



## CAMBRIDGE CHRISTIAN SCHOOL PREPAREDNESS PLAN TO OPEN & REMAIN OPEN

*Cambridge Christian School* (CCS; the School) will safely re-open its facilities for face-to-face, on campus learning fall 2020. We are equipped, staged, and ready for students (per definition in Operation's Manual Series 304.9.2 – which includes student athletes), staff (per definition in Operation's Manual Series 304.9.1), limited necessary guests (per discretion of Administration), and athletics (in accordance with MSHSL and CCS' League rules, regulations, and guidelines).

CCS's Preparedness Plan to Open & Remain Open (The Plan) document, regular policies, practices, and conditions adheres to the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19; additionally, CCS is compliant with federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure and use of face coverings regarding COVID-19 and other infectious disease processes. *Cambridge Christian School* added a full-time Custodian which is significant for compliance.

The Plan has the strong commitment to compliance of leadership and staff; therefore The Plan will be implemented starting **August 1, 2020** by students, staff, limited necessary guests, and athletes, and will continue as long as mandated to do so. Those who have been instructed and trained on these policies, and are serving on campus in either a voluntary or employed capacity, will be wearing a "CCS" lanyard so as to indicate their compliance to policy and procedure.

This Preparedness Plan to Open & Remain Open includes descriptions of how *Cambridge Christian School* will implement, at a minimum, the following:

1. Infection prevention measures;
2. Prompt identification and isolation of sick persons;
3. Communication of *necessary* infections in keeping with FERPA and HIPPA laws;
4. Administrative controls for reasonable school-setting social distancing;
5. Custodial maintenance and management necessary to ensure effective daily, weekly, monthly, quarterly, and annual cleaning, disinfecting, and sanitizing;
6. Communication and training necessary to implement and sustain the Plan;
7. Compliance to mandated face coverings.

*Cambridge Christian School* is committed to providing a reasonable, healthy environment - spiritual, physical, emotional, and mental. Our goal to mitigate the potential for transmission of COVID-19 and other infectious diseases or health conditions, while treating equitably those trauma informed students and staff by not confronting but gently and patiently working towards compliance so as not to further harm, trigger past traumas, or bring up repressed memories, requires full cooperation between students, families, staff, limited necessary guests,



and athletes. (*MDH*, 2020-2021 Planning Guide for Schools, page 6, and 8, and Executive Order 20-81, addendum FAQ, pp. 3 and 4.)

The Plan is available in the office for staff, family, or limited necessary guests. Families, staff, athletes, Board members, and other necessary limited guests will be required to have on file a Release of and Hold Harmless form. This form gives the opportunity for a parent or guardian to inform the school if a student needs a face covering accommodation, which then may require CCS to send home a Release of Medical or Mental Health Records form to precure documentation for exemption.



## PROTOCOLS AND PROCEDURES

### Chapter 1

Below are protocols or procedures for opening to in-person learning fall 2020. They include how persons may enter and remain in the facility or attend school-sanctioned school activities. Any protocol or procedure may change as new information becomes available.

#### ENTRY

**STUDENTS** (per definition in Operation's Manual Series 304.9.2 – which includes student athletes):

CCS trusts parents or guardians to be compliant with the Parent Handbook (pg. 34) "Illness Guideline" and will not, therefore, ask students health screening questions nor take temperatures upon daily arrival. Student athletes shall adhere to facility and transportation guidelines.

NOTE: Athletes using a transportation that CCS has a contract with may be asked health screening questions or have a temperature taken. When a face covering exemption is not able to be honored, the parent will be responsible for transportation.

**ADDENDUM** to 2020-21 Student Guidelines and Parent Handbook: "If illness restricts in-person learning for an extended period of time, CCS will work with the family to provide a learning alternative which may include an online platform." Otherwise, the "Excused Absence" policy found in the K-6 (pg. 10) and 7-12 (pg. 8) Student Guidelines handbooks will be followed for homework submission.

