

# Foothill Christian School

## COVID Prevention Plan: TK - 8th Grade

Last revised 04-19-2021

**The mission of Foothill Christian School (FCS)** is to provide families with a Christ-centered, Biblically-directed education which encourages the development of a personal relationship with God and instills the vision and practice of excellence in academics, character and service to God and others. Central to that mission is conducting all of our plans and programs with excellence and utmost integrity, especially those that affect the well-being of our students, staff, parents, and others on campus. To that end, it is our intent to identify and adhere to best practices for a safe re-opening of school as outlined in this *Health and Safety Plan*, and then move forward with decisions related to day-to-day operations aligned with legal requirements, which we recognize may shift from time-to-time throughout the ongoing COVID-19 pandemic.

### **The following plan assumes that one of three things will have happened:**

1. The State of California will have issued guidance for all private schools to be allowed to fully reopen (with health and safety protocols in place);
2. Los Angeles County will have been removed from the state Monitoring List (Watch List), and all schools will be allowed to reopen (with health and safety protocols in place); or
3. The Los Angeles County Department of Public Health ([LACDPH](#)) will have granted a waiver for FCS to reopen at least our elementary school program (with health and safety protocols in place).

This Health and Safety Plan is based on a “Healthy Only” framework for reopening the FCS campus. This framework requires parents and employees to ensure that **only healthy individuals are permitted on campus**. The school facilities will receive increased levels of cleaning and sanitizing, social distancing policies will be in place, along with several other health precautions identified in this document. Parents will also be required to sign a waiver of liability and health screening agreement.\*

A “Healthy Only” framework provides the greatest level of "normalcy," but depends on students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic. Violators may lose their privilege to return to campus for the duration of the pandemic.

Parents will have the opportunity to continue remote instruction. Thus, a parent may elect to continue the school year at home via remote instruction, monitor the status of the pandemic and the health and safety of the school, and make a determination (in coordination with the school office) as to when their child would return to campus-based learning, keeping in alignment with state and county mandates regarding class size and safety guidelines.

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### INSTRUCTIONAL OPTIONS

*Cohort Plan – On Campus Attendance*

*Cohort Plan – Live Webcam Attendance*

### PROTOCOLS:

- A cohort (“one room schoolhouse model”) will be defined as a teacher, aide (if assigned), and the students of that classroom only.
- Middle school students, when open, will have a block schedule which reduces the number of times they would transition to another classroom. When feasible, the students will stay in their homeroom and the teachers would rotate.
- The objective is to protect the integrity of the cohort at all times.
- Students would be allowed to attend school virtually at home, via the live classroom webcam for remote instruction.
- Students would be required to have the necessary home support to be fully effective. Parents would be required to oversee work being completed and return to teacher with the same guidelines of on campus attendance
- Students may not shift between in person attendance and distance learning without administrative approval during this phase.

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### UNDERSTANDING COHORTS – RISKS

### PROTOCOLS:

- Cohorts will be a class of no more than 12 - 14 students per 1 teacher and 1 aide (if assigned).
- Morning and afternoon daycare will align their cohorts according to classroom and grade level cohorts. Drop-in (occasional use) daycare will not be available during this phase.
- A Safety Cohort Team will be accessible to the entire student body. This team consists of Robert Gutzwiller - Superintendent, Linda Thompson - Vice-Principal, Darryl Wright - Child Care Director, Dore Loury – Asst. Child Care Director. The Safety Cohort Team will wear face coverings during interaction with students. All interactions will be documented to assist in potentially necessary contact tracing.

