



Atholton Adventist Academy

Guidelines for Reopening School

8/19/20

While the percentage of children under the age of 18 getting COVID-19 is less than 1%, Atholton Adventist Academy continues to take the health and safety of returning students, staff and families very seriously. As we look to reopen for on-site instruction in August, we will make every effort to follow the guidelines outlined below.

GENERAL MEASURES

These will be regularly reviewed and updated as we continue to receive guidance from state, county agencies and the Chesapeake Conference Office of Education.

- Maintain a plan for closing on-site instruction again if necessary, that provides for clear communication and continuity of education.
- Maintain a site-specific protection plan to include campus access, cleaning and hygiene practices, personal protective equipment (PPE), physical distancing, and training.
- Enact frequent and regular important communication with parents/students, employees and the community.
- Empower the principal to directly address CV-19 concerns.
- Assess regularly the additional social/emotional needs of students and staff arising from the pandemic, including fear, isolation, and sorrow.
- Continually examine expectations regarding student learning outcomes and identify resources to assist students who experience trauma and anxiety due to CV-19 and adjusting to new procedures in returning to school.
- Maintain policies that do not penalize or discriminate against students and families for missing class due to CV-19 related issues.



BUILDING ACCESS

Screening and security procedures for all staff, students and visitors entering the facility will be implemented, as follows:

Staff

- Staff will complete a health screening each morning via Google forms before they enter the building. <https://forms.gle/mqqwQFb23QRw6Wm4A>
- Staff will enter through the upper doors or the office doors.
- Staff will wash hands or use hand sanitizer once they enter the building.
- Staff will have their temperature checked upon arrival.
- Staff member will be sent home if symptoms of illness develop. Alternate staffing arrangements will be made. All illness records will remain confidential.
- Staff member may return to school only after verification from a doctor stating that they do not have CV-19 or that they have met CDC criteria to discontinue home isolation.
- Administration will inform families of the situation and the recommendations of the health department after consulting additionally with Chesapeake Conference; actions may include closing the classroom or the school.

Students

- Parents will complete a daily health questionnaire for their student to be submitted digitally before entering the building. <https://forms.gle/LUXX5ts7FszdErKC7>
- PK parents must use their own thermometer to take their child's temperature in front of AAA staff before they can exit their car per Maryland State Office of Childcare guidelines.
- Staff will conduct a temperature check of K-10th grade students before they exit the car.
- All students must wash hands or use hand sanitizer after entering the building.
- If a student is symptomatic during the school day, they will be separated from others immediately, isolated with a face covering and under continued supervision until picked up by an authorized adult. All siblings of the student will be isolated as well, and they will all be sent home.
- Parents need to have a plan in place to have their child picked up within 60 minutes of being notified by the school.
- Students may not return to school without verification from a doctor stating that they do not have CV-19 or that they have met CDC criteria to discontinue home isolation.
- Per state guidelines, the school will notify the local health department and send a notification to staff and families of a possible case while maintaining confidentiality.



- Administration will inform families of the situation and the recommendations of the health department after consulting additionally with Chesapeake Conference; actions may include closing the classroom or the school.

Outside Visitors and Guests

- School access during the school week will be limited to teachers, staff, and authorized visitors.
- Parents and visitors must wear face coverings to converse with the school secretary via the plexi-glass window at the office.
- All authorized visitors must pass the written screening questionnaire for contact tracing:
 - Presence of fever in the last 24 hours
 - Experiencing cough or increased shortness of breath within the last 7 days
 - Experiencing fever, sore throat, muscle pain, vomiting, diarrhea, change in taste or smell, in the last 3 days
 - Came in close contact with someone diagnosed with CV-19 in past 14 days
 - Traveled out of state within the last 14 days.

Deliveries

- All packages and deliveries for the school must be left in the designated box outside the office.
- If a package needs to be signed for, the office personnel must wear a face covering and can sign at the front desk. Hands will be washed or sanitized after each encounter.

CLEANING, DISINFECTING AND VENTILATION

The following policies and procedures will address schoolwide sanitary guidelines.

- In general, the school will establish a more regimented daily cleaning schedule to ensure frequent cleaning and disinfecting of surfaces following CDC guidance.
- Classes will have assigned restrooms:
 - Pre-K students will use the bathroom in their respective classrooms.
 - K-2nd grade students will use the bathrooms on the first floor.
 - 3rd-6th grade students will use the bathrooms on the lower hallway.
 - 7th-10th grade students will use the bathrooms on the upper hallway.
 - Staff should use the family bathroom or staff bathroom if there are no students in the finance office.
- Drinking fountains will not be used. Students will need to use reusable water bottles and refill them throughout the day at the water bottle filling station. Fountains will be disabled so that students can not drink from the fountains.



