

Valley Christian School (VCS)
Health and Safety Plan
2020-2021

I. Health and Safety Coordinator

- a. One person will be designated as our Health and Safety Coordinator. This person will have the following responsibilities:
 - 1. Coordinating with the VCS Administrator and teachers to develop accommodations to students at higher risk of infection;
 - 2. Isolating a student, staff member, or visitor who develops symptoms throughout the school day, and removing that person from the building with minimal exposure to others;
 - 3. Updating this document as necessary and informing staff of the changes.

II. Steps to Protect Students and Staff at Higher Risk for Serious Illness

- a. VCS will maintain communication with the Youngstown Health Department to determine current mitigation levels in our community.
- b. VCS will use the following flexible attendance and work area policy for students and staff:
 - i. Students:
 - 1. The attendance policy in the student handbook will not apply if an extended absence or an excessive number of days is missed and it is documented that the absences are due to COVID-19 infection, exposure, or symptoms. These absences would count as excused, even if they go over the days written in the student handbook.
 - 2. High risk students will be given seating arrangements that limit contact with others.
 - 3. In the event that the teacher is conducting a group activity, high risk students will be offered an alternative assignment so as to limit contact with others.
 - ii. Staff:
 - 1. Staff will not be docked pay for days over their allotted PTO if it is documented that the time off was due to COVID-19 infection, exposure, or symptoms. [Click here for more information.](#)
 - 2. High risk staff will be offered duties that minimize their contact with others when possible.

III. Processes for Monitoring Students and Staff for Symptoms and History of Exposure

- a. Students and staff will have their temperature taken upon arrival at VCS.
- b. Students or staff who begin to show symptoms throughout the day will be sent to the Health and Safety Coordinator, who will isolate them.
- c. Local health protocols will be followed- [click here for flow chart](#)
- d. The flexible attendance policy described in Part II above will apply.

IV. Guidelines for Hygiene Practices for Students and Staff

- a. Teachers will be trained and responsible for teaching and reinforcing hand washing, covering coughs and sneezes, and refraining from touching their faces with the students in their homerooms.

- b. Signs on how to stop the spread of COVID-19 will be posted in all classrooms, restrooms, and other highly visible locations throughout the school.
 - c. Students must wash their hands before eating lunch, after activities such as recess or physical education, and any other time the teacher deems necessary.
 - d. Hygiene items, such as soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans will be available throughout the school building for staff, students, and visitors.
- V. Guidelines on the Use of Face Coverings**
- a. VCS will follow the Order issued from the Ohio Department of Health (ODH).
[Click here for more information](#)
- VI. Procedures for Cleaning, Sanitizing, Disinfecting, and Ventilating Learning Spaces and Other Areas Used by Students**
- a. Frequently touched surfaces such as door handles and sink handles will be cleaned and disinfected daily.
 - b. Surfaces that are used by multiple students, such as desk tops and chairs will be disinfected after each use.
 - c. Windows will be opened when possible to ensure good ventilation and circulation of fresh air.
 - d. Exhaust fans will be installed in the central campus elementary building to promote circulation.
- VII. Protocols for Distancing Student Desks/Seating and Other Social Distancing Practices**
- a. Seating arrangement in the classroom will be spaced the maximum distance possible (6 feet when feasible), taking into consideration the size of the room and the number of seats/desks needed.
 - b. When feasible, student desks will be faced the same direction.
 - c. Desk shields will be provided for each desk.
 - d. Guidelines will be reevaluated in the spring to determine if and how to safely go on field trips with students.
- VIII. Procedures for the Use of the Cafeteria and Serving Meals**
- a. The number of students using the cafeteria at one time will be limited to allow for distancing between students. Other common areas may be used to reduce student contact such as the eagles nest and mezzanine.
 - b. Meals will be individually plated or bagged.
 - c. Food and utensils are not to be shared between students.
 - d. Cafeteria surfaces will be disinfected between each use.
- IX. Protocols for Recess and Physical Education Classes**
- a. As much as possible, activities will be chosen that limit close physical proximity of students.
 - b. Shared equipment will be sanitized after each use.
 - c. Those not actively engaged in play should be placed an appropriate distance from each other. This includes those who are sitting out of a game or recess activities as well as changing rooms for high school students.
 - d. At recess or during physical education classes, contact sports should be avoided.
- X. Schedules for Training All Faculty and Staff on the Implementation of the Health and Safety Plan Before Providing Services to Students**
- a. Faculty and staff will be trained on the implementation of this plan on the staff day before starting school.

