

# Fairfield Christian Academy

# Return to School Guidelines

for the 2020-21 School Year



# Table of Contents

<b>Letter from the Superintendent’s Office.....</b>	<b>3</b>
<b>Guidelines and Expectations for FCA Staff Members.....</b>	<b>4</b>
Masks and Face Shields.....	4
Self-Monitoring and Illness.....	4
Staff Interactions with Students.....	4
Training.....	5
<b>Guidelines and Expectations for FCA Students.....</b>	<b>6</b>
Classrooms and Hallways.....	6
Drop Off and Pick Up.....	7
Masks and Face Shields.....	9
Small Group and Lab Work.....	9
Student Sick Policy.....	10
<b>Other Building and Student/Staff Guidelines.....</b>	<b>12</b>
Band and Choir.....	12
Building and Classroom Cleaning.....	12
Building Visitors.....	13
Chapel.....	13
Distance Learning.....	13
Food Service.....	14
Hand Washing.....	14
Positive COVID-19 Test Result.....	15
Recess and PE.....	15
Sports.....	15
Travel Advisory.....	15

**Disclosure - last updated July 19, 2020** FCA reserves the right to alter this document in any way at any time. Changes will be posted to the school website at [www.fcaknights.org](http://www.fcaknights.org) under Information>Coronavirus Reopening Plan.



## FAIRFIELD CHRISTIAN ACADEMY

---

1965 N. Columbus Street  
Lancaster, Ohio 43130  
P (740)654.2889  
F (740)654.7689  
[www.fcaknights.org](http://www.fcaknights.org)

**CRAIG CARPENTER**  
Superintendent

**LAURA PUTINSKI**  
Assistant  
Superintendent

**BECKY SCHULZ**  
Elementary Principal

**KATE KUMLER**  
Secondary Principal

**BECKY KNECHTEL**  
Guidance Counselor/  
Academic Dean

**HEATHER KEENER**  
Marketing &  
Communications  
Director

**ANTHONY TURNER**  
Athletic Director

Dear FCA Families,

COVID-19 is a serious illness that has impacted every aspect of society, and information about this virus continues to evolve at a rapid pace. We have made every effort to develop a policy which makes the health and safety of the entire FCA community a priority while maintaining our commitment to do what is best for teaching and learning, and we are asking for your partnership in supporting the policy. The mask policy and the full reopening plan were developed using several school reopening guidance documents including those provided by the American Academy of Pediatrics and the state of Ohio. Links to those guidance documents are available on our school website at [www.fcaknights.org](http://www.fcaknights.org) under Information>Coronavirus Reopening Plan. It is our desire that you will understand why the policy is necessary and that you will give it your full support.

Several principles guide the plan: providing as much social distancing as is feasible; limiting cross contamination by keeping students, or groups of students, in as contained of an area as feasible; our established partnership with families and their agreement to self-monitor and to keep children home when sick; and personal and physical cleanliness and hygiene. We ask that you read and consider the following guidelines. We understand and anticipate that there will be many questions and concerns as we move forward, and as such we are also asking for your patience, grace and cooperation as we seek what is best and safest for everyone in the greater FCA community.

In Him,

Craig Carpenter and Laura Putinski



# **Guidelines and Expectations for FCA Staff Members**

## **MASKS/FACE SHIELDS POLICY - State Mandates**

All FCA staff must wear cloth face masks or face shields when in the presence of students, staff, visitors, or parents. The only exception is when a staff member is working alone in a classroom or workspace. Masks are preferable but face shields are acceptable. Any staff member choosing to exclusively wear a face shield in lieu of a cloth mask will provide a signed statement from their medical provider stating that a face shield is the only protection the staff member can wear. A signed medical statement is not required if the staff member will be wearing a cloth face mask the majority of the time and only using the face shield in certain situations. In those cases, the staff member will write a detailed plan of their intentions of when each will be worn and submit it to the administration. Face shields must wrap around the sides of the head and come below the chin.