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### ATHLETICS/ PE/ RECESS

#### PROTOCOLS:

- After school interscholastic and intramural sports will follow health department and league and club team safety guidelines.
  - Contact sports will not be permitted during Physical Education classes or recess times.
  - Physical Education will be postponed for now. Once resumed, the classes will be done in cohorts only, and only in designated *outdoor* spaces according to health department guidelines related to masks, physical distancing, etc.
  - Sports equipment will be provided on a limited basis and exclusive to each cohort sport.
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### LUNCH

#### PROTOCOLS:

- Students may bring a lunch or order from food services which prepares meals on-campus by the school's catering company.
  - All meals, beverages, and utensils provided by school must be individually packaged. No family style or open container salad bars will be permitted.
  - Student snacks will consist of pre-packaged items brought from home.
  - Failure to provide a lunch will result in the student receiving a basic emergency lunch from food services.
  - No additional/outside lunch drop-offs will be accepted during the school day.
  - Classes and students will be separated at the outside lunch tables to accommodate physical distancing and sanitation.
  - No sharing of food items will be allowed.
  - Students in after-school care will need to provide their own refillable water bottles and snacks.
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### CLASSROOMS & FACILITIES

#### PROTOCOLS:

- All classrooms have sinks and have also been equipped with hand sanitizer, disinfectant spray, wipes, and paper towels.
- Common areas including the lunch tables will be cleaned and sanitized by staff throughout the day and between each cohort use.

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- Anti-microbial film has been applied to all high-touch areas (e.g. – door areas, counter tops, handles, panic hardware.) Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility.
- Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow.
- Water fountains will *not* be operational.
- Students will bring their own water bottles labeled with their name. If a student does not bring a water bottle, a disposable water bottle will be provided.
- Students may only touch or handle their own learning materials (e.g., textbooks, pens, supplies, etc.).
- Students may not touch or use another student’s backpack, or any other item without first disinfecting the item.
- All student desks will be forward facing with maximum available distance during this phase.
- Each student desk will be set up with a clear, three-sided, plexiglass barrier to help reduce exposure while inside the classroom.
- Teachers may set up an outdoor classroom in designated spaces as is subject to weather conditions.
- Middle school lockers will not be used during this phase.
- All students in TK - 8th grade are required to wear masks at all times.

Operations / Cleaning in the event of a positive COVID-19 student/staff member:

- Affected classroom will be closed and students moved to a new unused classroom
- Classroom will remain untouched for a period of 24 hours
- Classroom will be completely sanitized. The school has the anti-bacterial fog machines. Students must wait an additional 24 hours after cleaning prior to moving back in

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### GUESTS, PARENTS & VISITORS

PROTOCOLS:

- Due to health restrictions, parents and guests will not be allowed to congregate on campus nor enter the facilities.
- All guests, parents, and visitors are required to wear a mask while on campus.
- Parents are encouraged not to leave their vehicle during drop-off or pick-up.
- All guests, parents, and visitors are required to complete the health screening form if they must enter the office for business purposes.

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### HEALTH SCREENING WAIVER & AGREEMENT

#### *Identifying and Addressing Illness*

#### PROTOCOLS:

- Parents and employees must complete a waiver at the beginning of the school year with required signatures releasing FCS of any liability in regard to COVID-19.
- Parents and employees must sign a Health Screening Agreement that they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms listed here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms>
- It is required that any person who has traveled out of the country (or southern California area) self-quarantine for no less than 10 days at home with no symptoms appearing, prior to returning to school. (The CDC has lessened the required quarantine days, but FCS, out the abundance of caution, still requires the 10-day quarantine period.)
- Any child that exhibits a fever of 100.4 or higher will be held in the isolation area and parents will be notified to pick up their child/staff to be transported home and not allowed to return until the non-COVID related fever has been reduced without the aid of medication for a period of no less than 72 hours.
- If a student/staff presents any possible COVID-19 symptoms, a complete assessment will be made, and the office staff will notify the affected parents/staff to be sent home. According to HIPPA guidelines, details of a student/staff absence will NOT be disclosed to others.
- If a student/staff has a negative COVID-19 test, they can return to school once there is:
  - no fever without the use of fever-reducing medicines,
  - they have felt well for 72 hours, and
  - must provide a doctor's note clearing them to return to campus.
- In order for a student/staff who tested positive for COVID-19 (with or without symptoms) to be allowed to return to campus, they must be able to answer YES to the following questions:
  - Has it been at least 10 days since the individual first had symptoms?
  - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
  - Has it been at least 3 days since the individual's symptoms have improved, including cough and/or shortness of breath?
  - Do they have a doctor's note clearing them to return to campus?
  - If non-symptomatic for 10 days following the positive test, have two negative tests at least 48 hours apart
  - If it is less than 10 days and a false positive test result is indicated, doctors note clearing student/staff members to return is required.