- Sharing of instructional items that are difficult to clean or disinfect will be discouraged. Students will each need their own box of labeled materials. When unfeasible, have students wash hands before and after use.
- Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces.
- Use of playground equipment will be restricted to one class at a time.
- Stuffed animals and other toys that are difficult to clean and sanitize will be removed.
- Each child's belongings will be separated and in individual storage containers, cubbies, or lockers.
- Between uses these items such as desks, tables, chairs, keyboards, phones, headsets, and copy machines will be disinfected:
- Frequently touched surfaces will be disinfected daily, including, but not limited to, door handles, light switches, sink handles, and bathroom surfaces.
- Those who sanitize equipment must wear proper protective equipment that includes face coverings, gloves, goggles, etc.
- Only safe cleaning products approved by EPA for use in schools and safe for children will be used and placed in a restricted access area when stored.
- Proper ventilation will be established during cleaning and disinfection.
- Windows and doors should be open when practical to introduce fresh outdoor air as much as possible.
- Air filters in HVAC systems will be more regularly checked and replaced.

PERSONAL PROTECTIVE EQUIPMENT

Staff

- All staff should wear face coverings when feasible. Per CDC guidance, teachers could use face shields with a fabric drape, which enable students to see their faces and to avoid potential barriers to phonological instruction.
- School administration will supply at least one non-disposable face covering for each employee.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Reasonable accommodations such as a face shield with a fabric drape for those who are unable to wear face coverings for medical reasons should be made.

Students

- PreK-10th grade students will be required to wear fabric face coverings.
- PreK and K students should NOT wear fabric face coverings while napping.
- Students must remove their own fabric face coverings for meals, snacks, naptime, etc.
- Extra outdoor breaks will be taken throughout the day for students to get fresh air.



- Special arrangements may be made for students with disabilities who may not be able to wear face coverings.

Family Responsibility for Providing Fabric Face Coverings

Parents should provide fabric face coverings for their own students in sufficient supply each day to allow replacing the covering as needed and have a plan for routine cleaning of fabric face coverings. The number of fabric face coverings needed for each student will vary by student and by day.

The following articles give detailed information about the best and safest fabric face coverings to wear. Coverings with valves and neck gaiter styles are not safe.

CDC mask guidance:

[Fabric face coverings with valves don't prevent coronavirus spread - The Washington Post](#)
[Fabric face coverings for kids and how to buy them, according to experts](#)

Parents should be sure that:

- Face coverings are clearly marked with the child's name and indicate inward and outward side.
- Extra fabric face coverings should be stored in a clean, protective bag (Ziplock, etc.) inside the child's backpack in case a replacement is needed during the day.
- Bandana-style face coverings, scarves, neck gaiters, etc. and face shields in place of fabric face coverings are not used.
- Fabric face covering patterns and decoration should not conflict with Christian values or the mission of the school. Fabric face coverings with decorations and messages that are out of harmony with these principles by being offensive or overly distracting are prohibited.
- Fabric face coverings are washed after every day of use and before being used again, or if visibly soiled.
- Backup disposable face coverings are available for the authorized visitors and students who run out of clean fabric face coverings.

HEALTHY HYGIENE PRACTICES

Students and staff will frequently be reminded not to touch the face covering and to wash their hands often. Face coverings do not replace the need for physical distancing and frequent handwashing. Face coverings are most essential when physical distancing is not possible. Students will continue to be reminded to cover their coughs and sneezes. The following are hygiene practices which will be maintained.

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering cough and sneezes among students and staff.



- Teach and remind staff and students to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Require students and staff to wash their hands for 20 seconds with soap rubbing thoroughly after application, and use paper towels to dry hands.
- Model and practice frequent hand washing routines. Frequent hand washing is more effective than the use of hand sanitizers.
- Ensure adequate supplies are available to promote healthy hygiene.
- When feasible and safe, leave doors open or ajar to classrooms and restrooms so that students and staff do not have to touch doorknobs.
- Increase circulation of outdoor air as much as possible by opening windows and doors when safe to do so.
- Install portable hand sanitizing stations in the school of, gym, and upstairs lobby
- Provide hand sanitizer in each classroom in addition to soap and water.
- Train students how to properly use hand sanitizer.
 - Always supervise younger students when they use hand sanitizer.
 - A small amount of hand sanitizer is recommended.
 - Teach them to rub their hands together immediately until most or all of the hand sanitizer is dry. If their hands are still wet, then air dry.
 - Remind them to keep their hands out of their mouths after the hand gel is applied.

PHYSICAL DISTANCING

Implementing physical/social distancing in schools will require advance planning and involve examining every setting, transition, and activity in order to safely maintain physical distancing recommendations. As much as possible a 6 foot separation between desks or standing in line is the expectation.

- During arrival, students will remain in their cars until it is verified that parents have completed the daily Health Screening via Google forms.
- Aside from PE, students will remain in their respective classrooms. Teachers will need to move from classroom to classroom.
- Choir instruction will not be taught until guidelines are lifted. Music should focus on rhythm, composers, styles of music, etc.
- Distance between teacher/staff desks will be 6 feet away from student desks as much as possible. Desks/tables in the classrooms are to be 6 feet apart, facing the same direction.
- Markers on the floor will show where students should stand or line up for certain activities (hallways, classrooms, gym).



- For PK and K, activities will be in smaller groups. Play spaces and furniture will be rearranged to maintain separation.
- Students will be encouraged to turn in assignments digitally and with minimal contact.

CLASSROOM CONSIDERATIONS

- Each student will have their own boxes of school supplies at or under their desk. All supplies should be labeled with their name.
- Each student will have their own set of learning manipulatives that they will keep in their supply box.
- Students will continue to use their assigned Chromebook.
- Students need to have their own reusable water bottle with flip top lid. No squeeze bottles. The mouthpiece needs to be covered when not in use.
- Kindergarten and PK bedding should be (head-to-toe position) six feet apart if possible.
- Students may only bring essentials to school in their backpacks (lunch, school work, textbooks, outerwear). We ask parents to help keep students organized by setting up daily evening routines of cleaning out backpacks. Lockers (upstairs) and cubbies (downstairs) are not to store non-essential personal items.
- Students will have all items in the class. If cubbies or lockers are used, teachers will supervise access. Lockers would be spaced and students will only access them in a physically spaced manner.

NON-CLASSROOM SPACES

- Classes must avoid two-way hall movement as much as possible. If a classroom is headed in the opposite direction, the other class should wait until they pass to begin movement in the hallway.
- Teachers will stagger recess times so only one classroom is on the playground or play area at a time.
- Students will use hand sanitizer or wash their hands with soap and water when they return inside.
- Weekly chapels will be held via Zoom while students are in their own classrooms until we are able to meet safely in the church sanctuary.
- School will limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Lobby/reception/entry/hallway areas to the school should have floor markings or clearly marked seating indicating physical distancing.



STAFF

- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
- Staff should remain 6 feet apart during staff meetings or meet via an online platform. Staff meetings should not be held in a classroom.

LUNCH

- Students should bring their own meals that do not require heating. **Microwaves will not be available.**
- Students need to wash their hands with soap and water before eating.
- Classrooms can rotate and eat outside at the picnic tables in the courtyard. Tables will be disinfected after each lunch period.

RECESS/PE

Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor transmission of virus is known to be much lower than indoor transmission, according to the American Academy of Pediatrics.

- Recess and PE schedules will be created so that each classroom has their own scheduled play period. If play periods overlap, each classroom will have their own designated play area (playground, courtyard, soccer field).
- Each classroom will have their own labeled PE and recess equipment.
- Students will wash their hands with soap and water or use hand sanitizer when they return to their classroom from recess or PE.
- PE curriculum will focus on individual growth, skill building, and no-contact or limited contact activities.
- Teachers are encouraged to use spot markers on the gym floor to help younger students maintain 6 feet.
- Teachers and students will be reminded not to touch their face or mouth.

BEFORE AND AFTER SCHOOL CARE

Parents are encouraged to keep their students at home before and after school. For parents who are returning to work, we will offer before and after school care. If you will be needing before or after care, you must [sign up ahead of time](#).

- Before care will be \$5 for any amount of time from 7:00 am - 8:00 am. We will no longer be able to provide a grace period from 7:45-8:00 am. This will be limited to 14



students on a sign up option.

- Since we are committed to students not interacting across grade levels to limit exposure to others, teachers will be holding aftercare as study time or quiet independent play time until 5:00 pm. There will be a \$5 charge per student for after care.
- After care starts at 3:45 pm.
- Parents arriving to pick up students from after care will ring the school doorbell and wait outside. (Pickup system may be adjusted.)

MENTAL/EMOTIONAL SUPPORT

Some students and/or staff may be anxious about their risk when going back to school. Others may have experienced trauma during the time schools were closed. Mental/emotional support during re-entry can help staff and students, especially those struggling to adjust to being back at school. Teachers are encouraged to:

- Plan for a positive, supportive re-entry to school focused on helping students with the transition and adjusting to changes in the school structure and schedule.
- Research and post information on the school website and on social media for parents regarding ways to help children cope with the virus and any trauma resulting from it.
- Quickly identify students, families or staff who may be experiencing problems adjusting and provide materials to help in a loving, supportive manner.
- Refer students to additional specialized assistance (counselor, community mental health professionals, etc.) when deemed necessary.