- b. A copy of this document will be distributed to all faculty and staff.
- XI. Procedures to Limit the Sharing of Materials Among Students**
- a. Shared items will be cleaned and disinfected after each use.
- b. Individual student belongings will be kept separated from others' in individually labeled containers, cubicles, or other areas.
- XII. System for Ensuring Ongoing Communication with Families about the Health and Safety Plan**
- a. A copy of this document will be posted on the school website, valleychristianschools.net and sent home in an information packet.
- b. Any changes to this document will appear on the school website.
- c. Parents will be instructed to keep their children home if they are sick with any type of illness.
- d. Parents will be surveyed to see what individual needs need to be addressed concerning remote learning if it becomes necessary.
- e. Parents and students will be trained to engage in distance learning.
-

Plan Item	Protocols
Athletics	<ul style="list-style-type: none"> ● VCS will comply with all guidelines provided by the OH Department of Health and Human Services, Mahoning County Health Department, and Youngstown City Health Department. ● It is strongly recommended that athletes, coaches, staff, and participants wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (i.e., less than 6 ft.). ● Pre-Work Screening: <ul style="list-style-type: none"> ○ All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout. Screening includes a temperature check. ○ Responses to screening questions for each person must be recorded and stored so that there is a record of everyone present in case a student develops COVID-19. ○ Any person with positive symptoms reported will not be allowed to take part in workouts and must immediately contact his/her primary care provider or other appropriate health care professional. ● There must be no shared athletic equipment (towels, clothing, shoes, or sports-specific equipment) between students. ● Students must wear their own appropriate workout clothing (do not share clothing). ● Individual clothing/towels must be washed and cleaned after every workout/game. ● All athletic equipment including balls must be cleaned after each use and prior to the next workout/game. ● Individual drills requiring the use of athletic equipment are permissible, but the equipment must be cleaned prior to use by the next individual.

Cafeteria	<p>We are still reviewing our cafeteria and food service policy. Our current considerations are as follows:</p> <ul style="list-style-type: none"> ● Meals, snacks & beverages must be individually packaged and served directly to the student. ● Silverware/Napkins will be prepackaged ● Only boxed pre-packaged/bagged lunches from VCS Food Service will be offered. ● Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing.
Classrooms & Facilities	<ul style="list-style-type: none"> ● All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels. ● Common areas including the cafeteria will be cleaned & sanitized by custodial staff throughout the day. ● Evening custodial staff will be responsible for cleaning and disinfecting the entire facility. ● Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow. ● Hand sanitizing dispensers will be placed outside classrooms. ● Desk shields will be provided for every student desk in use. ● Students may only touch or handle their own learning materials (e.g., textbooks, pens). ● Students may not touch or use another student’s locker, backpack, or any other item without first disinfecting the item. ● All students are to wear masks or face shields. Exceptions will be considered on an individual basis with physician diagnosed reason.
Guests, Parents, & Visitors	<ul style="list-style-type: none"> ● Outside visitors will be limited and by appointment only. ● All guests, parents, and visitors are required to wear a mask or face shield. ● Parents are not permitted to enter the building during drop-off or pick-up.
Health Screening on Campus, Waiver of Liability, and Home Health Screening Agreement	<ul style="list-style-type: none"> ● Temperatures of all persons (e.g., students, employees, parents) will be checked prior to entering the campus. ● It is recommended that any person who has traveled out of the country or to a Covid-19 “hot spot” self-quarantine for no less than 14 days at home with no symptoms appearing prior to returning to school. ● Any student that exhibits a fever of 100+ will be held in the isolated sick room and parents will be notified to pick up their child. ● Any employee that exhibits a fever of 100+ will be directed to leave campus immediately. ● If a student/staff presents any possible COVID-19 symptoms, the nurse will complete the assessment and notify parents/staff to be sent home. ● Click here for local health protocols.