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- Absences due to Health Screening restrictions will not be counted as school day absences.
  - Addressing non-COVID related illness:
    - Non-COVID related illnesses will be handled in accordance with existing FCS handbook guidelines.
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### IDENTIFICATION AND TRACING OF CONTACTS

#### PROTOCOLS:

- Identification of and tracing of contacts of a positive COVID-19 case on campus will start with the foregoing steps listed for immediate isolation of the case, followed by initial contact tracing for student or staff member.
  - Designated staff members for identification and tracing of contacts are Robert Gutzwiller, Darryl Wright, and Linda Thompson.
  - Any known cases will be identified, and initial contact tracing done; then the case will be immediately referred to the Los Angeles County Department of Public Health for their review and recommendations.
  - Foothill Christian School's designated COVID-19 primary contact is Robert Gutzwiller, rgutzwiller@foothillchristian.org, (626) 914-1849
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### STAFF TRAINING AND FAMILY EDUCATION

#### PROTOCOLS:

- Staff members will be trained on the application and enforcement of the plan through staff-wide emails and via virtual meetings and in-service professional development using Zoom, as well as through individual email and phone contacts as necessary.
- School families will be educated on the application and enforcement of the plan through school-wide informational emails, website postings and updates, parent-teacher conferences, and via virtual meetings on Zoom, as well as through individual email and phone contacts as necessary.

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### TESTING OF STUDENTS AND STAFF

#### PROTOCOLS:

- Foothill has contracted with TRANSCEND Onsite Care for on-site testing of all employees when needed.
- Staff members will be tested in the event of a direct exposure to a positive COVID-19 person.
- Staff members will additionally be tested in the event of a direct exposure to a positive COVID-19 person.
- Students will be required to test:
  - Prior to initial attendance on campus;
  - Following direct exposure to a positive COVID 19 in the student's home;
  - Returning from a period of quarantine/isolation because of a positive COVID-19 test.

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### COMMUNICATION PLANS

#### PROTOCOLS:

The Superintendent, in collaboration with the appropriate leadership team members will communicate with students, staff, and parents about cases and exposures at the school as follows:

- All communications will be consistent with privacy requirements, including HIPPA and FERPA guidelines.
- All communications will be directed to the entire school constituency (or appropriate segment of the school constituency) as needed, in order to maximize the health and safety of all school stakeholders.
- All communications will be conducted with the goal of building trust, maintaining integrity, and providing as much transparency as possible, while still protecting the identities of individuals and families as ethically and legally required.
- All communications will be sent home via email, with possible additional hard copies and possible virtual meetings via Zoom supplementing the primary email communications, as deemed necessary by the Superintendent and leadership team.

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### CRITERIA FOR SWITCHING TO DISTANCE LEARNING

#### PROTOCOLS:

The criteria the Superintendent will use to determine when to physically close the school and prohibit in person instruction are:

- If a teacher tests positive for COVID-19, the class and/or cohort will toggle to distance learning until the teacher has a negative COVID-19 test and has been fever free for 36 hours, per current CDC guidelines.
- If 5% of the school's teachers/students/staff test positive for COVID-19 (or three cases within 14 days), the school will toggle to distance learning. School will remain closed for a period of 14 days, during which time the campus will be cleaned and disinfected. Designated FCS leadership will meet with the local public health department for both investigation and consultation.
- If any other condition arises or exists that the Superintendent believes would best be responded to by closing the school to on-campus learning, the school will toggle to distance learning. This will be maintained until such time as the Superintendent feels it is safe to resume on-campus learning.

