

2020-2021

**LOS
ANGELES
CHRISTIAN
ACADEMY**



Returning to Campus
COVID-19 Policies & Guidelines

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Introduction

Letter from the Administration

While the last few months have been challenging, we in the administration has been discussing our plans for the new school year! Throughout this time, we have been praying while also working alongside local government officials and healthcare professionals to make informed, thoughtful, and hopeful plans for the 2020-21 academic year.

Los Angeles Christian Academy (LACA) plans to begin our school year on **August 17th with online/distance learning**. This is a result of the governor's order to limit gatherings of groups specifically in schools. We do not plan to stay in online/distance learning for the whole year. We are evaluating the situation and consider the risks every 4 weeks. As classes begin, we urge every parent and student to be ready with their technologies. *When we decide to return to school and start on-campus learning*, we will inform everyone in a timely manner.

Even though we are doing online/distance learning, we will be resuming in many of the familiar ways that contribute to the intellectual and spiritual formation of our students. We firmly believe it is essential for students to have daily instruction and community with teachers and classmates for all aspects of growth—academic, social, spiritual, and physical. All classes will be conducted in a very thoughtful and responsible fashion, following appropriate protocols and guidelines that are in place.

Our children are a gift to us from God. While we cannot guarantee a students', staff members', or parents' health, we are committed to providing the most safe and healthy environment possible for our children. As such, every precaution will be taken to implement additional safety protocols while students are on campus.

The following pages outline LACA's plan for a responsible return to campus when the situation allows us. Even though we are not initially returning to school, faculty, staff, and families alike are required to read this document in order to prepare for school this coming fall and sign the attached liability waiver.

Thank you for your continued partnership as we seek to serve and honor the Lord in preparing the next generation to live for Him!

Sincerely,



Bro. Iam Pacba
Principal

Section 1: Vision and Guiding Principles

Vision

Throughout the 2020-2021 school year, Los Angeles Christian Academy will remain healthy, connected, and engaged in receiving high-quality academic, spiritual, social, and physical instruction. We are committed to Christ and committed to excellence.

Core Objectives

- Keeping students and staff safe and healthy
- Maintaining continuity of instruction
- Communicating with all stakeholders

Guiding Principles

- Illness Prevention - The use of appropriate techniques to prevent the spread of COVID-19 on campus as needed.
- Health Maintenance - The use of enhanced hygiene and sanitization procedures to maintain a healthy staff and student body as needed.
- Outbreak Management - The preparation of plans to manage illness on campus or in the community while maintaining continuity of instruction.

Guiding Practices

- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Promote social distancing
- Limit sharing
- Check for signs and symptoms
- Train all staff

Section 2: The Sanitization of Our Facilities

While cleanliness has always been a priority for LACA, we recognize the need to change or increase some of our regular practices for responsible operation during COVID-19.

Increased Cleaning

- Training of all staff in proper sanitization techniques.
- Increased, routine cleaning and disinfection campus-wide.
- Ensuring safe and correct use and storage of EPA-standard cleaning and disinfecting products, including storing products securely away from children.
- Quarterly deep cleaning by an outside, professional company.

Classrooms

- Cleaning frequently touched surfaces, such as door handles, light switches, tables, student desks, and chairs within the school, daily and/or between use as much as possible.
- Placing hand sanitizing stations in each classroom.
- Drinking fountains will be maintained and for refilling water bottles ONLY. (It is required of every student to have a refillable water bottle every day)
 - Water bottles and drinks will be available at a cost for students who forget their bottles at home.
- Limiting the use of shared objects (e.g., physical education equipment, art supplies, toys, games) when possible, or cleaned between use.

Restrooms

- Cleaning schedules will be posted inside each restroom with restrooms being cleaned throughout the day.
- Every staff member or volunteer performing cleaning tasks will be required to wear a mask and gloves while working. New gloves will be put on after completing each restroom.
- Adequate supplies of soap, paper towels, and running water will be provided for frequent handwashing.

Outdoors

- Playground equipment and lunch tables will be cleaned in before and after each lunch and recess times

Shared/Common Spaces

- Cleaning of surfaces in common areas such as the reception area, desks, tables, and chairs in the shared/common area will be scheduled to be cleaned daily and intermittently throughout the day as needed.
- Continuing to clean and disinfect the health office after each student uses it while following the guidelines set forth by public health and the CDC.

Section 3: Promoting Behaviors that Reduce Spread

As we well-know in an educational environment we must inform and educate our students, faculty, staff, and families alike to help prevent the spread of COVID-19. With this in mind, LACA will be adopting the following preventative practices and measures based on the best available public health data at this time. As new data and practices emerge, the guidance will be updated.

