



COCHISE SDA CHRISTIAN SCHOOL

Continuity of Operations Plan
School Year 2020-2021

INTRODUCTION: At Cochise SDA, the development of our students spiritually, physically, intellectually, and social-emotionally, along with the participation of their families in their educational process are our highest priorities and indeed engender the very purpose for which the school was established. Cochise SDA has historically provided a warm, friendly, and truly Christian environment, where students, their families, faculty, and staff operate in harmony, providing a well-rounded education and life experience that will help instill true caring and concern for one another, as well as for the entire community. In that vein, it is our obligation and commitment to ensure the safety and well-being of all parties, particularly during these very troubled times. In light of the COVID-19 pandemic and the oftentimes extreme challenges it poses for our operations, we are determined to maintain the standards and practices that have made us a fixture in the community, while at the same time following the guidelines established by federal, state, and local public health officials and government agencies for preventing the spread of COVID-19.

OBJECTIVE: To establish a learning environment that provides for the safety and security of all students and staff, while maintaining the superior academic standards and unique programs that the community has come to expect from Cochise SDA.

KEY POINTS:

- 1) The safety of our students, their families, our faculty, and our staff, are of paramount importance in any plan to address safety in light of the current pandemic.
- 2) Regardless of the form of instruction, whether it is online, on-site, or a hybrid, the methodologies employed will follow commonly accepted principles and norms. On-site provisions will adhere to practices established by health authorities, subject to change as new information or guidelines become available.
- 3) Remote learning will be employed in those instances where school closure occurs, whether it is at the beginning of the school year, during the school year, or otherwise for the entire school year, if necessary. Provisions will be made for the necessary technology and services in order to appropriately meet the challenges of online learning. This will include, but not be limited to the use of Google Classroom, Zoom, and live streaming on a YouTube channel established for the school. Any methodologies that the school deems fit to employ will comply with any mandates, guidelines, or recommendations from the Governor's office, as well as the Arizona Conference and State Department of Education.
- 4) A concerted effort will be made to keep abreast of bulletins or updated COVID-19 information released by federal, state, or local authorities, as well as to monitor the health of students, faculty, and staff, and to communicate any developments such as exposure or actual cases to families and to the appropriate authorities.
- 5) Training will be conducted for all families and for faculty and staff, prior to the beginning of the school year, on the guidelines to be followed and the risks associated with COVID-19 in order to ensure a smooth transition into a new model of school operation. Trainings or "refresher" courses will be conducted at regular intervals throughout the school year, or as new information on COVID-19 becomes available.
- 6) The procedures outlined in this document will be reviewed on a regular periodic basis, to ensure compliance with the current official recommendations and to evaluate the effectiveness of existing procedures being utilized by the school.
- 7) Contingency plans will be developed in case of a major lapse or deficiency in the procedures established by this document, or in the event that a marked change occurs in the status of the pandemic that could lead to a catastrophic failure of said procedures. This is particularly important

in light of the highly fluid situation surrounding the pandemic and the likelihood of sudden, unanticipated changes.

The following is a summary of the procedures to be implemented in order to comply with the guidelines established by authoritative agencies:

Arrival at School:

- A faculty or staff member will be assigned to monitor the school parking lot for incoming vehicles.
- Students and parents will be asked to remain in their vehicles until each student is called to the entry gate for screening prior to entering the building. Screening will include a temperature check using a thermal scanner. If a fever is detected, the student will be asked to return to his or her vehicle to be transported home. Student will be required to have an appropriate mask in place prior to entering the building. A face shield must be accompanied by a mask.
- If a parent needs to speak with a faculty or staff member, they will be required to call ahead prior to arriving at the school. They will be required to wear an appropriate mask prior to being admitted to the school campus. If a face shield is worn, it must be accompanied by a mask.
- Parents and students alike will be reminded to practice social distancing while on the school campus. Parents will be encouraged not to have conversations with each other during school arrival or departure times.

Departure from School:

- A faculty or staff member will monitor the school's main gate leading to the parking lot.
- Students will be dismissed one student or one family at a time, as their parent's vehicle enters the parking lot. Others will be asked to wait while social distancing until their family member(s) arrives to pick them up.
- Parents will be discouraged from having face-to-face discussions with faculty or staff, unless they have made prior arrangements by telephone and are wearing the appropriate PPE.

Field Trips:

- Until circumstances surrounding the pandemic have been modified by the authoritative agencies, the school will not conduct field trips, fundraisers, or performances of any kind. Such activities, if engaged, will be virtual, i.e., through online platforms such as Zoom or YouTube.

School Campus:

- Parents or guardians will not be permitted on the school campus while classes are in session, except for dropping off or picking up students. Similarly, visitors will not be allowed on campus while classes are in session, with the exception of law enforcement or emergency services personnel, unless prior arrangements have been made and approved by the school administration.
- Parents or guardians will not be permitted to enter classrooms and will be asked to depart from the campus after dropping off their children.
- Any individual entering the school campus during classes will be required to wear a face mask. If a face shield is worn, it must be accompanied by a mask.

Social Distancing Measures:

- Students, as well as faculty and staff, will be required to maintain a minimum of six feet or distance between each other, or as current CDC guidelines prescribe.
- Desks in the classrooms will all face the same direction and colored tape will be used to mark the boundaries between desks. If tables are used, a maximum of only two students will be permitted at each table.
- Students will not be permitted to move back and forth between classrooms for their various classes or activities.

- Only one student at a time will be permitted to use the restroom(s). This will be carefully monitored by staff and enforced.
- Activities such as chapel, PE, or other similar group undertakings will be held outdoors.

Cleaning and Sanitizing:

- A regular cleaning and sanitizing schedule will be established for the school.
- Faculty and students will be required to wipe down their personal space or work areas with disinfectant during the course of the day, as necessary.
- All classroom surfaces will be cleaned and disinfected each day after classes are dismissed. Areas that are frequently touched will especially be cleaned and disinfected with great care. Restrooms will particularly be cleaned and heavily sanitized.
- Every effort will be made to minimize the handling by students of shared objects or materials, by ensuring that sufficient supplies of new materials are provided.
- In the event of a quarantine situation or confirmed case of COVID-19, a professional cleaning company will be utilized to thoroughly decontaminate the affected area.

Isolation Barriers and Hygiene:

- All faculty, staff, and students will be required to wear masks during the day while in the classroom. If face shields are used, they must be accompanied by a mask. Masks will not be required while outdoors, particularly while exercising, as long as social distancing is maintained.
- Parents must provide a clean mask for their child(ren) each day. In an emergency, or in those cases of extreme hardship, the Cochise SDA may provide a mask for a student.
- Teachers may remove their masks while providing instruction, as long as they can maintain a minimum of six feet from anyone else in the classroom with them.
- Regular drinking fountains will not be turned on, nor will water dispensers be provided for student use. Parents will be asked to purchase cases of water bottles sufficient to provide for their child(ren) and to replenish these when depleted. The school will provide water bottles only in the event of an emergency. Faculty and staff alike will be requested to provide their own water or to bring refillable water bottles to work.
- Use of playground equipment will not be permitted during class instruction unless otherwise authorized by faculty or staff.
- All personal student belongings will be kept separated from others and will be required to be brought home daily for cleaning and/or disinfecting, where practical.
- Faculty, staff, and students will be required to wash their hands according to CDC guidelines on a regular basis and will be provided with training on how to do so.
- Hand sanitizer will be provided near entryways and exits from classrooms, as well as in designated areas.
- Signs will be strategically placed to illustrate correct handwashing procedures and as a reminder to make regular use of hand sanitizers.

Screening and Disease Management:

- Prevention begins in the home. Parents must ensure that they do not send their child(ren) to school if they exhibit any of the following symptoms:
 - Fever of 100° or greater
 - Persistent Cough
 - Shortness of breath or difficulty breathing
 - Chills or repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Recent loss of taste or smell
 - Any other symptoms that are out of the norm for their child(ren) including gastrointestinal

- The same observations should be made by faculty and staff for themselves, and anyone exhibiting any of these symptoms should call in sick and remain at home until the symptoms have subsided or they are cleared by a physician to return to work.

Rules for Sick Students:

- Students must remain at home if sick – this is an imperative.
- Students may return to school after at least 24 hours if they remain afebrile without the use of fever-reducing medications such as aspirin.
- If gastrointestinal symptoms such as vomiting are involved, student may return to school after at least 24 hours without such gastrointestinal symptoms.
- Students may not return if there are any other unusual symptoms present. If they show no sign of illness for at least 24 hours, they may return to school.

Screening Procedures at School:

- Students will have their temperature checked with a thermal scanner upon arriving at school.
- Students will be observed upon arrival in a professional manner to determine if there are any unusual symptoms present, such as cough, congestion, fatigue, or other visible anomalies.
- All screening results or findings will be held in the strictest of confidence.

Student Illness at School:

- Any student exhibiting potential symptoms of illness, including fever, malaise, coughing, etc., will immediately be isolated from other students and his or her parent notified to pick them up from school immediately.
- If a student exhibits signs or symptoms associated with COVID-19, parents will be queried about possible exposure to COVID-19, including but not limited to being in close proximity to someone who was known to be exposed to the virus.
- If there has been a known exposure, the student may not return to school until a physician provides documentation that they are free of COVID-19.
- If a student who has been sent home with symptoms does not see a doctor, they will not be permitted to return to school until symptoms have abated and they have been in quarantine for 14 days with no symptoms.
- In the event of a confirmed case of COVID-19, local health authorities and parents will be notified of the situation and the school will be closed for complete cleaning and disinfecting. The school will reopen only after it has been deemed safe by the administration, in conjunction with guidance from local health officials.

Cochise SDA is appreciative of the cooperation received from students and their families over the years and is hopeful that these unprecedented procedures can be implemented smoothly, with the safety and well-being of all parties in mind. Parents will be asked to sign an acknowledgement that they have received a copy of this document, that they understand its provisions, and that they will diligently support the rules and regulations established by this document for the safety of their children and that of the faculty and staff of Cochise SDA. We are grateful for the opportunity to serve our families and the community and look forward to a productive, albeit unusual school year ahead.