

Plan to deliver in-person instruction at King's Way during the COVID-19 public health emergency

Purpose: This plan has been established by a task force including administration, teachers, a parent representative, and board members corresponding to guidance given by the NYS Department of Health (NYSDOH). All protocols within this plan are designed to aid in the protection of students, families, employees, and visitors of KW against the spread of COVID-19 while educating our students in the 2020-2021 school year. The King's Way Board of Directors and administration accede that no school activities are allowable without meeting minimum state guidance. As the guidelines evolve, we will continue to adapt as necessary. Due to KW's small class sizes, policies for cleanliness and physical distancing will be significantly easier for us to follow. It is our mission to provide students and families with a quality, affordable education that is physically safe, emotionally supportive, socially edifying, and spiritually stimulating.

COVID-19 Coordinator: the COVID-19 coordinator shall be responsible for developing this plan, affirming to having read the NYSDOH guidance to re-open schools, and agreeing to meet the standards set forth in said guidance. The Director of School, Jennifer Burdick, is our school's coordinator who, in conjunction with our school's reentry task force, developed this plan.

In accordance with the direction from government officials and the DOH, this plan will cover the following components:

- Reentry (reopening) of King's Way facilities for in-person instruction
 - Monitoring of health conditions
 - Containment of potential transmission of COVID-19, and
 - Closure of school facilities and in-person instruction, if required by widespread virus transmission
1. Only students with last names beginning with A-M will report to the building on September 2 and only students with last names beginning with N-Z will report on September 3, 2020. All students in grades PK-6 will begin regular attendance on September 4. Total school enrollment has been capped at 40 students in grades PK-6. The square footage of our facility allows us to fully accommodate all students and to do so while following the directives from the NYSDOH.
 2. As is allowable by law, King's Way plans to hold in-person instruction five days/week. We understand and accept the responsibility to adhere to the guidance from NYSDOH which is detailed in this document.

- a. Students will provide personal, necessary school supplies. Sharing of supplies will be reduced. Where sharing is necessitated, all persons will perform proper hand hygiene before and after use of supplies.
 - b. Cohorts: All groups are self-containing and interaction between groups will be limited to certain times throughout the day.
3. A minimum of 6-feet of distance must remain between any two individuals while in the school or on school grounds unless the individuals reside in the same household.
 - a. This distance may be reduced if there is an impermeable barrier between the individuals, which King's Way has already procured.
 - b. This physical distancing requirement does not apply if safety or specific activity (e.g. instruction, moving equipment or traveling in common areas) require a shorter distance.
 - c. 12-feet must be maintained for activities that require heavy, aerobic breathing (e.g. participation in P.E. class) or projection of the voice (e.g. singing).
 - i. For chapel services, those wishing to sing will wear face coverings.
 - ii. Following worship singing, face coverings may be removed for the remainder of the message as all will be physically distant.
 - d. Classroom seating has been arranged to ensure appropriate physical distancing and all students in grades PK-6 will have a personal sneeze shield at their classroom seating area.
4. Any time or location that persons cannot reasonably guarantee appropriate physical distancing, said persons must wear acceptable mouth and nose coverings.
 - a. When properly physically distanced (e.g. seated in the classroom, at lunch or in a stationary position), face coverings may be removed.
 - b. All persons must be prepared to don a face covering if another individual unexpectedly cannot be physically distanced.
 - c. Those students who cannot medically tolerate a face covering are not subject to the required use of face coverings. Parents/guardians must provide a note from a healthcare provider specifying the medical diagnosis that prohibits face covering usage.
 - d. Face shields without additional face coverings are not considered adequate protection and should not be worn.
 - e. Individuals can supply their own face coverings, but are not required to.
 - f. If an individual is without a face-covering, King's Way will supply a disposable face covering at no cost.
 - g. Should an individual choose to wear a face covering more often than required, King's Way will support such an individual's right to do so.