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### INSTRUCTIONAL TOGGLING TO DISTANCE LEARNING

#### PROTOCOLS:

##### **Closure**

- In the event of a state-mandated school closure due to COVID-19, protocols and practices to ensure a high level of engagement in learning will be in place to support distance learning at home. While this will be a LAST resort, we do recognize the possibility of a closure exists and failure to plan would be negligent.
- Each teacher at FCS has received ample training to implement distance learning via Zoom and Google Classroom. In fact, they are successfully conducting classes via distance learning at this point.
- Students will have been exposed to and prepared for this transition.
- In the event of a cohort needing to be quarantined for any reason, students will toggle to webcam attendance or distance learning for the appropriate and necessary timeframe.



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### Software

- In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to online-based instruction, all teachers will be proficient in the use of the following online tools:
  - Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments.
  - FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information as well as parent communication.

### Computers:

- In the elementary classes we are implementing the technology curriculum in the lab with the computer teacher, along with a protocol for continual surface cleaning of devices
- In the case of toggling, devices may be made available to all students in need.

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## LOST AND FOUND

### PROTOCOLS:

- This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student.
- All lost items will be secured in the school office where the items will be sanitized and held for only one week.
- After one week, items will be donated to a local charity.

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## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

### PROTOCOLS:

- Depending on local, state, and CDC guidelines, the wearing of face coverings by students is required of all students TK – 8th grade.
- We acknowledge the benefits of utilizing face coverings to prevent the spread of disease, and any family/student is welcomed to maximize this safety precaution if they desire to do so, even when not required by local or state health authorities.
- Should a student forget, break, or need an additional mask, a disposable mask will be provided to the student.
- Our first orientation when reopened, will include education for our students on socially-appropriate conversation-starters about face coverings. Our desire is to be an environment where all can truly be part of this community, embraced through the love of

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Christ, regardless of outer appearance. We have already established this emphasis as a school culture, and we will align with this new aspect of school life quite fluidly for those who choose to wear face coverings daily when no longer mandated to do so by state and local guidelines.

- Any persons on campus who are required to wear face coverings but refuse to do so will be directed to leave campus immediately.

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### PERSONAL ITEMS

#### PROTOCOLS:

- All personal items brought to the school by a student or employee must be disinfected daily prior to being brought on campus.
- No personal items may be shared (e.g., backpacks, clothing).
- Learning materials may be shared only once they have been disinfected (e.g., textbooks, tablets).
- All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).

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### CAMPUS PROCEDURES

#### PROTOCOLS:

##### **Drop-Off / Dismissal / School Office:**

- Student drop-off begins at 6:30am at the designated areas for the daycare cohorts only. Two separate health screening stations been set-up to process/screen children. Students may also be screened in carline. Parents may not leave the parking lot until their student has been cleared to enter.
- Student drop-off times have been staggered to reduce on-campus crowding. School begins at 8:00am (6th-8th) and 8:15am (2nd-5th), 8:30 (TK -1<sup>st</sup>) Students will wear their assigned cohort lanyard for easy, visual recognition. They must remain in their cohort groups at all times. Teachers will meet students at 15-30 minutes prior to the start times in their designated spaces to intake children upon arrival.
- Parents are encouraged to have their children health-screened in carline without exiting their vehicles.
- A health screening "app" has been created by the school. Parents will complete the health screening form via the app each day and the student's temperature will be checked. Printed copies of the health screening forms are also available, if needed.

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Students cleared for entry will have their personalized lanyard badge marked as “approved” as evidence of clearance to enter the campus/classroom.

