

Wichita Christian School Live Safe – Work Safe Plan

K-12

Revised July 21, 2020

In compliance with section 8 of the Live Safe-Work Safe order issued by the Mayor of the City of Wichita Falls on April 24, 2020, the following written plan is established for Wichita Christian School. The following policies and procedures shall always be followed and adhered to by Wichita Christian School clients, employees, and all others entering the business premises.

A. Admittance into any building at Wichita Christian School

- Anyone entering the school premises are required to complete the following before entry.
 - Wear some form of covering over their nose and mouth Temperature must be checked and be 99.5 or below
 - Must sanitize.
- Students and working staff only will be allowed admittance into the buildings at Wichita Christian School.
- Any parent or family volunteer time must be pre-arranged by the administration
- **NOT permitted admittance**
 - Parents, guardians, or caregivers of student (except in emergencies)
 - Employees that are not designated to work
 - Relatives or friends of employees

B. Students and employees will be required to stay home or will be denied admittance at check-in if he/she exhibits any of the following –

- Has a temperature of 99.5 or greater
- Shows sign of respiratory illness
- Coughing
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Runny nose
- Diarrhea
- Vomiting

C. In the event that a student or employee has been diagnosed with COVID-19 or show worsening signs or symptoms listed above, the individual may return to school when all three of the following criteria are met:

- At least 3 days (72 hours) have passed ***since recovery*** (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed ***since symptoms first appeared***. **May only return to school with a medical release.**
- If an individual has symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three-step criteria listed above.
- To return to school before completing the self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

D. In the event that a student or employee is known to have come in close contact with a person that has tested positive, that individual may not return to school until the end of a 14 day self-quarantine period from the last date of exposure.

E. TEA required actions taken in the event an individual that is confirmed positive COVID-19 has been in the school.

- If an individual that has been in school has been lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) will be closed off until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
- All teachers, staff, and families of all students at school will be notified that a lab-confirmed COVID-19 case has been at school. No personal information about the individual will be released.

F. Not Allowed

- Cloth Nap Mats
- Pillows
- Blankets
- Toys or Stuffed Toys

G. Drop Off

K-5th School day is 8 AM-3 PM

6th-8th School day is 8 AM-3:25 PM

9th-12th School day is 9 AM-4 PM

Drop off times & procedures:

K-5th 7:15AM-8:00AM

6th-8th 7:15AM-8:00AM

(Any students K-8th grade arriving before 7:30 AM and after 8:00 AM must go to the front glass doors to the office)

9th-12th 8:00AM-9:00AM

(Any students 9th-12th grade arriving before 8:00 AM and after 9:00 AM must go to the front glass doors to the office)

- GRADES K-2nd Arrival from 7:30 AM-8:00 AM will be in the back parking lot (near the kindergarten portables) Please pull **ALL THE WAY FORWARD**. Students will remain in the car for the temperature check. Be aware, check-in could take several minutes. Open parking spots will be available to use for short term parking only.
- GRADES 3rd-5th Arrival from 7:30 AM-8:00 AM will be at the side doors on Herring Street. Please pull **ALL THE WAY FORWARD to the sidewalk**. Students will remain in the car for the temperature check. Be aware, check-in could take several minutes. There are a limited number of parking spaces available across the street at Patterson's Office Building (labeled for WCS parking only) to use for short term parking only.
- GRADES 6th-8th Arrival from 7:30 AM-8:00 AM will be at the glass door gym entrance. Please pull **UP TO THE AWNING**. Students will remain in the car for the temperature check. Be aware, check-in could take several minutes.
- GRADES 9-12 Arrival from 7:30 AM-8:00 AM will have two entrances. One will be at the glass door gym entrance or the back parking lot door entrance. Students will be allowed to park and walk up to the door. Students will not enter the building until their temperature has been checked. Be aware, check-in could take several minutes.
- A Health Guidelines Affidavit must be signed and turned in each day at check-in.
 - Health Guidelines Affidavit packet will be provided.
 - Health Guidelines Affidavit must be completed by parent/guardian before drop off.
- Clipboards and pens will be disinfected after each use.
- Temperature of the student will be taken each day at check-in and signed health guidelines affidavit will be turned in.
- Students will immediately sanitize hands upon admittance and continue to the designated classroom.
- All students will need to wear their mask in the hallways, and large space areas such as the concession area, cafeteria, and office areas.

H. Dismissal

- Kindergarten and 1st grade will dismiss in the back parking lot at 3 PM
- 2nd and 3rd grade will dismiss through the front glass doors at the gym entrance at 3 PM
- 4th and 5th grades will dismiss at the fence on Manor Lane at 3 PM. *There is no parking available for WCS in the shopping center across the street
- After school care WILL BE available for elementary students. Arrangements can be made with Ms. Rosie by calling the school office
- 6th-8th will dismiss at the Gym doors
- 9th-12th will exit at the gym doors or through the south door near the parking lot

I. Classroom Ratios

- K-3rd grades – 12:1
- 4th-12th grades – 10:1

J. Classroom Guidelines

- No more than two classes in the hallway at a time during the extended passing periods. Masks covering the nose and mouth will be required in the hallways.
- Only one class is permitted on designated outside play areas at a time.
- The time students are standing in line will be minimized. Masks covering the nose and mouth will be required while students are in line.
- Classrooms and shared surfaces/materials will be cleaned multiple times throughout the day. (see Sanitation Guidelines for more details)
- Incorporate more outside activities when able.
- Desks will be spread out throughout the room 6 feet apart from seat to seat.
- Teachers will have face shields.