All staff will follow and enforce the guidelines for maintaining a safe distance from others (six feet), with masks or face shields, while on school property and during work hours. The only exception is when a staff member is working alone in a classroom or workspace.

## **SELF-MONITORING AND ILLNESS**

(see Student Sick Policy section for a list of symptoms of COVID-19)

All staff will daily self-monitor for symptoms of COVID-19 or any illness before coming to work. Staff members exhibiting a fever, who have been directly exposed to an individual who has tested positive for COVID-19, or suspect that they have any symptoms of COVID-19 should not report to work.

Staff are expected to self-monitor while at work and immediately report any symptoms to their administrative supervisor.

## **STAFF INTERACTIONS WITH STUDENTS**

All staff will enforce and follow safety protocols and guidelines for students and staff during the school day and when supervising at any school sponsored function.

All staff shall maintain confidentiality of students and staff as it applies to medical and mental health issues.

Staff that suspect a child may have symptoms of being ill should send the child to the school nurse immediately for an assessment.

All staff who work with K-5 students will respect and support the mask preference of the parents of those students. Issues which may arise in this process will immediately be reported to the parents and the administration. Students in grades 6-12 should independently follow the mask preference of their parents.

## **TRAINING**

All staff will participate in professional development related to reopening guidelines and policies prior to the start of student school days.

# Guidelines and Expectations for FCA Students

## CLASSROOMS/HALLWAYS

Classrooms will be free of clutter and unnecessary materials, furniture, etc. allowing for social distancing and to make them easily accessible for regular sanitization.

Classrooms and common areas will be furnished with sanitizing stations for students and staff, and staff will encourage students to sanitize and wash their hands frequently.

Students will be asked to maintain their own supplies and classrooms will not be pooling supplies or using shared supplies unless absolutely necessary (e.g. certain school provided art supplies, science labs, etc.). Each K-5 student will be asked to provide a specific size shoe box style plastic container to hold pencils, crayons, scissors, etc. Each 6-12 student will be encouraged to carry a backpack throughout the day so that personal belongings are close by and to limit the number of times a student must visit the locker hallway throughout the school day.

In addition to wearing a cloth face mask or wearing a face shield, teachers will maintain social distancing from students in the classroom whenever possible except in situations which would inhibit best practice for teaching/learning. Such instances might include individualized student instruction, small group instruction, lab instruction, monitoring of tests and quizzes, etc. In these instances both teachers and students will wear face masks or shields.

As much as is possible, all classrooms will be set up to ensure students and staff can maintain a safe distance while learning and teaching. In all classrooms, every effort will be made to space desks 6 feet apart and in instances when 6 feet is not feasible plastic shields will be placed between desks.

In K-5 classrooms, teachers, not students, will be changing classrooms except for certain classes.

In 6-8, students will change classes for certain subjects but efforts will be put in place to limit the need to change classes

Students in 9-12 will change classes.

In addition, the following guidelines will be followed for PE and Fine Art classes.

- K - 5 art will be in the classroom
- K - 12 PE will be in the gym
- K - 4 music will be in the classroom
- 5 - 12 music/band will be in the band armory
- 6 - 12 art will be in the art room

Hallways will be designated one way on either side of the hallway to help ensure students can maintain a safe distance from one another.

The childcare hallway is not to be used by FCA students or staff, so instructions will be given regarding alternate routes.

## **DROP OFF/PICK UP: STUDENT ARRIVAL/DEPARTURE TO SCHOOL**

### **Drop Off/Arrival**

Students may arrive at school no earlier than 7:35 and **must** report directly to and remain in their homeroom until dismissed to go to their locker or designated storage area (e.g. coat closet, coat hooks, etc.). Students must be present in their homeroom by 8:05 or they will be marked tardy. One way car/bus traffic around the building will continue, but an additional entrance has been established for drop off at Door E to minimize foot traffic in the building.