**STAFF** (per definition in Operation's Manual Series 304.9.1):

Self-assessing health screenings will be required before coming to work. Per CDC guidelines, the following health screening questions should be self-collected, self-monitored, and self-reported. If staff answer, "yes," to any of these questions, they are asked to stay home and call the office to secure a substitute:

Do I have...

- a new fever (100.4° (for adults)F or higher)?
- a new cough or runny nose that I cannot attribute to another health condition?



- fatigue?
- loss of sense to taste or smell?

NOTE: this list is not all inclusive. Other less common symptoms, according to the CDC and MDH, have been reported, including nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the MDH, the list above may be adjusted.

**LIMITED NECESSARY GUESTS** (per discretion of Administration but includes delivery personnel, pre-arranged volunteers, or pre-arranged parent/guardian classroom help):

The School functions well because of its community of volunteers. Parents and guardians have a long-standing welcome to our facilities however, with the uniqueness of this academic year, CCS must limit:

1. Drop Off and Pick Up to drive thru only
2. Birthday and locker decorations to off campus celebrations

Health screenings questions are posted and must be answered prior to entering and staying on campus. Also, a temperature and first name shall be logged. If there is a fever (100.4° for adults).

#### ON CAMPUS OR SCHOOL SANCTIONED ACTIVITIES

##### **Handwashing, Hygiene and Hefty filters - ionic air purification**

- Staff and students are instructed to wash their hands for at least 20 seconds with soap and water, frequently and throughout the day, but especially at the beginning and end of the day, prior and post meal times/recess, transition between classes or in/outdoors, and after using the toilet.
- All limited necessary guests will be required to wash their hands or use hand sanitizer upon entering the building. Hand-sanitizing dispensers (equal to or greater than 60% alcohol) are available and can be used for hand-hygiene in place of soap and water, as long as hands are not visibly soiled.
- Students, staff, and limited necessary guests are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Trash receptacles are emptied nightly.



- Students, staff, and limited necessary guests are instructed to avoid touching their face or face covering (in particular their mouth, nose, and eyes) with their hands.

NOTE: Dedicated custodial cleaning, sanitizing, and disinfecting on a daily basis is occurring according to MDH and CDC guidelines.

NOTE: CCS was given ionic air purifiers for all of our HVAC units. This means that 24 hours a day, 7 days a week, our air is being cleaned.

### **Face Covering Guidelines**

*Cambridge Christian School* adheres to the MN Executive Order 20-81 face covering mandate including respecting students, staff, and limited necessary needing to exercise accommodations or exemptions (*MDH, 2020-2021 Planning Guide for Schools, page 6, and 8, and Executive Order 20-81, addendum FAQ, pp. 3 and 4*). If at any time, however, a student, athlete, staff, or limited necessary guest experiences symptoms of illness, if not already using a face covering, they will immediately be issued one and will be isolated until they leave the building.

### **Reasonable school-setting Social Distancing:**

Reasonable school-setting social distancing is protocol on campus and therefore, procedurally, best efforts will be employed to ensure excellence in education through the following:

#### Overall:

- Limiting student enrollment .
- Limiting a maximum of two adults (including teacher) in each classroom.
- Furniture and touch points in the classroom will be limited to learning goals (i.e. desks, textbooks, lab equipment, etc.)

#### Arrival and Dismissal:

- CCS asks families to exercise patience and graciousness to allow for staggered arrival and dismissal. Please stay with your vehicle as CCS ensures safe student transfer from building to vehicles.
- Bussed students will arrive first and be picked up last. Exact times will be communicated separately.

#### Lunch and recess:

- Lunch times will be staggered to allow for fewer student usage at one time.



- Students will eat in the lunchroom on a staggered schedule, limited tables, and students per table. Additionally, strict cleaning guidelines will be followed by staff and volunteers.
- Recess will take place during the school year and volunteers will be trained to assist students to practice reasonable school-setting social distancing. Disinfecting protocols are in place.

Class or teacher rotation:

- Students will rotate between classes and be dismissed on a staggered system.
- Staff may rotate instead of students when wise to do so.