- h. Students, employees, parents/guardians are to bear responsibility for the care and cleanliness of their face coverings.
 - i. Face coverings are not to be shared.
- 5. All drop-offs and pick-ups of students will be done at the front entrance of the building and families arriving at the same time will be required to physically distance. We provide no busing or alternative transportation. All parents/guardians of all students drop-off and pick-up their children directly at/ from the school facility.
 - a. All students in grades PK-6 will be dropped off at the front door and will be received by a King's way staff member.
 - b. Staff members will ensure PK/K students are walked to the appropriate classroom.
 - c. Unless participating in Before Care, all arrivals will begin at 8:15 am.
 - d. After a short health screening, students will be directed to their classrooms.
 - e. BeforeCare students' parents/guardians may drop their child(ren) off at the front door following the same procedure beginning at 7:30 a.m.
 - f. Pick-up will be at the same location. Parents drive up into the pick-up line in front of the building at 2:30 daily and their child's teacher or a member of administration will bring their child directly to their vehicle.
 - g. AfterCare students' will be picked up from their classroom by a member of the AfterCare staff or administration. AfterCare participating parents/guardians will ring the doorbell and wait outside for a staff member to bring their child to them at the front door anytime between 2:45-5:30 p.m. If multiple individuals arrive at the same time, they will be required to physically distance. All are required to wear face coverings.
- 6. All student snacks/lunches are brought from home daily. There is no onsite preparation of meals at King's Way.
 - a. Each class will be allotted appropriate time to conduct hand washing before entering the lunch room and will also wash hands before returning to the classroom
 - b. Individuals must not share food with one another unless from the same household.
 - c. All PK-6 students will eat lunch physically distanced in the multi-purpose room.
 - d. Seating is specifically arranged to promote social interaction whilst still adhering to safe physical distancing.
 - e. Surface areas in the lunchroom will be disinfected prior to student use.

7. All restrooms will be clearly marked for allowable numbers of occupancy and those numbers will be limited to ensure physical distancing. Those needing to wait to enter will do so outside of the restroom facility.
8. All visitors must attest that they are healthy and do not have COVID-like symptoms.
 - a. All guests--parents, visitors, vendors, contractors, etc. will enter the secured main doors.
 - b. All guests must complete a short health screening questionnaire before being admitted beyond the front foyer.
9. King's Way holds no extra-curricular activities aside from our Before and AfterCare program which shall adhere to the same guidelines as written herein.

Hygiene, Cleaning and Disinfection Protocol

1. Signage will be displayed throughout the school facility to remind everyone that precautions are being taken to limit exposure to harmful pathogens.
2. All students, employees and guests should be careful to practice good respiratory hygiene.
 - a. Wash hands with soap and water often and especially before and after eating and whenever they are soiled.
 - b. Paper towels are used in lieu of air hand dryers.
 - c. All should use hand sanitizer containing 60% alcohol, readily provided by King's Way, often and especially if hand-washing is not readily available. Hands should be free of dirt for the sanitizer to be most-effective.
 - d. Each classroom will have a supply of hand-sanitizer for student use. Students whose parents do not wish their child to use the sanitizer supplied must send a written note to the school office.
 - e. Individuals will cover a cough/sneeze with a tissue or use the bend of their arm.
3. King's Way staff will oversee the regular, daily cleaning of the school facility.
 - a. Cleaning supplies will be provided for faculty and staff to use in their classrooms on frequently touched surfaces.
 - b. All PreK students will be assigned an individual cot for use during rest time. These will be sanitized daily after each use by staff.
 - c. Cafeteria tables will be cleaned and sanitized in between student use.
 - d. Restrooms will be cleaned more frequently throughout the day with a minimum of every 4 hours.
4. If King's Way learns of a confirmed or suspected case of COVID-19, the local health department will be notified.

- a. Per the guidance of NYSDOH, we do not need to close down operations even if there is a confirmed case of COVID-19. We will follow the direction we are given after we contact the local DOH.
 - b. King's Way staff will close off the area used by the person suspected or confirmed to have COVID-19 and then wait 24 hours, if possible, before cleaning/disinfecting that area.
 - c. Staff will clean and disinfect with products approved by the [CDC for that purpose](#).
 - d. Once the area has been thoroughly cleaned/disinfected, it will be reopened for use.
5. Our Director of School, Jennifer Burdick, is the main point of contact upon the identification of a positive COVID-19 case, and she will be the one to initiate communication regarding such.
 - a. Director Burdick will answer questions from students, employees and school families regarding the COVID-19 health emergency and this plan implemented by King's Way.
 - b. King's Way will use verbal means and written communication (e.g. signage, emails, paper notes, website postings) to remind all students, employees, guests, and families of our responsibility to help protect the health of our school community as we follow the guidance provided by the CDC and the NYSDOH.