In the morning, all traffic will enter from Whittier Street. Parents who plan to walk their K - 1 student into the building will enter the lane that parallels the large playground and then continue straight into the main parking lot. Parents who are dropping students off (not coming in the building) will turn left at the end of the lane that parallels the large playground. Parents will then choose the Door E or Door B option. Parents dropping students at Door E should immediately turn left again before the white gym doors (i.e. make a U-Turn) and proceed to Door E and drop students off and then exit out on to Whittier St. Parents dropping students at Door B should continue straight (parallel to the small playground) and choose either the left or right lane depending on which way they need to turn out onto N. Columbus St. (map will be provided)

Students in grades K-5 should enter through Door E. Students in grades 6-12 should enter through Door B. K-5 students MAY NOT enter through Door B because they are not permitted to walk through the Childcare hallway. **Families who have both elementary and secondary students should use the Door E option**, and secondary students will immediately go up the stairs and proceed through the tile floor gym to their homeroom after being dropped at Door E with their younger siblings.

Student drivers who are bringing a younger K-5 sibling will park and all enter together through Door B. The students in K-5 will then use the Worship Center as a cut through to the elementary

hallway. **Younger siblings of student drivers are the only students who are permitted to cut through the Worship Center. Parents walking K-1 students to their classroom may not use this route.**

Only students in grades K and 1 may be walked to their classroom by parents and only for the first few weeks of school until the student has established independence. As soon as parents and students are comfortable, students should be dropped at the designated door and should walk independently to their classrooms. Only one parent is to walk students in K and 1 to their classroom and younger siblings should not be brought along **unless there is absolutely no alternative**. All building visitors (age 10 and up) must wear a mask when in the building. Parents who wish to walk a student in Grades K-1 to their homerooms must enter the lot from Whittier St and use the right lane that parallels the large playground to continue straight into the parking lot. Parents will then enter through Door C and walk students to their classroom. In order to accommodate all families who wish to walk their K and 1 students to their classroom, parents may not linger after the student has entered the classroom. No parking is available in the parking lot between Door D and the large playground. All other students should be dropped at the designated door and parents should not accompany them into the building.

### **Pick Up/Departure**

Elementary students will be released through Doors C and D. K, 1 and 2 will be released between 2:30 and 3:00 from Door C. Each class will be walked to the door one at a time. K will be at 2:30, 1 will be at 2:40 and 2 will be at 2:50. Parents should be prompt and waiting outside Door C. Students in Grades 3-4 will be released through Door D between 2:45 and 3:00 one at a time. Grade 3 will be at 2:45 and Grades 4 will be at 2:55. Parents should be prompt and waiting outside Door D.

Grade 5 will be released independently at 3:00 (as they always have) and should immediately exit through Doors C or D. 5th grade students should take the most direct route to immediately exit the building through Door C or D when dismissed. Elementary students are not permitted to walk to Foyer B through the childcare hallway.

Students in grades 6-12 will be dismissed, staggered between 2:45 and 3:00 beginning with grade 6. Students should immediately leave the building through Door B and are not permitted to re-enter the building.

Individual pick up plans will be established for families with multiple children. Should you have a question or concern about a situation unique to your family, please contact Kathy Alexander ([kalexander@fcaknights.us](mailto:kalexander@fcaknights.us)), and she will work directly with you to establish a pick up plan for your family.

In the past, FCA has allowed much flexibility in allowing students to remain in the building while waiting for a parent or a sibling. Unfortunately, FCA will no longer be able to allow such



accommodations, and we are asking that families have a plan in place for immediate pick up once students are released from school.

In situations in which there is absolutely no other option and families cannot arrange for immediate pick-up, the following protocol will be followed.

**Students in grades K-5** may enroll in FCA's after school program through the Childcare and Preschool office. Please contact [zstephens@fcaknights.us](mailto:zstephens@fcaknights.us) to secure a place in our school age after school care program.