General Behaviors

- Faculty and staff are expected to screen themselves **daily**, before leaving home; **anyone with symptoms consistent with COVID-19 should remain at home in isolation.**
- Parents/guardians/caretakers are expected to screen students **daily**, before leaving home; **anyone with symptoms consistent with COVID-19 should remain at home in isolation.**
- Face coverings, masks, and/or face shields will be **mandatory** for students, faculty, and staff upon entering and leaving the school premises. Students who are enrolled in the 1st-6th grade may take off their masks once they are in the classrooms and whenever they are playing outside. Students who are enrolled in 7th - 12th grade must wear the masks at all times.
- A face shield may be used for faculty and staff in close contact with students to enable students to see their teachers' faces and avoid potential barriers to phonological instruction.*
- Teaching and reinforcing that members of the LACA community clean their hands with soap and water for at least 20 seconds after contact with frequently touched surfaces and especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer may be used that will be placed in each classroom and throughout the campus.
- Teaching and reinforcing covering cough and sneezes, avoiding contact with one's eyes, nose and mouth among students and staff.
- Implementing the current suggested distance (6 feet apart) within the classroom where/when feasible.
- When possible, using creative outdoor space for classroom activities.
- Rearranging classrooms to increase distance between students' activity stations, tables, and chairs.
- Larger gatherings (such as chapel) will be held either outside or inside our Celebration Center with chairs and seating staggered to help ensure the audience sits at the suggested distance apart.
- Staggering lunch and recess schedules will be made to minimize the number of students gathering at the same time in each area.

For younger students:

- Developing activities that model and reinforce good hygiene and social (physical) distancing practices.
- Using classroom materials to help students visualize the suggested distance between people.
- Limiting the sharing of materials/supplies; considering individual student supply; bags versus communal bins.

Visual Reminders

- Signs will be posted around our school campus and shall be observed by members and guests upon their return to campus.
- Providing physical guides, such as tape on floors or sidewalks and signs on walls, to encourage staff and students to remain at the suggested physical distance in lines and at other times.
- Hallways and stairs will be clearly marked for appropriate foot traffic.

Limiting School Access

While we love our LACA families and having them on campus, at this time, LACA's campus will minimize outside access to individuals in order to help limit potential exposure. ***For the duration of the current concern regarding COVID-19, visitors will be limited to our school.***

- Designated volunteers, scheduled visitors, and essential service providers will be allowed in the building only after successfully clearing the Health and Temperature Screenings.
- Any person who wishes to enter the premises must have a mask on.
- No one should plan to attend any on-campus event who is known to have had any contact with ***anyone with symptoms consistent with COVID-19 in the last 10 days.***
- Parents who will drop off or pick up their children must have a mask upon entering and while on campus.

Section 4: Maintaining Healthy Environments and Daily Procedures

Key to reopening our campus responsibly includes the promotion of healthy practices by all to maintain healthy environments. Below are guidelines we ask all (faculty, staff, students, parent volunteers, guests, etc.) to be aware of and put into practice as much as possible.

Strategies and Procedures

Arrival/Drop-off and Dismissal Procedures

- The campus will be open on arrival/drop-off windows (between 7:15AM-8:00AM) and dismissal/pick-up times (3:00pm-3:30pm).
- Students must stay in his/her parent's/guardian's/caretaker's vehicle during the arrival/drop-off procedure. Each student must be outside the building and in the parking lot as the teacher perform health and temperature screenings. Once cleared, students must go directly to the auditorium for morning assembly with their possessions.
- Upon dismissal, teachers will lead their students outside and have them wait on the designated waiting area. Parents/Guardians/Caretakers must have a mask on before entering the premises whether they are in the car or walking in and keep the mask on while waiting for their child to enter the vehicle. Students must keep their mask at all times until they leave the premises.

Lockers and Personal Possessions

- Lockers use will be prohibited to limit congregation of students in a small area and to limit students' contact with possibly contaminated surface.
- Keeping each child's belongings separated from others' and in individually labeled containers, cubbies, or areas when possible.

Classroom Procedures

- Maximizing space between seating and desks. Distancing teachers and other staff desks to be away from students.
- Turning desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Clear barriers may be used between students' work space when physical distancing isn't feasible.
- Discouraging the sharing of items that are difficult to clean or disinfect.
- Ensuring adequate supplies to minimize sharing of high-touch materials when possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoiding sharing electronic devices, toys, books, and other games or learning aids when possible.
- Opening interior and exterior doors to classrooms, when possible, to increase ventilation and to introduce fresh outdoor air as much as possible.