- All screening forms will be maintained in the “cloud”. Only authorized personnel have access to this file in accordance with HIPPA guidelines. No student will be granted access without completion of this form. Any temperature of 100.4 or greater will result in the student immediately being sent home, with additional health tracing to follow.
- Students checking in after their designated start time are to be taken to the school office by the parent, where the student will be screened prior to the child being cleared to go to class.
- Face coverings for all adults are required to be worn during arrival, dismissal, and at any time on campus.
- Clear plexiglass dividers have been installed at the school office and 6’ space dividers have been placed at the entry.
- Students will be released at staggered dismissal times at the pick-up line and be distanced by cohort.
- Daycare students will be escorted to their designated day care areas – the Kid’s Center, Foothill 2 or the Gym

### **Check Out:**

- Students will be released at regular dismissal times for the car pick-up line and be distanced by cohort.
- Early checkout: parents will call the school office to request their child to check-out.
- The child will be released and walked by a staff member to the parent in the front plaza outside the office area.

### **Classroom:**

- Upon entering the campus and entering the classroom, students will sanitize their hands.
- Students will be instructed not to share items with their classmates.
- Recess schedules will be modified to minimize the number of students at play at any given time. Play zones will be designated for specific cohorts. Only one cohort at a time is allowed in each Play Zone. There will be NO mixing of cohorts.

### **Facilities:**

- Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, welcome plaza, administrative offices) for students and staff:
  - Stay 6’ apart when possible
  - Proper and frequent handwashing
  - How to stop the spread of germs

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- Fire drills, earthquake drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible. All campus bathrooms will be sanitized regularly throughout the day.
  - Chapel services will be arranged in smaller groups (in different facilities while strictly adhering to the physical distancing mandate!
  - Chapel seating will be sanitized each day.
  - All unnecessary trips to campus should be avoided.
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### AFTER SCHOOL ACTIVITIES

#### PROTOCOLS:

- All after-school activities will be paused until further notice to prevent contamination of cohorts.
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### FIELD TRIPS/ SPECIAL EVENTS

#### PROTOCOLS:

- No field trips will be held until allowed or advisable by the CDC and approved by administration.
  - Virtual campus-wide events will take place until physically allowed or advisable by the CDC
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### VOLUNTEERS

#### PROTOCOLS:

- Parent volunteers are required to work externally using the recommended safety guidelines. During this phase there will be no parent volunteers in classrooms or on campus.
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### DAYCARE

#### PROTOCOLS:

- Parents will complete the health screening sheet each day and the student's temperature will be checked in the car or at the health screening stations each day.
- Both before school and afterschool care will be available to our families at this time.
- Daycare will also be set up in cohorts based on classes and grade level to the degree feasible. Our goal is to eliminate/avoid mixing any cohorts even during day care.
- During this initial phase drop-in (occasional use) daycare will not be permitted in order to protect the integrity of our cohorts
  
- Pick up procedures: Parents will call into the daycare office or approach the check-in station. A staff person will walkie-talkie into the daycare and the child will be released. Everything is "touchless" for the parents.
- Parents will sign out student in the daycare via their phone app.
- No parents will be permitted to enter the facilities during this process

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### **\*WAIVER OF LIABILITY AND HEALTH SCREENING AGREEMENT**

Foothill Christian School (FCS) is hereby providing notice to me that it intends to reopen its school program when permitted by county health officials. I/we understand that FCS cannot protect my child/student and/or me from risks which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to Coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I hereby agree not to enter the campus of FCS nor permit my child/student to enter the campus of FCS if they have exhibited within the previous 48 hours any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> )

I hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my child/student, I/we, and any legal representatives, heirs, and assigns, hereby release, waive, and discharge Foothill Christian School, its officers, directors, employees, agents, and representatives from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the Coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student attendance at and participation in the preschool and/or afterschool program, including any medical expenses, injury and/or death.

I agree to indemnify Foothill Christian School, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence of FCS or otherwise. I fully understand, on my

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behalf, and behalf of my child/student, the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release, and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the State of California.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that by signing this agreement, I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

X \_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE