



PANDEMIC RESPONSE PLAN 2021-2022

IN RESPONSE TO COVID-19

Rochester Christian School
260 Embury Rd
Rochester, NY 14625

INTRODUCTION

Rochester Christian School has assembled a reopening team which represents the interests of all our stakeholders. The members of the reopening team are: Mrs. Michelle Selvaggio, School Principal; Mr. Dana Perrin, School Board President; Ms. Laura Thiele, Faculty Member and Member of Safety Committee; Mrs. Natasha Pitt, Office Manager; Mrs. Liz Van Harken, Business Manager; Mrs. Lindsay Trahan, Education Committee Member, Parent Representative; Dr. Kris Kimmell, Parent Representative and Health Care Professional. Furthermore, Rochester Christian School conducted a survey of all parents and staff to ascertain the community needs and goals in order to respond to the COVID-19 pandemic.

We have created this plan to aid in creating a school environment where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the building. The size and grade configurations of our school enable us to plan for in-person school five days a week. We will only enroll as many students per class as that particular classroom allows while providing for appropriate social distancing. We are able to provide PPE to staff and students. The majority of our students will be transported by parents and the remaining can safely travel on district busses using social distancing and face masks. The guidelines referenced in this plan are based on guidance from the New York State Education Department and the CDC. Regular updates will be made to this plan based on information provided by applicable federal, state and local agencies. Mrs. Michelle Selvaggio, Principal, has been designated as the COVID-19 safety coordinator and will ensure compliance with all aspects of the school's reopening plan.

GUIDING PRINCIPLES

With a steadfast trust in our Sovereign God to continue to watch over and protect us in the future as He has in the past, we put protocols in place to mitigate risk of disease using the following guiding principles:

1. Knowing that God has set our leaders in authority over us, **we will follow the guidelines** set forth by NYSED as well as local government regulations.
2. Knowing that different people are at different levels of risk and have different personal levels of comfort regarding health and safety, **we will follow Christ's command to love our neighbor.**

3. Knowing that Wisdom is a gift from God, **we will specifically seek His wisdom and use the knowledge with which he has gifted the medical and scientific community** to make decisions regarding the safety of our students and staff.
4. Knowing that as Christians we have a responsibility to take care of those around us, **we will act in ways that promote the health and well being of those around us**, not just ourselves.

I. SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

TRAVEL RESTRICTIONS

RCS does not intend to restrict the travel of its employees or students unless travel bans are issued by local, state, or federal authorities.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 we will be requiring employees to monitor their own health and call in sick to work with any COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Diarrhea, nausea, vomiting
- greater than or equal to 100.0 degrees Fahrenheit
- Loss of appetite

Unvaccinated employees will also be required to notify the school and stay home if they have known close contact with a person who is lab confirmed to have COVID-19 within the past 10

days. Vaccinated employees who have known close contact with a person who is lab confirmed to have COVID-19 within the past 10 days will be required to wear a mask all day regardless of distance from other individuals for 10 days or until a laboratory test given three to five days after exposure confirms that employee to be COVID negative. However, that vaccinated employee may continue to come to school and execute their job responsibilities.

EMPLOYEE RETURN TO WORK PROTOCOL

- If an employee becomes ill at work, they will be asked to leave work and go to their PCP or the nearest health center for evaluation.
- Employees returning to work from an approved medical leave should contact the office. They may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID-19 or been in close contact with an individual diagnosed with COVID-19, he/she may return to work under the following conditions:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close contact with a person with COVID-19 **AND** is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - The Monroe County Department of Public Health considers a close contact to be someone who was within 6 feet of an infected person for a cumulative total of 15 minutes where one or both of the individuals was unmasked. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has symptoms consistent with COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that employee has COVID-19 and may not return to work until criteria listed above have been met.

Vaccinated employees who have been in close contact with an individual diagnosed with COVID-19 who are asymptomatic, do not need to quarantine but are required to wear a mask throughout the entire day for 10 days from the date of contact with the positive individual or until the employee produces a negative COVID test result from a test given three to five days after exposure.

STUDENT PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community, we will be requiring parents to keep sick children at home. Any students with a temperature of 100.0 or higher will be immediately isolated and sent home as soon as possible. Students should not come to school with COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Diarrhea, nausea, vomiting
- greater than or equal to 100.0 degrees Fahrenheit
- Loss of appetite

Students will not be allowed access to the school if they exhibit any of these symptoms unless the parent/guardian provides proof of an alternate diagnosis or negative COVID-19 test to the school **AND** the student is fever-free without medication **AND** other symptoms are resolving.

Parents will be reminded that students who have displayed symptoms consistent with COVID-19 **AND** who have not provided an alternate diagnosis from their PCP may not return to school until 10 days after onset of symptoms.

If a student has had close contact with a person with COVID-19 **AND** is experiencing COVID-19 related symptoms, the student may return to school upon completing at least 10 days of isolation from the onset of symptoms. The Monroe County Department of Public Health considers a close contact to be someone who was within 6 feet of an infected person for a cumulative total of 15 minutes where one or both of the individuals was unmasked. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If someone in our community has been exposed to the virus, our first concern is for that person's health and safety and the health and safety of those around them.

