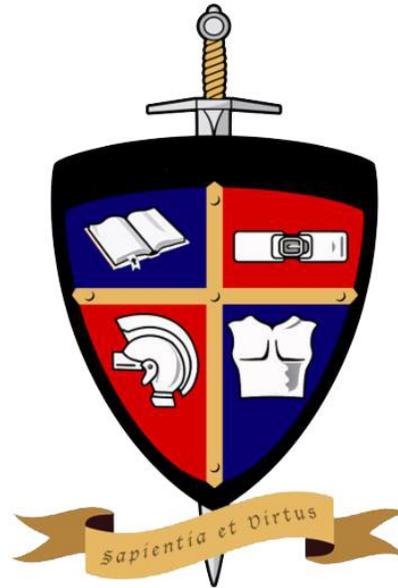


# COVID/Virtual Handbook

2021-2022

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## **The Mission**

*Annapolis Christian Academy exists to glorify God by providing an educational community committed to the classical and Christian ideals of truth, goodness, and beauty, the cultivation of wisdom and virtue, and the integration of faith and learning with all of life.*

## **Introduction**

Annapolis Christian Academy's desire is to use the least restrictive means to ensure safety while continuing to provide our educational ministry. We believe this is best done in person, together. We will continue consulting with the medical experts within our ACA family, keep up-to-date on what similar schools are doing, and remain cognizant of recommendations from local, state, and national medical experts. As with our standard health and illness policy, we rely on families to not send students to school who are experiencing any of the COVID-19 symptoms. The plans listed here are purposeful and have been made with the information we have at present but they are subject to change if needed. Our focus remains coming alongside you as you raise your children in the discipline and instruction of the Lord (Ephesians 6:4).

## **Summary of COVID Protocols**

- Touchless temperature scans for all PreK-12th students upon arrival to school will be done by staff.
- Masks are optional for all students and staff.
- Students and staff are encouraged to maintain proper social distancing whenever possible.
- A designated room for students who present any symptoms of illness during the day has been established. Students will wait there until they can be picked up by a parent or guardian.
- Regular hand washing will be highly encouraged and all classrooms will have hand sanitizer available for students and staff.
- A visitor policy is being implemented that includes visitor health screening.
- Drop Off and Pickup will be in designated locations.
- Dismissal times are staggered to minimize the co-mingling of students.
- Policies for interscholastic sporting events and field trips are communicated to participants and spectators by the school as it changes based on the venue.

## **All School Safety Protocol**

- Touchless temperature scans will be performed by staff for all PreK-12th students upon arrival to school. Teachers and staff will self-monitor each morning prior to arrival at school. We ask parents to be responsible for screening students each day before bringing them to school. By dropping your student off on campus, you are affirming that the answer is “no” to the list of symptoms in the COVID Health Protocol below.
- Masks are optional for students and staff and proper social distancing, whenever possible, is encouraged. Masks may be cloth or a plastic face shield. If a mask is voluntarily worn, the following rules apply:
  - Families will need to provide their own masks.
  - Acceptable masks reflect the overall spirit of the school and should adhere to the basic standards of our dress code. Masks should be neat, clean, and fit appropriately. They must not be stained or include inappropriate graphics or writing.
- Hand sanitizer will be provided in every classroom.
- There will be regular cleanings daily by janitorial staff.

### **Visitors**

- Visitors are allowed on campus. The school may confirm with visitors whether: (a) they have COVID-19 symptoms listed in this document; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19. When practical, confirmation questions could be supplemented with temperature checks of adults. If the adult fails the confirmation, he/she will not be admitted on campus until he/she meets the applicable criteria for re-entry to the campus.
- Visitors/adults on campus are affirming that they do not have, nor have been exposed to, someone with the symptoms of COVID-19 listed in the COVID Health Protocol below.

# **Grammar School Safety Protocol**

## **Arrival**

From 7:45-8:00am, students will report to the cafe.

From 8:00-8:15am, on non-chapel dress days there will be a recess available for K-6th grades for students once they have dropped off their backpack/lunch in the cafe. If a student is not attending recess, then they will stay in the cafe.

## **Chapel and Morning Time**

Visitors are welcome to both chapel and morning time. These will continue to be livestreamed as well.

## **Dismissal**

- Students will be escorted outside by a teacher or staff member to the pick-up area on the breezeway and families are welcome to come to that space to visit with the teacher and pick up their child.
- PreK students will be brought outside for dismissal and can be picked up in person
- Dismissal times are staggered in an attempt to keep group sizes smaller. At 3:45 pm, students will be escorted to aftercare.
  - K-2nd at 3:20 pm
  - 3rd-6th at 3:30 pm

## **SOLAR (7th-12th) Safety Protocol**

- From 7:45-8:00am, students will report to the Carter student center. After 8:00am, students will report directly to their homeroom classroom. Doors will open at 7:45am.
- Hand sanitizer will be provided in every classroom.
- There will be regular desk cleanings daily by janitorial staff.
- Students should not share school supplies or personal items.

## **Chapel**

Visitors are welcome to attend chapel. Chapel will continue to be livestreamed as well.

## **Dismissal**

- Parents are encouraged to wait outside of the buildings.
  - 7th -12th dismissal will be 3:40pm

## COVID Health Protocol

By dropping your student off on campus or by coming on campus, you are affirming that the answer is “no” to all of the below:

- Does your student currently or have had the common COVID-19 symptoms over the past 48 hours including shortness of breath, dry cough, fever, vomiting, signs of stomach virus, new loss of taste or smell?
- Has your student been exposed to someone who tested positive for COVID-19 within the past 5 days?
- Has your student been exposed to someone who exhibited the symptoms of COVID-19, but is awaiting screening, testing, or results of testing within the past 14 days?
- Has your student had a fever (100.0 F) even without any other COVID-19 symptoms within the past 24 hours?