Student Preparations

- Our school since its beginnings has used the Abeka curriculum in most subjects. Last year, we recently enrolled our high school students to the Abeka Video Program. Students, in this manner, is taught by a virtual teacher in a virtual classroom. This year, we will be expanding the video program to all grades (Grade 1-12). For our high school, this is nothing new but a continuation of the system they have done. It is mandatory that each high schooler will watch their videos and complete the assignment for the day. For middle school, they will start a hybrid class of physical and virtual classroom. For lower education, this would be supplementary to the lessons taught by the teachers.
- To ensure the best educational experience, it is important for students to stay in contact and in accountability to their teachers. Therefore, we strongly recommend that all students (Grades 1 - 12) have access to a laptop, desktop, or tablet with internet capabilities.
 - Each student must have an email so the teachers easily contact the student whether it is for file-sharing or keeping them on track.
 - For all students, the Abeka Videos will be accessible with the username and password given to them in the beginning of the year.
- All students are responsible to bringing all materials, equipment, and tools they need to operate at best capacity. Remember, we want to limit sharing or handing out materials.

Lunch and Recess

- Recess and lunch will take place outside. Tables and chairs will be set up and cleaned before and after use.
- Students who bring their own meals will be expected to not share food to anyone outside their immediate family.
- Any food offered at any LACA event will be pre-packaged boxes or bags.

General Assembly and Chapel

- In the morning, once students enter the building, students must go directly to the auditorium and stay there until school starts. This is NOT the time to run around and play with other students. Students must have their personal belongings with them at all times.
 - Teachers will lead their students in an orderly fashion, observing social distancing.
- While in the auditorium, students will take an individual seat that is distanced according to the guidance.
- During the morning general assembly and chapel, students will be required to wear their mask.

Section 5: Preparing for if Someone Gets Sick

While many guidelines will be put in place to avoid the spread of COVID-19 we recognize that some on our campus may still get sick. Below we have included protocols that will be followed if this does occur.

Symptom Screening and Exclusion from School

In accordance with CDC guidance, students and staff will be excluded from LACA if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidance that is not otherwise explained:

- A fever of greater than 99.9 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students

The following guidelines will be followed, when applicable, for all students suspected of COVID-19:

- Students who develop symptoms of illness while at school will be separated from others right away in a designated sick area through which others do not enter or pass.
- When possible, a mask (if not wearing a face covering) will be placed on the student with fever and/or cough as soon as possible after moving them to the isolation area.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult to go home.
- Parents/guardians/caregivers should be prepared to have a child picked-up within the hour.

Faculty/Staff

The following guidelines will be followed, when applicable, for all faculty and staff members suspected of COVID-19:

- Faculty/staff members who develop symptoms of illness will be sent home and administration will have emergency sub plans in place.

All

The following guidelines will be followed, when applicable, for any and all from our campus suspected of COVID-19:

- When there is confirmation that a person infected with COVID-19 was on the school campus, the school will contact the local health department. Unless extenuating circumstances exist, the school will close the school building for a minimum of 2-5 days and work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen.
- The school will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.
- While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips.
- Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.
- Any decisions to close school will come from the administrator based on confirmed information from local education, city, state, or federal agencies. With an announcement to close school, faculty and staff are expected to remain to supervise students and perform student release procedures. The school will then institute an alternate education plan in order to maintain continuity of instruction
- The administration reserves the right to close the school for any reason. The school will institute an alternate education plan in order to maintain continuity of instruction

Section 6: Returning to School after Presenting with COVID-19 Symptoms

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. Untested. Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - A. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - B. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - C. At least ten (10) calendar days have passed since your symptoms first appeared.

2. Tested. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - A. They no longer have a fever (without the use of medicine that reduces fevers); and
 - B. Other symptoms have improved (for example, when your cough or shortness of breath
 - C. They have received two negative tests in a row, at least 24 hours apart.

3. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

Self-Quarantine

If a student or staff member has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the school may exclude the student or staff member from the school campus and recommend that they self-quarantine for 14 calendar days.

Section 7: Alternative Education Plan

While we plan to have school on campus, we recognize that this pandemic can change certain situations such as the stay-at-home orders from the political and health care officials. Therefore, if the situation gets worse that we deem it is necessary for the school to close down, we plan to switch to alternative learning. Below we have included protocols that will be followed if this does occur.