If a community member is exposed, they will be required to do the following:

1. Quarantine in a specific room away from others in the home
2. Contact the following (in order of priority), to let them know they have been exposed to COVID-19, then follow their instructions.
 - a. The individual's healthcare provider
 - b. RCS administrator

In case of an emergency, the exposed individual will be instructed to call 911 and report exposure to COVID-19, then follow their instructions.

The school's COVID-19 safety coordinator will contact the Monroe County Department of Public Health:

Phone: (585)753-5555

EMAIL: COVID19@monroecounty.gov

SOCIAL DISTANCING

When individuals are inside the school building and cannot maintain at least 6 feet of distance from all other individuals, they must wear a properly fitting face mask until further notice.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include:

Masks and Face Shields: Face masks are an important part of our multi-layered protection plan, as well as personal hygiene, social distancing, and frequent cleaning efforts. Masks will be provided to employees, students, and others who must enter the building if necessary. Parents/guardians and faculty/staff members are responsible for cleaning and maintaining face coverings on a daily basis.

Gloves: Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Staff and students will be trained to wash their hands properly as it is the number-one defense against any virus.

Additionally, staff will be trained in the proper use and removal of gloves which reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of masks whenever possible.

Staff and students will be trained and reminded frequently that in addition to using PPE, they must remember to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue or use the inside of their elbow when they cough or sneeze

STUDENT TRAINING

Students will be taught proper hand hygiene including proper hand washing with soap and water as well as the use of alcohol-based hand sanitizer when soap and water is not readily available. Parents will be able to send a written notice to the school if they do not want their child to use hand sanitizers. Students will be taught how to socially distance themselves from their classmates in the classroom and in other parts of the school facilities. Students will be taught the proper use of face coverings including how to remove them.

PERSONAL WORKSPACE/CLASSROOM

Employees will be encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Students will be socially distanced in their grade level classrooms as much as possible. Student spaces will be clearly identified and teachers will train students what being socially distanced looks like in their own particular classroom. Any time 6 feet of distance cannot be maintained between individuals in the classroom, masks will be required until further notice. Masks will also be required in hallways and any other times 6 feet of distance cannot be maintained between individuals until further notice.

SCHOOL MEETINGS/ASSEMBLIES

- School-wide Meetings - will be in-person events with masks and distancing required if Monroe County is designated as an area of Substantial or High

community transmission rate; information from these gatherings will be available to parents who choose not to attend in person

- Parent/Teacher conferences - will be offered both virtually and in person according to the comfort level of the parent; in-person meetings will follow the protocols followed during the school day
- Faculty meetings - will be held in-person with distancing and masking protocols
- Board meetings - will be a combination of in-person with distancing and masking protocols and virtual meetings

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions.

GENERAL DISINFECTION PROTOCOLS

The following routine cleaning procedures will be followed:

- Signage with handwashing procedures will be posted in prominent locations prompting hand hygiene stating that hands should be washed with soap and water for at least 20 seconds:
 - Before and after eating
 - After sneezing, coughing, or nose blowing
 - After using the restroom
 - Before handling food
 - After touching or cleaning surfaces that may be contaminated
 - After using shared equipment and supplies like electronic equipment such as keyboards, mice, and phones
- Hand sanitizer will be placed in all rooms for use when soap and water is not readily available
- Faculty, staff, and students will be trained and regularly reminded of respiratory hygiene:
 - Cover coughs and sneezes with tissues or the corner of the elbow
 - Dispose of soiled tissues immediately after use
- Routine cleaning will be conducted daily
- High-risk locations will be disinfected at least once daily:
 - Health office
 - Restrooms

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

SUSPECTED COVID-19 CASE

If an employee or student becomes ill on campus, he/she will immediately report to the **health office**

Once the employee or student arrives at the health office:

- The nurse and others attending the suspected infected person, should wear a protective mask and gloves while working with the suspected infected person.
- The nurse/staff member will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee should not be provided.
- Advise employees that they may have been in contact with a person having COVID-19 and based on the results of their self-screening contact their health care provider.
- The isolation area and symptomatic employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

CONFIRMATION OF POSITIVE COVID-19 TEST

Upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors, the RCS administrator will notify the state and local health departments. Rochester Christian School will cooperate fully with contact tracing, isolation, and quarantine efforts. In the event a teacher or student is confirmed to have COVID-19, the area used by that employee/student will be disinfected per the CDC guidelines for cleaning and disinfection of a facility following the confirmed case. Individuals without close contact with the person confirmed to have COVID-19 will resume school activities. Those with close contact with the person confirmed to have COVID-19 will be allowed to return to school following the protocols outlined in this plan.