### **Individuals Confirmed, Suspected, or Exposed to COVID-19:**

Any individuals—including teachers, staff, students, or other campus visitors—who themselves either:

- (a) are lab-confirmed to have COVID-19; or
- (b) experience the symptoms of COVID-19

must stay at home throughout the infection period and cannot return to campus until the School verifies whether any of the below conditions for campus re-entry have been met. ***During this quarantine period, if physically able, students are expected to attend school virtually.***

Any student who presents symptoms while at school will be immediately separated until the student can be picked up by a parent or guardian. The areas used by the individual who shows COVID-19 symptoms will be cleaned as soon as is feasible. Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

### **If an individual (student, teacher, or staff) who has been in the School is lab-confirmed to have COVID-19 the School will:**

- follow any applicable federal, state, and local laws and regulations, including confidentiality requirements;
- close off areas that are heavily used by the individual until the non-porous surfaces in those areas can be properly disinfected unless more than 3 days have already passed since that person was on campus;
- notify all teachers, staff, and families as detailed below.

### **Conditions for Campus Re-entry for Those with COVID-19 Symptoms or Diagnosis:**

- In the case of an individual who is diagnosed with COVID-19, the individual may return to School when one of the following criteria are met:
  - People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others.
  - OR at least ten days have passed since symptoms first appeared and their symptoms are resolving (without fever for 24 hours).
- If a vaccinated individual develops COVID-19, they would follow the above conditions for campus re-entry
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is presumed

to have COVID-19, and the individual may not return to the campus until the individual has completed the same set of return to school criteria listed above.

- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period, the individual must either
  - obtain a medical professional's note clearing the individual for the return based on an alternative diagnosis; or
  - receive confirmation at least 3 days after exposure that he/she is free of COVID-19 via an acute infection test at an approved COVID-19 testing location or self test with supporting documentation provided to the school upon re-entry.
- In the event the student who tested positive, or is presumed positive, has sibling(s) enrolled at ACA, the sibling(s) will remain home following the same return to school criteria above.

### **Stay-Home Option for Those (Other than Siblings) in, or Potentially in, Close Contact with a COVID-19 Positive Person:**

- The school will notify the parents of those students who may have been in close contact with a COVID-19 positive individual. The notification will go to those within the group cohort (*i.e.* Pre-K, K-2, 3-6, 7-12), staff at that level, any extracurricular teams they currently participate on, and anyone else outside of their cohort that meets the criteria of being in close contact. Parents may opt to keep their students home, and their students may return to campus at any time during the stay-home option if their students do not have any COVID-19 symptoms. If the staying home student has not experienced any COVID-19 symptoms, parents are encouraged to return their student to campus as soon as possible.

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19.

- *Close contact* is defined as:
  - being directly exposed to infectious secretions (*e.g.*, being coughed on while not wearing a mask or face shield); or
  - being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;
  - if either occurred at any time in the last 10 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.
- Individuals who are fully vaccinated are not considered close contacts. For the purposes of this guidance, people are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson ).
- After the incubation period has concluded if the individual did not experience COVID-19 symptoms during that period and confirms with the School, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

***During any stay-home period, if physically able, students are expected to attend school virtually.***

### **COVID-19 Symptoms**

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

- Have they recently begun experiencing any of the following in a way that is not normal for them?
  - Feeling feverish or a measured temperature greater than or equal to 100.0°F
  - Loss of taste or smell
  - Cough
  - Difficulty breathing/Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea

## **Virtual Learning Classes Protocol**

These virtual learning policies apply to all those students with extenuating circumstances and/or in the event a governmental entity with authority to do so orders ACA to move to virtual-only learning or otherwise prohibits on-campus meetings. Also, during a quarantine, self-isolating period, or recovery from an illness, if physically able, students are expected to attend School virtually. Otherwise all students are expected to attend in person.

### **Student Attendance**

When a student is virtual learning, student attendance may be earned through the delivery of virtual instruction, pursuant to the applicable policies regarding virtual instruction.

### **Dress Code**

Students will wear appropriate ACA attire for that day, following the student dress code found in the handbook, unless instructed otherwise by the teacher or administration. For chapel days, virtual students will wear their regular uniforms.

### **Student Expectations**

This is to provide expectations on how a virtual teacher-led class is run so that “all things are done decently and in order” (I Corinthians 14:40).

- Student is logged in and ready to go at the appropriate class time so as to be ready to participate from the moment class starts.
- Unless otherwise instructed, students will mute their microphone but will have their cameras on. The camera will stay on the entire time unless given permission to turn it off.
- Students should “pin” the teacher to their screens to make it the largest picture that they see.
- Student behavioral expectations are the same as though the student were on campus.
- If a student is being disobedient after multiple warnings and corrections, the teacher can let him/her know that he/she will be leaving the meeting and dismiss him/her and then not allow him/her to return to the meeting. Parents will be notified as soon as possible after the meeting to communicate what happened and what improvement needs to happen next time. A one-on-one follow up with the student should also be in order to discuss not only the behaviors but also what he/she missed.
- Student participation expectations are the same as though the student were on campus.
- In the same way that private, student-to-student conversations are not appropriate during teaching time in the classroom, private chats among student virtual learners are also prohibited.
- The virtual learning option is not to be utilized merely to avoid a tardy.

ACA may upgrade, downgrade, revise policies as needed and as relevant information is presented. The School will also follow mandates from state and federal governmental entities, with authority over ACA.