- Because of distance learning, it is important for students to stay in contact and in accountability to their teachers. Therefore, we strongly recommend that all students (Grades 1 - 12) have access to a laptop, desktop, or tablet with internet capabilities.
 - Each student must have an email so the teachers easily contact the student whether it is for file-sharing or keeping them on track.
 - For all students, the Abeka Videos will be accessible with the username and password given to them in the beginning of the year.
 - Teachers will send the link in access to their video call. Zoom is a program that we will be using for the video calls
- The school day will start at 8:00am via video call. All students must be dressed in their uniform and ready for lesson. Even though students will be at home, we will treat every day as if they are going to school by keeping on track of regular school day schedule. Attendance will be recorded.
- Since there will be no time limit in every call, it is necessary for the student to be attentive while the teacher is doing a lesson.
- Students must turn in their work via email or hard copy on the days it is due. If a student is having difficulty with their studies, please contact your teacher right away.

Appendix

Helpful Information on COVID-19

- Main symptoms of COVID-19 include fever, cough, and shortness of breath. Other symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. If you get any of these, or any other symptoms that concern you, call your doctor to find out if you need to isolate yourself or get a test. If you need help finding a doctor, call 2-1-1.
- You can also visit [COVID19.lacounty.gov/testing](https://www.lacounty.gov/testing) to find out how to get a free test
- Call your doctor early if you are 65 years and older, or have an underlying health condition as you may be at higher risk of serious illness.
- Seek prompt medical care if your symptoms get worse.

Below are some links for further information on COVID-19 from the CDC and LA County Public Health that are informative and have helped shaped our policies and guidelines:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <http://www.publichealth.lacounty.gov/media/Coronavirus/>
- <https://www.cdph.ca.gov/>

A Few Words on Face Coverings

At this time we have decided to *require* face coverings for faculty, staff, or students. As we continue to research the risks, benefits, and effectiveness of wearing face coverings we will keep our LACA families updated on changes. Guidance is taken from local, state, and federal agencies. We are constantly seeking and monitoring medical advice and we do want our community to stay healthy.

It is the recommendation from the L.A. County Public Health Department and the CDC that those who are able to wear a face covering do so when they are unable to maintain 6 feet of distance from those around them. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

- <http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>

Visual and Performing Arts

The arts are an essential aspect to a classical education. As such LACA students will still enjoy participation in the arts utilizing many of the guidelines referenced in the regular classroom material. However, some of LACA's fine arts warrants special consideration. With this in mind, here are some of the ways the arts will be resuming:

- **Music and Choir Classes** will utilize a larger space (whether indoor or outdoor) to allow for additional distance among one another while singing.
- **Art** will minimize shared supplies or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Transportation for Field Trips

As of right now, we are withholding any plans for field trips. However, when we do decide to travel, any drivers are expected to practice all safety actions and protocols as indicated for other staff (ie hand hygiene, cloth face coverings).

- Vehicles are to be cleaned before and after use.
- Create distance between children in vehicles when possible.

Protections for Staff and Children at higher risk for severe illness from COVID-19

- Offer options for staff at higher risk for severe illness that limit their exposure risk (i.e.; telework, modified job responsibilities that limit exposure risk)
 - Offer options for students at higher risk of severe illness that limit their exposure risk(i.e.; virtual learning opportunities)
 - Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.
-

Student Agreement to the Covid-19 Policies

I, (STUDENT'S FIRST AND LAST NAME) _____, HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THE POLICIES AND GUIDELINES REGARDING COVID-19 AS STATED BY THE LOS ANGELES CHRISTIAN ACADEMY.:

Signature: _____

Date: _____

Parent Agreement to the Covid-19 Policies

I, (PARENT'S FIRST AND LAST NAME) _____, HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THE POLICIES AND GUIDELINES REGARDING COVID-19 AS STATED BY THE LOS ANGELES CHRISTIAN ACADEMY.:

Signature: _____

Date: _____

Waiver of Liability: COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life threatening illness and even death.

Los Angeles Christian Academy (LACA) cannot prevent you [or your child(ren)] from becoming exposed to, contracting, or spreading COVID-19 while utilizing LACA's services or premises. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize LACA's services and/or enter onto LACA's premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize LACA's services and enter LACA's premises. These services are of such value to me [and/or to my children,] that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize LACA's services and premises in person.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against Los Angeles Christian Academy and its owners, administrators, faculty, staff, trustees, or any other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing LACA's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of CA will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:

Signature of Student: _____ Date: _____

Name of Student (printed): _____

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

Signature of Parent/Legal Guardian: _____ Date: _____

Name (printed): _____