SHARED SPACES

RESTROOMS

The school will establish maximum capacity for the facility that allows for social distancing. Students will be trained in the use of a system to ensure no one enters the restroom when it is at maximum capacity. Use of urinals and stalls will be limited to every other space. The school will provide supplies for employees to clean up after themselves in staff only restrooms.

CAFE AND SNACK AND LUNCH PERIODS

Students will eat snacks and lunch in their classrooms or other physically distanced spaces in order to ensure individuals are able to maintain 6 feet of distance from each other while eating. Teachers will train students in proper hand hygiene before and after eating. Sharing of food and beverages will be prohibited. Individual's food will be kept at his/her assigned, socially distanced space.

Microwaves will not be accessible to students at the beginning of the year. Microwave use will be reassessed as the school year progresses.

FIELD TRIPS, CLASS PETS, AND CLASSROOM DECOR

Field trips will be addressed on a case-by-case basis. Community transmission and other factors will be taken into consideration before field trip requests are approved by the principal. Students travelling in cars for field trips must wear masks during travel (unless alone with a parent/guardian.)

Classroom decor such as pillows and other cloth items are prohibited for the duration of the COVID-19 health crisis due to inability to clean these daily. Carpets which are easily vacuumed and/or laundered daily are acceptable.

SAFETY DRILLS

Safety drills are an important part of ensuring that our school is a safe place for students and staff. Rochester Christian School will continue to conduct safety drills per NYS regulations. However, all drills will be announced and distancing and masking protocols will be followed during those drills.

STAFF TRAINING

To ensure understanding and preparedness to align with this manual, faculty and staff will be made familiar with this document prior to the first day of school with students. It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone stays safe and prevents the spread of the virus.

Content Covered:

1. All training topics can be reinforced with signage in the buildings
2. School checklists
3. Response Teams
4. Transportation/drop-off and dismissal procedures
5. Isolation protocols
6. Visitors
7. Cleaning Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often
2. Visit our school website
3. Follow our social media platforms
4. Staff should check the Staff Google Classroom daily

VISITORS ON CAMPUS

VISITOR RESTRICTIONS

RCS will not allow unscheduled visitation to our classrooms. Parents who enter the building will be required to follow all school-day protocols while in the building.

DELIVERIES

When vendors must enter the building (i.e. large delivery), office personnel and vendors will be required to wear masks throughout the interaction.

II. ACADEMICS AND HOME-BASED LEARNING

Rochester Christian School's goal is to provide in-person instruction for all our students for the entirety of the academic year. Technology will be used to help prevent students who become ill with or must quarantine due to COVID-19 from falling too far behind in their lessons.

The annual parent information night will be used to help inform parents about the technology and systems used in each classroom that will enable them to move to learning at home if that becomes necessary.

If whole school closure becomes necessary for more than one week, Rochester Christian School will transition to remote learning.

GRADING POLICY

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete all grade level assignments regardless of whether they are attending in the in-person classroom or working through distance learning. Our grading policies for both in-person and remote learning will be clearly communicated to both parents and students. Attendance will be taken daily by the homeroom teacher regardless of whether the student is attending in person or remotely. Remote attendance will be tracked through student log-ins to Google Classroom.

COMPLETION PROTOCOLS

Students not making progress, not completing academic packets or opting not to participate during a building closure, will be eligible for retention at grade level. For promotion to the next grade level, students will need to have completed the requirements of their grade level.

RECEIVING AND RETURNING STUDENT WORK IF BUILDING CLOSES

Rochester Christian School intends to offer in-person schooling every weekday beginning in September. However, if state or local officials mandate building closure due to community spread, or if the health department mandates building closure due to exposure in our school community, we will transition to distance learning.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the internet or enough devices for all of their children. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls, either to the students directly or to their parents.

If the family is able to access the internet effectively, all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

PACKET PREPARATION

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If packets must be placed in envelopes, envelopes that do not require moistening to seal will be used.
5. School personnel will **wait 24 hours** before distributing packets to families if paper-based materials are involved. If plastic materials are used, the **wait increases to 72 hours**.

PACKET DISTRIBUTION

All printed packet distributions will be drive-through car lines. No parents or students will be allowed to enter the building. The teacher will make packets available at the front walk for parents to drive up, pick up, and continue on.

PACKET RETURN

1. In the event that the school does not reopen on the set date, instructions to pick up materials and when and how to connect with teachers will be communicated to parents via email, text, and if necessary direct phone calls.

2. In the event that the parent needs to drop off assignments or materials, RCS will establish a drop-off location. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, “Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” School personnel will wait 24 hours after a drop off cycle before picking up the assignments/materials.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing. Students and parents will be given instruction on how to use Google Classroom effectively.

ONLINE INSTRUCTION

Google Meet is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

III. EXTRACURRICULAR ACTIVITIES AND AFTER SCHOOL CARE

School activities and gatherings will take place outside as much as possible. Indoor clubs and gatherings will be conducted in a socially distanced manner and all protocols in place during the school day will continue to be in place during extracurricular activities.

The After School Care program will resume with a fixed number of student participants. All protocols in place during the school day will continue to be followed during the after school care program.