**Students in grades 6-12** should exit the building when released and will not be able to re-enter the building. In the event that families have absolutely no other option, 6-12 students may remain in the building, but will be required to go to the worship center to a monitored study hall. Students will sign-in when entering and sign-out when leaving. Students may not sit or congregate in other areas of the building.

### **Late Arrival and Early Departure**

All students who arrive late must enter through Door B.

Any parent entering the building to sign a student out from school early must wait at Door B and follow the instructions from the staff at Door B.

If a student in grades K-5 needs to leave early, a parent must come to Door B to sign their child out of school. After signing the child out, the parent must exit the building and wait outside Door C. Door B staff will call the classroom and the student will be released to the parent through Door C.

Students in grades 6-12 who need to leave early must sign out and exit through Door B.

This entire section (arrival and departure) is subject to change after local districts share their busing plans.

### **MASKS/FACE SHIELDS POLICY**

On August 4th, Governor Mike DeWine announced that all K-12 students will need to wear masks when school resumes. The mask policy in our back to school guidelines will be updated as soon as this announcement is transferred into an actual written order.

#### **Masks**

It is requested and strongly recommended that students in grades 3 and up will wear a cloth face mask or a plastic face shield while inside the school building and in classrooms, but it is not required *except in certain situations as detailed in this document.*

Students are expected to provide their own cloth face covering and it is highly suggested that an extra one be carried in their backpacks.

Students with pre-existing health issues or who may be considered high risk are especially strongly encouraged to wear a mask and may request preferential seating in the classroom.

### Exceptions

1. Ideally, all students will wear a cloth face mask or plastic face shield at all times; however, elementary students in grades 3 and up whose parents have chosen for them not to wear a face covering during classroom instruction will be provided with a plastic face shield (designated as their own) which *must be worn* during small group instruction (e.g. small group reading and math instruction, group work, etc.) or during any other classroom situation which does not permit social distancing. Cost of the face shield will be the responsibility of the family and is approximately \$10.00. Families may alternatively provide their own face shield\*\*.
2. Ideally, all students will wear a cloth face mask or plastic face shield at all times; however, secondary students whose parents have chosen for them not to wear a face covering during classroom instruction will be provided with a protective face shield (designated as their own) which *must be worn* when working in small group settings (labs, group work, etc). Cost of the face shield will be the responsibility of the family and is approximately \$10.00. Families may alternatively provide their own face shield\*\*.
3. **ALL students are required to wear a mask when entering the building, leaving the building and moving about the building (e.g. changing classes, going to lunch, etc). Masks do not need to be worn when the students are six feet apart or at their work stations.**
4. ALL students who go to the nursing office for any reason, voluntarily or because they are referred to the nursing office by a staff member, will be *required* to put on a disposable mask (if they are not already wearing a mask) *even if they are wearing a plastic face shield*.

All staff who work with K-5 students will respect and support the face covering preference of the parents of those students. Issues which may arise in this process will immediately be reported to the parents and the administration. Students in grades 6-12 should independently, without staff support, follow the mask preference of their parents.

The wearing of a cloth face mask has in some instances become a polarizing issue. FCA will support each individual family's preference in this matter and will not tolerate negative or derogatory discussion between students or parents regarding each family's decision.

\*Conservatively, for the initial few weeks of school, small group work with other students will be avoided; however, the need for small groups will eventually merit their inclusion.

\*\*Face shields must wrap around the sides of the head and come below the chin.

## STUDENT SICK POLICY

All parents are required to monitor their children for symptoms of COVID-19 related illness and track their symptoms at home before coming to school each day. Keeping track of a child's temperature using a chart is recommended so that the date and temperature may be recorded systematically. It is imperative that children do not come to school when they are ill or symptomatic. We realize this is challenging for working families but an ill child poses great risk to the entire student body and staff. Distance learning will be provided when students remain home. **PLEASE** keep children home if they are experiencing **ANY** of the following symptoms.