Locker and restroom usage:

- Student lockers usage and timing will adhere to reasonable school-setting social distancing. All lockers will be sanitized nightly.
- Students must keep all items in their lockers - no storage in restrooms will be available. Hooks in the Phase 1 restrooms are available to hang clothing for changing into phy ed uniforms.
- For this academic year, CCS is not permitting locker decorations externally so that proper disinfecting may take place. One will note that lower level teachers have employed laminated name tags so that they may be wiped.

**Janitorial**

- Regular janitorial practices are implemented, including routine cleaning, sanitizing, and disinfecting of work surfaces, desks, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms.
- Frequent (during the day and at the end of the school day) cleaning, disinfecting, or sanitizing will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, light switches, etc.
- All trash and recycling receptacles will be emptied nightly.



## Chapter 2 Protocols for Illness

### Symptoms or *Possibility* of Exposure

If experiencing or suspecting COVID-19 symptoms, such as a new cough, shortness of breath, or fever of 100.4 degrees, please call your healthcare provider about testing. Then, call the office at 763-689-3806 so we can begin the Excused Absence protocol - see *Parent Handbook*, page 24. **Please keep all siblings home as well.**

We ask families to partner with CCS by following one of two guidelines:

1. Follow the “Decision Tree” document provided by the Minnesota Department of Health, (copy and summary below) or
2. Stay home for 14-days.

NOTE: These options apply when a parent is considered to be suspect or have a confirmed positive case of COVID. Furthermore, people with other illnesses, for example, strep throat, pink eye, or stomach flu, should stay-at-home until 24-hours have passed without symptom or use of fever-reducing medicines.

**ADDENDUM** to 2020-21 Student Guidelines and Parent Handbook: “If illness restricts in-person learning for an extended period of time, CCS will work with the family to provide a learning alternative which may include an online platform.” Otherwise, the “Excused Absence” policy found in the K-6 (pg. 10) and 7-12 (pg. 8) Student Guidelines handbooks will be followed for homework submission.

In general,

- if a student has a *common symptom* of a runny nose, scratchy throat, or slight cough with no fever, keep the student home for 24-hours and monitor symptoms. If determined to be a common symptom, the student may return to school. At this juncture, siblings do not need to stay home.
- If a student is experiencing two or more common symptoms and at least one *uncommon* symptom, such as muscle pain or severe headache, keep the student **and siblings** home. At this point, please contact the healthcare provider. Follow healthcare provider guidelines or refer to the Decision Tree from the MDH.
- If a student has been in close contact (see definition below) with one who is lab-confirmed positive of COVID-19, that student must remain away from all activities for at least 14-days of last known contact with the person with the positive case. OR, the



parent may contact the healthcare provider to have the student tested. Please follow the healthcare provider's recommendation. At this point in the decision tree, siblings need to stay at home as well.

### **Decision Tree for Asking Students to Temporarily Distance Learn**

The process for deciding if or when a class, grade, or the school will need to opt for temporary distance learning is as follows:

In general,

1. If one student has a laboratory-confirmed positive case, we will not consider all students to be "close contact" persons due to the precautions in place. Those include reasonable school setting social distancing, clear barriers in classrooms, daily cleaning and sanitizing, air purification, grade cohorting, limited class size, staggered entry and exit of building, staggered hall rotation of students, etc.
2. Once two laboratory-confirmed positive exposure has occurred in the same grade/grade grouping:
  - a. All students in that grade/grade grouping will need to do temporary, synchronous distance learning.
    - i. With the extensive daily cleaning, the remaining grades/grade groupings will still attend school.
    - ii. The distance learning students will follow a synchronous course schedule according to their current class schedule. Chromebooks will be provided as before.
3. If a student in another grade/grade grouping, meaning there are now three laboratory confirmed cases of COVID-19, all (elementary and secondary) students will transition to distance learning for 14-days following the most recently diagnosed case.

NOTE: These policies are revisited regularly as more information becomes available.