PROCEDURES FOR ILLNESS

- Children with CV-19 [symptoms](#) (such as fever, cough, or shortness of breath) will be quarantined in the sick room.
- Parents will be expected to pick up their child within 60 minutes of the phone call home.
- Parents will take home all siblings when they arrive to pick up the child with symptoms.
- Staff who become sick will be immediately sent home.
- Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others who are sick](#).
- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of CV-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- If a staff member or student is diagnosed with CV-19, students in that classroom may be asked to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop. If this occurs, the class will switch to Distance Learning for up to 14 days.
- Students who have a household contact who is a positive case or probable case of CV-19



may return to school 14 days after the household contact is released from isolation according to CDC guidance for discontinuation of isolation for persons with CV-19 not in healthcare settings. The student must undergo this additional 14 day quarantine because the child could have been infected on the final day of the household member's isolation.

- Maryland Department of Health & MSDE Decision Tree will be used to make decisions about CV-19-like illness in schools
(https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/decision_and_flow_diagramv8-final_7.23.20_child_care.pdf)

SUMMARY OF POLICIES AND PROCEDURES

PPE/Healthy Hygiene Practices

- Face coverings must be used as far as possible by staff and students.
- Parents should prepare enough clean face coverings daily.
- Frequent hand washing/sanitizing will be encouraged and practiced.
- Meals must be individually packed or bagged and do not require heating to eat.
- Use of assigned bathrooms will be required.

Physical Distancing

- At drop off, students will wait in their cars until they have been screened.
- Before and After care will only be available to those who make prior arrangements.
- Signage in halls, lobbies, office, entry areas, etc., will display safe distances and spots to wait while in line to provide safe physical distances.
- School access will be limited to teachers, staff, and authorized visitors.
- Classroom furniture (desks/tables/play equipment) will be arranged to allow 3-6 feet separation and walking spaces.

Cleaning, Disinfecting, Ventilation

- Drinking fountains will not be used.
- Frequently touched surfaces (desks, tables, chairs, dividers, keyboards, phones, headsets, copy machines, etc.) will be disinfected between use and common surfaces (door handles, light switches, sink handles, bathroom surfaces, etc.) will be disinfected at the start of the day, lunch time, and after school.
- Fresh outdoor air will be introduced as much as possible through open windows and doors when practical.



Procedure for Illness

- Anyone exhibiting CV-19 symptoms will be immediately isolated. Parents will be expected to pick up all of their children within 60 minutes of being notified of suspected illness.
- Students suspected of contact with CV-19 positive person may be asked to self-quarantine at home and may not be allowed to return without verification from a medical professional.



RESOURCES

Special Thanks to Atholton Adventist Academy Reopening Task-Force

Reopening Task Force Members:

Anastacia Bansie-Ferguson, Atholton Associate Pastor

Anita Minty, 1st Grade Teacher

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Sylvette La-Touche Howard, Professor of Public Health UMD

With Consultation - Esther Liu, Chair of Pediatrics/Director of CenteringParenting UM BWMC

American Association of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

CDC: Consideration for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC: Hygiene Practices

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC: School Readiness Checklists

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

CDC: Using Personal Protective Equipment (PPE) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.htm>

CDC: Use of Fabric face coverings Face Coverings to Help Slow the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-fabric-face-coverings-face-coverings.htm>



CDC: Youth Sports

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

COVID-19 School and Community Resource Library

https://www.massgeneral.org/assets/MGH/pdf/medicine/infectious-diseases/COVID-19%20School%20and%20Community%20Resource%20Library_July%206%202020.pdf?fbclid=IwAR26K78-o4Giubsr8_4c9EoYsorDp8S5QPFYeFvoUMXuI5c8UFn4OpDMCX8#page42

Emotional Health Resources

https://phpa.health.maryland.gov/Documents/FAQ_covid19_Maintaining_Mental_Health.pdf

Frederick Adventist Academy Reopening Task-force Team

Frederick County Maryland Public Schools

<https://www.fcps.org/update/reopening>

Howard County Public Schools

<https://go.boarddocs.com/mabe/hcpssmd/Board.nsf/goto?open&id=BQHPCP63E1EA>

Maryland Department of Education

<http://marylandpublicschools.org/newsroom/Documents/MSDERecoveryPlan.pdf>

Maryland Department of Public Health <https://coronavirus.maryland.gov/>

Maryland Department of Health Interim Guidance for Use of Fabric face coverings Face Covers in Child Care programs

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final_child_care_face_covering_guidance_4.23.20.pdf

Southeastern California Conference Guidelines for Reopening Schools 6-23-20

6 Steps for Safe and Effective Disinfectant Use

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

