



Atholton Adventist Academy
COVID-19 Guidelines for School
8/31/21

Atholton Adventist Academy continues to take the health and safety of returning students, staff and families very seriously. We are making 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 daily self-health screening before they enter the building.

1.	Do I, or anyone in my home, have any of the following symptoms (new or worsening)? fever of 100.4o or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell	If yes, stay home.
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2.	Am I, or anyone in my home, waiting form COVID -19 test results, confirmed, or suspected with COVID-19 in the last 14 days?	If yes, stay home.
3.	Have I been in close contact with someone who has tested positive for COVID-19 in the last 14 days?	If yes, stay home.

- Staff will wash hands or use hand sanitizer once they enter the building.
- 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. **Classes would resume online.**

Students

- Parents will complete a daily self-health screening each day.

1.	Do I, or anyone in my home, have any of the following symptoms (new or worsening)? fever of 100.4o or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell	If yes, stay home.
2.	Am I, or anyone in my home, waiting form COVID -19 test results, confirmed, or suspected with COVID-19 in the last 14 days?	If yes, stay home.
3.	Have I been in close contact with someone who has tested positive for COVID-19 in the last 14 days?	If yes, stay home.

- 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.
- Maryland Department of Health & MSDE Decision Tree will be used to make decisions about CV-19-like illness in schools. ([Decision Tree](#))
- 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 when entering the building.

CLEANING, DISINFECTING AND VENTILATION

The following policies and procedures will address school wide 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.
- 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.
- Each child's belongings will be separated and in individual storage containers, cubbies, or lockers.
- 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.
- Portable air purifiers with HEPA filters are used in each classroom.

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.
- 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 fit well without gaps.
- 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 (Ziploc, 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. Use air purifiers with HEPA filters in each room.
- 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 3 foot separation between desks or standing in line is the expectation.

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.

NON-CLASSROOM SPACES

- Students will use hand sanitizer or wash their hands with soap and water when they return inside.



- Students will be seated in spaced out seats during chapel.
- Hallway areas in 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.

LUNCH

- Students need to wash their hands with soap and water before eating.
- Classrooms can rotate and eat outside at the picnic tables or on the grass. 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 washing hands before and after recess. Spacing should be encouraged. Outdoor transmission of virus is known to be much lower than indoor transmission, according to the American Academy of Pediatrics.

- Students will wash their hands with soap and water or use hand sanitizer when they return to their classroom from recess or PE.
- Teachers and students will be reminded not to touch their face or mouth.
- Masks will be worn outside unless the students are safely distanced.

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.
- Staff and students are expected to stay home if they, or anyone in their household are experiencing any signs of CV-19. Notify the office by 9:00 am that same day.

UPDATED PROCEDURES

The symptom list for COVID 19 is long and can mimic other illnesses.

- 1. Please help us by monitoring your child's symptoms on a daily basis.**
2. For persons with chronic conditions such as asthma or seasonal allergies, the symptoms should represent a change from baseline.
3. Please keep your child home if they exhibit any of the following:

● Fever (greater than 100.4)	● General malaise	● Chills	● New loss of taste or smell
● Diarrhea/gastrointestinal upset	● Persistent cough	● Runny Nose	● Moderate/severe seasonal allergy symptoms
● Shortness of breath/difficulty breathing	● Moderate to severe headache	● Vomiting	

For persons with chronic conditions such as asthma and seasonal allergies, the symptoms should represent a change from baseline. **If you have any of the above symptoms you need a negative COVID test (PCR) or a doctor's note with a specific alternative diagnosis** (Upper respiratory infection is not specific; examples: ear infection, strep throat, pneumonia) **upon returning to school.**

When AAA is informed of a confirmed or probable cause of COVID-19, the person will be isolated. If the person is at the school, they must leave the school as soon as possible. AAA works with its delegating nurse and the Howard County Department of Health to assist in contact tracing and any applicable and appropriate actions.

For confirmed/probable cases of COVID-19 in a classroom, those families will be informed via email/text or phone.

- As per the MD Health Department tracing guidelines, "students or their family members who are COVID-10 positive will need to:
 - be at home for a minimum of 10 days with improving symptoms
 - AND 24-hours fever free without fever reducers after the first day of illness/symptoms.
- **Day "zero" is the day of onset of symptoms and Day 1 is the day after for purposes of counting out the 10 calendar days for isolation of ill persons.**



- Additionally, everyone who lives in the household (even if other family members are negative or/not showing coronavirus symptoms,) may need to quarantine for additional time as required by the Department of Health contact tracing team. This is determined on a case-by-case basis.
- **If your child or anyone in your immediate family tests positive for COVID-19, you must inform the school.**

Isolation is termed for an individual that has tested positive for COVID-19 and is staying home and away from others.

- Asymptomatic persons should still isolate to reduce the risk of exposure and potential transmission.
- The current alignment of the CDC, MD Depts of Health, and the HC Health Department, the required isolation period is **10 days**.

Quarantine is termed for an unvaccinated individual who has been exposed to COVID-19 and must stay home and self-monitor for symptoms. The current alignment of the CDC, MD Depts of Health, and the HC Health Department, the required isolation period is **14 days** if:

- No symptoms have been reported during daily monitoring; and
- Daily symptom monitoring continues through day 14; and
- Quarantined individuals adhere to mitigation strategies, including but not limited to: using a face covering, physical distancing, and self-monitoring for symptoms of COVID-19 through Day 14; and
- Quarantined individuals immediately isolate and contact their health care provider if symptoms develop to determine whether they need to be tested.

The CDC guidelines recommends fully vaccinated persons who have come into close contact with someone with COVID-19 should be tested 3-5 days following the date of their last exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result. If they remain asymptomatic and can correctly and consistently wear a mask, they do not need to be excluded from school or child care unless they test positive.

However, given the particular contagious nature of the Delta variant and the fact that so many of our students are too young to receive the vaccine, we are choosing the more cautious approach and asking all individuals who have had direct contact with the positive person to quarantine regardless of their vaccination status. Vaccinated individuals, however, may get tested 3-5 days after the date of last exposure and return to school if they receive a negative test result (PCR).

Travel

When traveling, exercise caution to unnecessary exposure. CDC guidance should be followed for anyone returning from international travel.

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.



Cleaning, Disinfecting, Ventilation

- Drinking fountains will not be used.
- Sanitizing and disinfecting will take place on a regular basis.
- 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 will be expected to self-quarantine at home and may not be allowed to return without verification from a medical professional.
- In the situation where a classroom, or the school has to temporarily close due to CV-19 exposure or in case of staff absences without having enough substitutes available, a notification email will be sent. Classes would resume online.



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

Daniel Song, JHU MD

Geoff Hyde, Science Teacher

George Hebard, MD

J. Victor Elliott, School Board Chair

Jason Martz, 6th Grade Teacher

Lisa DeWitt, ELA Teacher

Magda Braga, Parent

Miya Kim, Principal

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_4c9EoYsorDp8S5QPFYeFvoUMXul5c8UFn4OpDMCX8#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>