<p>Instructional Toggling</p>	<p>Closure:</p> <ul style="list-style-type: none"> ● If VCS is directed to close by the state or local officials, students will begin remote instruction the next school day. ● Protocols and practices to ensure a high level of engagement in learning will be in place to support distance learning. <p>Software:</p> <ul style="list-style-type: none"> ● In order to ensure a smooth transition at any time the school may need to shift from in-person to distance learning, all teachers will be proficient in the use of the following online tools: ● LMS - Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. ● SIS - FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information as well as all parent communication. ● Screencast-O-Matic: This is a free screen recording and video editing program which can be used by teachers to model lessons. <p>Computers:</p> <ul style="list-style-type: none"> ● In Elementary school, we are increasing the number of computer carts available for use by teachers, along with a protocol for continual surface cleaning. ● In the case of toggling, Chromebooks will be made available to all students in need. ● For the Middle and High School students, we have one-to-one program in which every student will utilize a Chromebook. If you have a personal Chromebook, you may use it. Chromebooks will also be available to sign-out at no cost. ● Shared equipment in classrooms will be maintained with a protocol of surface cleaning between every use.
<p>Lost and Found</p>	<ul style="list-style-type: none"> ● This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. ● All lost items will be secured in the Nurse’s office where the items will be sanitized and held for only one week. ● After one week, items will be donated to a local charity.
<p>Masks</p>	<ul style="list-style-type: none"> ● VCS will follow the Order issued from the Ohio Department of Health (ODH). Click here for more information ● The wearing of masks or face shields by students in the classroom is required when the recommended 6 ft. social distancing is not possible. ● Frequent mask breaks will be given when safely able to do so. ● Students are required to wear masks or face shields during times of transition from one location to another when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival, and dismissal). ● Our first orientation of the school year will include education for our students

	<p>on socially appropriate conversation starters about masks.</p> <ul style="list-style-type: none"> ● Our desire is to be an environment where all can truly be part of this community, embraced through the love of Christ, regardless of outer appearance.
<p>Personal Items</p>	<ul style="list-style-type: none"> ● All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus. ● No personal items may be shared (e.g., backpacks, clothing). ● Learning materials may be shared only if necessary once disinfected (e.g., textbooks, tablets). ● All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks).
<p>Physical Distancing & Minimizing Exposure</p>	<p>Drop Off / Dismissal / Welcome Center:</p> <ul style="list-style-type: none"> ● Student drop-off begins at 8:30 AM at designated areas. ● Students will report directly to the classroom. ● Students checking in after 9:00 AM are to be dropped off at the Main Entrance of their campus (e.g., Central Campus High school entrance, elementary entrance) ● Student dismissal will be done in small designated groups to be determined. <p>Check Out:</p> <ul style="list-style-type: none"> ● Parents will call the school secretary to request their child to check out. ● The child will be released when the parent is visible outside the entrance. <p>Classroom:</p> <ul style="list-style-type: none"> ● Upon entering the classroom students will sanitize their hands. ● Students will be instructed not to share items with their classmates. ● Recess schedules will be modified to only allow one class at a time on the playground. <p>P.E. & Recess:</p> <ul style="list-style-type: none"> ● Contact sports will not be permitted during Physical Education classes or Recess times. ● Recreational and sports equipment will be regularly cleaned and sanitized. <p>Facilities:</p> <ul style="list-style-type: none"> ● Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, welcome center, administrative offices) for students and staff: <ul style="list-style-type: none"> ○ Stay 6' apart when possible ○ Proper and frequent handwashing ○ How to stop the spread of germs ● Fire drills, tornado drills, and lockdown drills will be modified or postponed according to ODE guidelines to maintain proper physical distancing to the greatest extent possible. ● Chapel services will be held in small groups with physical distancing in place. ● Chapel seating will be sanitized between each chapel group.

Transportation	<ul style="list-style-type: none">● Transportation provided by partnering districts will send out their protocols for riding the bus safely.● Hand sanitizer will be provided and used by each student prior to boarding.● The Athletic Department will be responsible to ensure the VCS bus is properly disinfected after each use.
Water	<ul style="list-style-type: none">● Water fountains will not be operational. (We are exploring the possibility of converting our fountains into bottle-filling stations).● Students will bring their own water bottles labeled with their name.