K. Health Safety Guidelines for Students

- Temperature will be taken throughout the day.
- Masks are not provided but required for all students. Students will wear masks while they are in line and in the hallways. Masks are not required while students are in their classrooms unless they are receiving one on one instruction or working in small groups.
- Water fountains will not be used by students, but the water bottle refill stations can be used.
- Social distancing will be practiced to the best of our abilities.

L. Lunch Guidelines

- Students will have options to purchase a hot lunch or bring lunch from home.
- Social distancing will be in place in the serving line and the designated eating area.
- Food service personnel will wear gloves, masks and face shields.
- All surfaces will be cleaned sanitized after each lunch period

M. Nap Time Guidelines

- Vinyl nap mats ONLY.
 - **No cloth roll up nap mats. No pillows. No blankets. No toys.**
- Children are placed 6 feet or more apart.
- After nap, mats are sanitized and then air dried.

N. Cleaning/Sanitation Procedures

- During check in and out, pens and clipboards are sanitized after each use.
- Bathrooms – are cleaned and sanitized by a staff member three or more times per day.
- Touch Zones – areas/objects with consistent contact include but are not limited to; door handles, light switches, and counters, are sanitized by a staff member at the beginning of the day and throughout the day between each class period.
- Classroom materials –
 - Wiped with Clorox wipes as feasible

- Will not be shared-- students will use only their classroom supplies and materials
- Toys that cannot be cleaned and sanitized will not be used.
- Children's books and other paper materials that are used by multiple groups will be isolated for 36 hours before being used by another group.
- Outdoor equipment will be sprayed with a sanitizing solution after each class.
- Areas listed below are spray disinfected at the end of each day with HDQ Neutral.
 - Classrooms, touch zones, gym toys, and other high traffic areas.

O. Employee Guidelines and Procedures

1. All employees, clients and others entering the business premises are required to wear some form of covering over their nose and mouth. Employees do not need to wear a face covering when working in an office unless someone enters the office.
2. All employees shall, when possible and in accordance with their job duties, maintain a six (6) foot distance from other employees, students, and visitors. Employees can move and/or re-arrange their workspace as needed to accomplish this goal. All employees are highly encouraged to utilize electronic communication such as Instant Message, SMS Messaging (Texting), or classroom speaker system where appropriate to effectively communicate with staff and administration.
3. When coming within 6 feet of a student, employee or visitor for job duties, the employee is required to wear a facial covering that covers the nose and mouth. Employees are required to sanitize between each interaction, so as to limit the potential spread of COVID-19 during these encounters.
4. If an employee is required to touch a patron as necessary to perform the function of their duties, the employee must wash their hands thoroughly between each interaction. The employee is also required to clean and disinfect all equipment utilized on one individual before that equipment is utilized on the next individual.
5. The office staff will monitor the front entrance and verify that all employees, guests, and students have a verified temperature check, wear a face covering and use hand sanitizer upon entering the premises.
6. Every two hours, an employee shall be assigned to monitor and clean with an isopropyl alcohol solution all buttons, touch screens, or tangible property that is regularly used and touched by different individuals throughout the day.
7. All Employees are required to watch these YouTube videos: (Recommended videos for training)
 - a. <https://www.youtube.com/watch?v=1Vb6JhgdHos> -How to wear a face mask
 - b. <https://www.youtube.com/watch?v=BJsyD-NDtRA> – How to clean a face mask
 - c. <https://www.youtube.com/watch?v=seA1wbXUQTs> – How to wash your hands
 - d. <https://www.youtube.com/watch?v=bmR2nglFncQ> – How to Clean High Touch Surfaces
 - e. <https://www.youtube.com/watch?v=2yLflm7pKEU> – Respiratory Etiquette Training

8. All employees must be screened before coming into the school for new or worsening cough; shortness of breath; sore throat; loss of taste or smell; feeling feverish or a measured temperature greater than or equal to 99.5 degrees Fahrenheit; or known close contact with a person who is lab-confirmed to have COVID-19.

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About Think of IT Computer Services Think

This document is subject to change as updated guidelines and mandates are made a available.

Wichita Christian School

Pledge to Practice COVID 19 Prevention

This form will be required every day upon student entry into the facility.

Please sign and return this form to your administrator to indicate that you have read the WCS COVID-19 Health and Safety Guidelines.

I, _____ **(Name of Student)**

have read and agree to follow the Wichita Christian School COVID-19 Health and Safety Guidelines shown above. I affirm that I, nor anyone in the household has exhibited any of the symptoms from page one in the past 24 hours. **I further affirm that I have not taken fever reducing medications, cough syrups, nor nausea reducing medications in the past 24 hours.**

I, _____ **(Parent or Guardian)**

have read and agree to follow the Wichita Christian Preschool COVID-19 Health and Safety Guidelines shown above. I affirm that my child, nor anyone in the household has exhibited any of the symptoms from page one in the past 24 hours. **I further affirm that my child has not been given fever reducing medications, cough syrups, nor nausea reducing medications in the past 24 hours.**

Student Signature

Date

Parent/Guardian Signature

Date