#### **DEFINITIONS:**

Close Contact: a person who was within 6-feet for at least 15-minutes of someone who is lab confirmed infected with COVID-19. This includes anyone who lives in the same household.

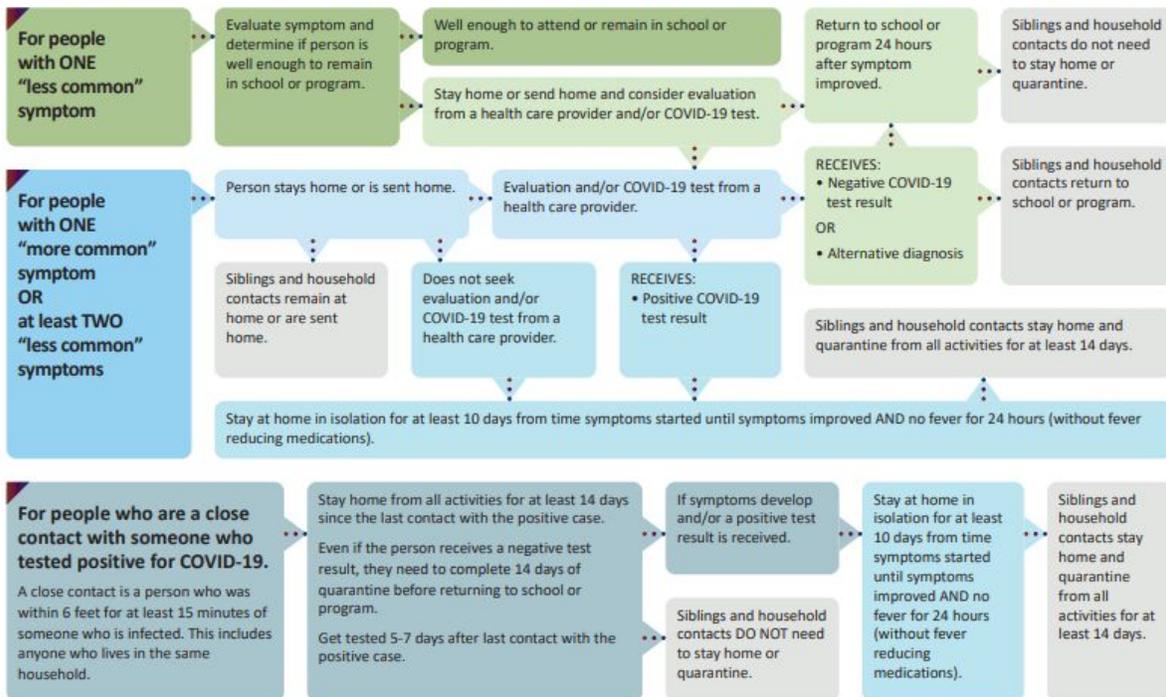
Exposure/Exposed: When a person/student has been in "close contact" with a person - within 6-feet for at least 15-minutes or longer - of someone who has a lab positive test of COVID-19.



MDH Decision Tree

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:
• More common: fever greater than or equal to 100.4°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
• Less common: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



Minnesota Department of Health | health.mn.gov | 651-201-5000
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Contact health.communications@state.mn.us to request an alternate format. | 8/31/2020



### Chapter 3 Protocols for Early Childhood Center

**Setting protocols for the ECC program requires a fluid document based on continuous requirements set forth by MDH and Licensure protocols.**

In general, students and staff follow protocols set forth for in this document. Specific requirements mandated for ECC includes but not limited to:

- Age and school setting, with focus on age-appropriate, reasonable social distancing
- Children kept to assigned small groups throughout the day
- Staff keep minimal cross-oversight
- Toys separated by student/cohort and sanitized after each use
- Families must take all items from their child's cubby at the end of each day to allow for cleaning, sanitizing, and disinfecting
- Parents allowed limited access



## Chapter 4 Learning Model Decision Factors

Setting guidelines for a learning model requires a fluid chart. The below is the decision chart at this time.



### Learning Model Decision Factors