### COVID-19 Symptoms

(per the COVID-19 Health and Prevention Guidance for K-12 Ohio Schools):

Fever or chills	Fatigue	Sore throat
Cough	Muscle or body aches	Congestion or runny nose
Shortness of breath or difficulty breathing	Headache	Nausea or vomiting
	Loss of taste or smell	Diarrhea

Any students experiencing a fever or any other symptoms of COVID-19 **should remain home from school and seek medical attention.**

Any students exhibiting a fever of 100 or higher or any other COVID -19 symptom while at school will be sent immediately to the nursing office and sent home. Parents are expected to pick students up as soon as possible and not any longer than 30 minutes after being contacted. If, due to a work schedule or circumstance, a parent is not typically available to receive a phone call or be at the school within 30 minutes, then the parent must supply two additional names and phone numbers of individuals who are readily available to pick the student up from school.

A quarantine space will be provided for any student suspected of having symptoms related to COVID-19, until the parent/guardian can pick up the child.

ALL students who go to the nursing office for any reason, voluntarily or because they are referred to the nursing office by a staff member, will be **required** to put on a mask.

Students with a fever for non-COVID related illnesses must be fever free (without medication) for 72 hours before returning to school. Upon returning to school, the student's temperature will be taken, and a health assessment will be administered by the school nurse. The parent/guardian will be required to bring the child to the nursing office for the health assessment at which time they may or may not receive clearance to return to school.

Parents can expect their children to have their temperatures taken without notice at school.

# **OTHER BUILDING AND STUDENT/STAFF GUIDELINES**

## **BAND AND CHOIR**

Band and choir present especially problematic circumstances due to increased respiration output during singing or while playing a musical instrument. The state of Ohio guidelines for reopening school suggest that 6 feet social distancing is especially important for these school activities/classes. FCA is committed to maintaining as much programming as possible; however, some adjustments to this program must be made. Grades 5-12 band and choir will meet in the band armory allowing for social distancing. In addition, weather permitting, the garage doors can remain open to allow for increased air circulation. On days when the weather is inclement and the garage doors cannot remain open, limited numbers of students will participate and the students will rotate: one day to study hall, one day to music/band.

## **BUILDING AND CLASSROOM CLEANING**

Desks or tables in all classrooms will be wiped down between use by different students using an approved disinfectant.

High touch surfaces and restrooms will be cleaned and sanitized on a regular schedule throughout the day by the building custodians. Student areas and as much as is possible of the entire building will be cleaned and sanitized daily.

Interior doors throughout the building will remain propped open as much as possible to limit the number of surfaces that staff and students must touch.

Wipes or sanitizer will be provided for the cleaning of any shared materials such as keyboards and school supplied art materials.

## **BUILDING VISITORS**

As part of our partnership with parents, we have always encouraged parental involvement in the FCA community, and we have always welcomed parents into the building. Although parental involvement is still highly encouraged, it will look different than it has in the past. The building visitor policy is conservative in nature as a starting point for the opening of school and may be adjusted. All building visitors (age 10 and up) must wear a mask when in the building.

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>• Parent volunteers, as needed, to help with specific regularly assigned tasks such as lunch duty, parking lot duty, elementary drop off/pick up, etc. (Strict guidelines will be in place for parent volunteers for wearing masks or face shields, monitoring of temperatures, and the limitation of direct contact with students.)</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom visits (unless arranged in advance for very specific approved reasons)</li> <li>• Parent volunteers for parties or other special events</li> <li>• Visitors to the lunchroom</li> <li>• Visitors to Chapel</li> <li>• Picking up children at their classroom doors at end of day or for early releases</li> </ul>

**CHAPEL**

Chapel is an important part of FCA’s curriculum and important to the spiritual education and development of students. FCA is committed to making chapel a priority for all students. As a result chapel will continue with the following modifications:

**Elementary Chapel K-5**

Each week, only select grade levels will attend chapel in the sanctuary, allowing for full social distancing. The remainder of the elementary students will watch chapel from the classrooms through a live stream. For the time being, visitors will not be allowed to attend chapel services.