Health Screening

1. Temperature Screening: An elevated temperature is just one symptom of many potential illnesses. Per DOH guidance, King's Way is required to check the temperature of all individuals-employees, students and guests-prior to allowing admittance into the school. It is ideal for parents/guardians to check their students' temperature before departing for school each day.
 - a. If an individual's temperature is greater than 100.0 degrees F, he/she will be denied entrance into the facility.
 - b. If when first checked, a student's temperature is greater than 100.0 degrees F, the student will be directed to a safe and isolated area to wait for a recheck of the temperature in five minutes. If the recheck reveals a temperature within the acceptable levels, it will be determined that the initial temperature was due to environmental conditions, and the student will be allowed to proceed with school.
 - c. Should the student fail the second temperature screening, that student will be escorted to an isolation room to wait for a parent/guardian to be contacted. We are asking that a student be picked up within 30 minutes of being contacted.
2. Health Screening:

- a. All faculty and staff must complete a daily health screening questionnaire (i.e. health survey).
- b. This health survey will be made available remotely so that employees can complete the survey prior to arrival at school.
- c. The [CDC does not currently](#) recommend universal symptom screenings (screenings of all PK-12 students) be conducted in schools. Therefore, King's Way will not ask students to complete a daily health survey unless a student presents with potential COVID-like symptoms.
- d. King's Way reserves the right to conduct on-site screenings of any adults, guests, parents, and vendors who wish to be provided entrance to the school facility beyond the main foyer.
- e. Parents are asked to periodically review the health survey questions with their children as part of an at-home screening process.
- f. The health survey will ask individuals the following: Have you--
 1. Knowingly been in [close or proximate contact](#) in the previous 14 days with anyone who has tested positive through a diagnostic test or COVID-19 or who has or had [symptoms of COVID-19?](#)
 2. Tested positive through a [diagnostic test](#) for COVID-19 in the past 14 days?
 3. Experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees F, in the past 14 days?
 4. Traveled internationally or from a state with widespread community transmission of COVID-19 per the [NYS Travel Advisory](#) in the past 14 days?
- g. All students and employees must immediately disclose to Director Jennifer Burdick or Assistant Director, Bree Wakefield if and when their responses to the aforementioned questions change, such as the onset of symptoms, whether the change is during or outside of school hours.
- h. Pursuant to [NYS Executive Order 205](#), all families students and employees must follow quarantine procedures following international travel or travel to certain states with widespread community transmission of COVID-19. We ask that all school families be cognizant of the [travel advisory](#) before making plans for family trips.

3. In-Person screening: All school personnel must wear, at a minimum, a face covering during in-person screening including the temperature check and/or the health screening process. Screeners will also have available to them gloves and gowns.

- a. Positive Screening protocols:
 - i. Any individual who screens, at the school, positive for COVID-19 exposure or symptoms will be sent home with instructions to contact a health care provider for assessment.
 - ii. A student who is being sent home due to a positive screen (e.g. onset of COVID-19 symptoms) will immediately be separated from other students, will wait in our isolation room or other designated area, and will be supervised until that student's parents/guardians can retrieve the student from school.
 - iii. Jennifer Burdick or Bree Wakefield will notify our local health department as soon as we learn of any diagnostic test result that confirms positive for COVID-19.

Presentation of COVID-19 symptoms:

- a. If any student or employee develops COVID-19 symptoms during the school day, they will be escorted by school personnel to our isolation room or other designated area.
- b. The symptomatic individual who is waiting to be picked up will remain under the supervision of school personnel who are physically distant and wearing appropriate PPE.
- c. Once the symptomatic individual has left the school, the area that was occupied by the individual will be closed off. If possible, we will wait 24 hours before cleaning/disinfection of the area.
- d. King's Way staff will follow [CDC guidance for cleaning and disinfection](#) of the area occupied by the individual.
- e. Once the area has been cleaned and disinfected, it will be reopened for use.

Tracking and Tracing:

A. Metrics

- a. Simply having a confirmed or suspected case of COVID-19 in the school does not necessitate school-wide closure.
- b. The local health department will be contacted as soon as King's Way personnel are aware of an individual with a confirmed case of COVID-19 on school grounds. We will follow DOH guidance.
- c. All areas potentially contaminated by the affected individual(s) will be immediately closed off cleaned and disinfected in accordance with procedures described above.
- d. Should the infection rate of COVID-19 amongst the school population become widespread, a temporary school-wide closure will be necessary. King's Way will follow the guidance

from local and state health departments should that be the case.

