroom/office, and when 6 feet of social distancing is impossible to maintain in congregate areas. Mask breaks, if necessary, are offered to students minimally every 30 minutes for 5 minutes. Masks will be provided to anyone not in possession of an appropriate face covering.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Hands must be washed properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that 3 feet of social distancing should be practiced with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available--families may send in a personal hand sanitizer with their children if desired.
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

King's Way staff will use signage to indicate the room is in need of sanitizing and disinfecting. All teachers and students are asked not to unnecessarily visit another classroom outside of their team or grade level. Employees are required to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. King's Way has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as doorknobs and keyboards. The King's Way administration and staff will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity- King's Way will be monitoring the number of employees in the offices/classroom spaces while the risk of infection exists.

Kitchen: Access is limited to staff only. All shared appliances such as coffee machines, refrigerators, and microwaves must be cleaned daily.

Copy Room - There will be limited access to the copy room. Signage indicating restrictions will be posted.

FACILITIES CLEANING

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computers/ monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 2 times a day
Common Areas	Cafeteria, Sanctuary, Pull-out rooms, other Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to school.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly and logged appropriately *if required* by NYS or local agencies on the data collection sheets.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

SIGNAGE

All COVID 19 related signage will be downloaded directly from the CDC website and will be laminated and posted prominently around the facility.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student and IEP service provider use as necessary

COVID19 CASE DETERMINATION PROTOCOL

If an employee or student becomes ill on campus, he/she will immediately report to the campus **isolation room** located at the far end of the east wing and the CDC case form will be completed by an administrator.

Once the employee or student arrives at the isolation room, immediately provide them with a clean mask and gloves. Explain that this is to help

protect other employees and students and prevent the spread of the potential virus.

- A member of administration must complete the CDC drafted [Suspected COVID19 Case Form](#) and call the local health authorities and seek advice regarding transportation and location. King's Way will support the local health department in tracing all of the contacts of the individual, in accordance with protocols, training and tools provided through the [New York State Contact Tracing Program](#).
- A member of administration and others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- A member of administration will direct the ill individual to leave school or call the parent of the student to be picked up and go home.
- A member of administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the student/employee will not be provided.*
- Advise employees/families that they or their student may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact administration.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE SCHOOL DAY

Maximum capacity has been established for the facility that allows for social distancing. The maximum capacity sign will be posted on the door. Supplies for employees to clean up after themselves in restrooms will be provided.

VISITORS ON CAMPUS

The safety of our staff and students remains a primary concern of King's Way. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone

in the building. The self-screening C19 questionnaire may be found on the front page of our school [website](#).

CAFETERIA / MEAL PERIODS

All students in grade PK-3 will be socially distanced in the multi-purpose room for lunch and will utilize individual impermeable shields at their assigned seating.

CLASSROOM ARRANGEMENTS

Per current NYSDOH guidance of 3 foot distancing with masks, the three classrooms in the west wing can safely accommodate a maximum of 12 people. The PreK classroom can safely accommodate up to 25 people.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

We will research and make available credible and reliable resources for parents and teachers to access. Our staff will work with students individually or in small groups to address any well-being needs. King's Way will develop a family and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

King's Way has partnerships with local churches and students, staff, and families have access to pastoral care and consultation with a licensed master's social worker who is a member of our board of directors. King's Way utilizes a Biblically based social emotional curriculum and embeds SEL teaching within our daily instruction. Students will be instructed on classroom changes before the start of school and students will be given the time and space to process how recent events related to Covid19 and quarantine have impacted their lives both at home and in the classroom. King's Way will work together with partner churches, the local school district, and other private schools to offer information and additional support as needed.

Self-awareness: During chapel meetings and small group time feelings and associated behaviors and thoughts are taught to Biblical literature and age appropriate stories. Teachers and staff reinforce instruction throughout the day when students demonstrate both positive or negative

feelings and behaviors. Students are also given the opportunity to share their feelings with teachers and staff throughout the day. The director and assistant director are available to support teachers and students through scheduled small group time and crisis intervention when necessary.

Self-management: Self-management is taught through our social emotional curriculum and embedded throughout our daily routine. Students are given time to reflect and practice restitution when a behavior occurs.

Social awareness: The school utilizes chapel and daily teaching time to expose students to the diversity of God's creation and to instruct them on how they as an individual are an important and impactful part of the larger world. We model appropriate behavior and give implicit instruction to our students on topics such as kindness, empathy, respect, boundaries, communication and forgiveness.

Relationship skills: Relationship skills are the action steps that follow instruction related to social awareness. Administration and teaching staff give implicit instruction and model clear communication, active listening, and coping with conflict. Staff and administration are available to support the students when they are unable to navigate relationship issues with peers.

Responsible decision-making: Students are given developmentally appropriate instruction regarding choices and consequences and how their decisions impact their well-being and the well-being of those around them.

[Kids of Integrity](#)

STAFF TRAINING

Pre-return to school training- Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District/County/NYS checklists
3. Response Teams
4. Disinfection Measures
5. Isolation protocols
6. On-site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers and parents must check their email often.
2. Visit our [school website](#).
3. Follow our social media platforms--Instagram and FaceBook
4. Consult this plan and all signage displayed prominently around our facility.

ACADEMICS AND HOME-BASED LEARNING

At Home Learning Packets, Online Learning: Should mandated off site education occur again, and/or to address the needs of vulnerable students and staff who may be at higher risk of illness we are prepared to offer virtual learning to limit risk of exposure. Both of our synchronous and asynchronous instructions will be uniform across the board. King's Way will have created packets for each grade level that we would use as "Emergency Go-Packets." We could convert these packets to digital copies for Google Classroom as well if necessary. Should a hybrid model of schooling become necessary, priority for in person access would be given to PreK students, special education students (those with designated IEPs or 504 plans) and to those with limited access to technology.

1. Optimize Facility, Safety, and Security

- This is intended to develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans are outlined in this planbook.

2. Optimize All Available Resources

- A needs assessment was created to help the school understand the technology needs of the families. Grants have been used to purchase additional technology components for student use while at school/home.

3. Optimize Student Services

- We are constantly seeking to develop better systems to address the social-emotional well-being of our students. We have created a Reflection Area designed to help students calm themselves, refocus and work through feelings.
- In addition, we will work to address any parent concerns with IEP and 504 services.

In order to support our students instructionally while they are at home, we are offering a paper solution only for families that do not have reliable access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by King's Way staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

ONLINE INSTRUCTION

We will continue to offer the King's Way K-3 Internet Academy for our students who may be quarantined *for longer than 3 school days*. Google Meet is our online component to help deliver daily and/or weekly live and recorded instruction from the classroom teacher. The teachers will instruct the lesson over the internet and then follow-up with further tutorials within the same week at their discretion.

ADDITIONAL SAFETY INFORMATION, GUIDELINES & RESOURCES:

New York State Department of Health Novel Coronavirus (COVID 19) Website:
<https://coronavirus.health.ny.gov/>

New York State Education Department Coronavirus (COVID 19) Website:
<https://www.nysed.gov/coronavirus>

Centers for Disease Control and Prevention Coronavirus Website:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID 19 Website:
<https://www.osha.gov/SLTC/covid-19/>

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