**Secondary Chapel 6-12**

6-8 and 9-12 will rotate weeks in chapel. One week 6-8 will attend and chapel will be live streamed into the 9-12 classes. The following week 9-12 will attend and chapel will be live streamed into the 6-8 classrooms. Having smaller groups in the chapel at one time will allow for full social distancing. For the time being, visitors will not be allowed to attend chapel services.

**DISTANCE LEARNING**

Any student may choose distance learning in lieu of traditional on-site learning for a quarter, semester or for the year. Full tuition remains intact for distance learning, and optional distance learning, as described above, must be arranged in advance.

Distance learning will be available short term for any student, or groups of students, needing it for medical or quarantine reasons. Full tuition remains intact during temporary distance learning situations.

FCA is prepared to move between face to face instructions and distance learning in the event that there are elevated positive cases within the building or the community, as determined by

the local health department, or if the state mandates it. Full tuition will remain intact during any potential mandated distance learning scenarios. In the event of an extended closure, the FCA School Board will determine if a discount should apply.

Distance learning will be provided through Google classroom and requires a device and internet access. In the same manner as during the Spring 2020 mandated building closure, FCA will work with families to ensure that distance learning is available to every family during a mandated building closure or temporary absence from school.

## **FOOD SERVICE**

K-8 will have lunch in the classrooms. K-5 students choosing to purchase school lunch will have their lunch delivered from the school cafeteria to their classroom. Students in 6-8 will go through a temporary lunch line that will be set up outside the cafeteria and will then return to their classrooms. Only regular hot lunch (no al la carte) will be available for K-8 students.

9-12 will use the cafeteria for lunch and will maintain safe social distancing while eating. Self serve salad bar will not be open. Regular hot lunch and a limited al la carte menu will be available.

Parents should be prepared to pack lunches in the event of an unexpected closure of the food service department.

Traditional water fountains will be turned off and only the water bottle filling stations will be able to be used. All students are encouraged to bring a reusable clear plastic water bottle to school. Water bottles should be labeled with the student's name, be clear and be filled only with clear water. Three water bottle filling stations are available in the building: at the water fountain located outside the restrooms near Foyer B, at the water fountain located outside room 523, and at the water fountain located across from the elementary office.

The Fairfield Christian Church Cafe located in Foyer B will not be open to staff or students.

## **HAND WASHING**

Systematic and frequent handwashing and sanitizing will be taught and then encouraged throughout the school day for all staff and students. Sinks are available in many classrooms and in each K-2 classroom and will be used regularly throughout the day for hand washing at the teacher's direction. Students in all grades will be asked to wash their hands or use hand sanitizer before and after using the restroom, before and after eating, before and after PE and recess, and before and after using any shared material (art supplies, technology, etc). Hand sanitizer will be available throughout the building and in each classroom.

## **POSITIVE COVID-19 TEST RESULTS: STAFF AND STUDENTS**

Communication will be made with families, as appropriate to the circumstance and in accordance with all HIPAA regulations, by the nurse in collaboration with the local health department when there is a confirmed case.

FCA will communicate and cooperate with the local health department for social contact tracing.

A 14-day quarantine will be required of any student or staff member (and their immediate exposed family members) who tests positive for COVID-19.

Anyone determined to have first contact exposure as determined by the local health department will follow the 14-day quarantine requirements. The school nurse will work with the local health department in these situations.

Local health department guidelines will be followed to determine when individuals who have been exposed or tested positive may return to school.

## **RECESS AND PE**

Physical activity is important to the education of the whole child. As a result PE classes and recess will continue but will be limited to no contact drills, games or exercises that allow for social distancing.

## **SPORTS**

FCA will follow all OHSAA (Ohio High School Athletic Association) guidelines for sports.

## **TRAVEL ADVISORY**

When returning to school after a vacation, please adhere to the Ohio travel advisory which can be found at

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>

Families should plan to have their children self-quarantine for two weeks before returning to school after returning from the states that are listed on the government travel advisory website.