B. Tracking

- a. Our school office will maintain tracking of absences and illnesses in the school community
- b. King's Way personnel will assist the local health department with contact tracing of those who are in close or proximate contact (i.e. less than 6 feet away for longer than 10 minutes) with a person with COVID-19.
- c. In accordance with HIPAA laws, King's Way personnel cannot divulge the names of individuals diagnosed with COVID-19.

C. Quarantine, isolation and return to school

- a. King's Way personnel will work with state and local health departments who will implement monitoring and movement restrictions of COVID-19 infected or exposed individuals. Restrictions can include isolation and quarantine of these individuals.
- b. Any individual who tested positive for COVID-19 may not return to school until after 10 days from the first onset of symptoms AND after 24 hours with no fever without fever-reducing medication AND after symptoms have improved. Further, documentation from a healthcare provider is required before return.
- c. Any individual who was exposed (i.e less than 6 feet away for longer than 10 minutes) to an individual with a confirmed case of COVID-19 must self-quarantine at home for 14 days. Symptoms may not appear until 2-14 days following exposure.
- d. Individuals can return to school once the period of isolation or quarantine has passed, and for those individuals who had a positive COVID-19 diagnosis, a release has been provided by a health-care provider.

Remote Education:

A. Quarantine and Isolation:

- a. When students must remain at home due to a quarantine or isolation order, a remote education will be provided.
- b. It is expected that a student who is in the recuperation phase will keep up with classwork and assignments to the best of their ability.
- c. Work will be provided through Google Classroom platform.
- d. All students in grades 3-6 will have their school-issued Chromebook to use while at home. Students in grades 1-2 may be issued a device if necessary.

- e. Class lessons as possible will be recorded by the teacher and then shared with the student within 24 hours. Class lessons where a recording is not necessary (e.g. and in-class work-day, quiz or exam, classmate project presentations, etc.) assignments other than class videos will be shared with the student who is on quarantine.
- B. School-wide closure
- a. The fluid nature of the coronavirus pandemic is such that King's Way students, staff and faculty must be prepared for multiple scenarios.
 - b. If a situation arises such that a government authority (e.g. health department) issues a mandatory closure for 24 hours, students will remain at home. No remote education will take place. The day will be treated as an inclement weather day. Students will return to school as normal the following day.
 - c. In the event that a mandatory closure is extended beyond 24 hours, remote education would begin on the second day of closure.
 - d. Should the school closure be extended for a week or more, we will begin a mode of education with 4 days of instruction with Wednesdays being designated as teacher-preparation days.
 - e. During the school closure period, all students would follow an abbreviated school schedule with assigned class times. This will be significantly more structured than what was experienced during the spring of 2020.
 - 1. Daily remote attendance will be kept with classes beginning at 9:00 a.m.
 - 2. This schedule will include both synchronous (live) and asynchronous classes. Attendance to the live classes is required in grades 3-6. Students are responsible for following the instructions shared for the asynchronous classes.
 - 3. Once the required period of school-wide closure has ended, on-site education will continue at King's Way.

Should a staggered reopening or 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.

Protecting vulnerable populations:

The CDC considers the following people to be at high risk for severe illness due to

COVID-19:

- Older adults
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease
- Have underlying medical conditions, including:
 - Chronic lung disease (COPD)
 - Serious heart conditions
 - Compromised immune system
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Obesity (body mass index of 30 or higher for adults or a body mass index at or above the 95th percentile in children)
 - Sickle cell disease

Current data regarding the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19 is limited and may change as the science evolves. The CDC has noted additional conditions for which people might be at increased risk for severe illness from COVID-19 at [People with Certain Medical Conditions](#).

- Students/families and staff will self-identify as high risk for illness due to COVID19.
- Requests for alternative learning arrangements or work reassignments will be evaluated by administration and the King's Way Board of Directors.
- Distance learning may be offered to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

Social-Emotional Practices

1. 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 emotional 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.

2. King's Way has partnerships with local churches and students, staff, and family 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 gives implicit instruction and models 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](#)

UPDATES: This plan will be updated periodically and in accordance with the guidelines provided by local and state health departments and by the state education department. Last update: July 28, 2020.