



COVID-19 School Plan (CSP)

Fall 2021

Aliso Viejo Christian School, in response to the continued impact of COVID-19 on our community, has developed the following extensive plan of action for the re-opening of school in August, 2021.

The following plan addresses the use of facilities, health and safety protocols for students and staff of AVCS, cleaning/disinfecting of classrooms and common surfaces. Adherence to the plan and responsible party ensures that AVCS is following the current HIPAA and FERPA laws as required by law.

Questions regarding the COVID-19 plan, or questions regarding HIPAA and FERPA laws should be directed to Meredith Arldt. In the event that Meredith Arldt, Assistant Principal, is absent or unavailable, questions or concerns should be directed to Kalyn Peterson, Principal.

While much has been learned by the various health organizations regarding COVID-19 and the spread of this virus, this document may be updated periodically as new information is collected, additional practices are deemed beneficial, or the impact on the local community changes. Changes to this document will be provided to families and staff as necessary.

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Part 1: General Information

AVCS has developed screening processes specific to student and staff health. These processes are to be followed daily and for any additional and/or after school events as directed by administration. Specifics regarding the processes and procedures can be found in Part Six (6) of this document.

AVCS has developed a plan to address the possibility of a future campus closure. This document is specific to the organizational needs that will be communicated to staff and parents should a campus closure occur. This is the AVCS School Re-entry plan.

When permitted, Church of Hope can maintain the use of the sanctuary for weekend services as has been in place. Church of Hope must maintain healthy practices of congregational members and visitors by implementing health screenings, utilizing the available ventilation procedures, and adhering to any cleaning/disinfecting protocols as communicated to them by AVCS/LCC administrators.

Part 2: Healthy Hygiene Practices

AVCS will teach and reinforce washing of hands, avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes.

- Students will be taught and staff will be reminded to use tissue to wipe noses and to cough/sneeze inside a tissue or into their elbow.
- Students and staff will be reminded to wash hands before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
- Students and staff should wash hands for twenty (20) seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff should model and practice handwashing and use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Staff and students will be instructed to use hand sanitizer when handwashing is not practicable. Hand sanitizer must be rubbed into hand until completely dry.

Face Masks:

- All students and staff are required to wear a mask while indoors on campus.
- Students and staff wearing face masks/shields should refrain from touching the masks.
- Cloth masks should be washed daily to avoid the spread of viruses and bacteria.

Part 3: Cleaning, Disinfecting, and Ventilation of campus

- AVCS will Fog internal classroom spaces and hallways on a regular basis using a commercial grade fogging cleanser.
- AVCS staff will clean and disinfect frequently-touched surfaces within school throughout the day.
- Frequently-touched surfaces include:
 - Door handles
 - Light switches
 - Tables
 - Student desks
 - Student chairs
 - Faucets
- Proper disinfecting of hard surfaces using disinfecting wipes requires that the surface maintain a wet appearance for a minimum of 5 minutes in order to properly eliminate any germs.

Part 4: Physical Distancing Inside and Outside the classroom

In the classroom:

- AVCS will encourage physical distancing in the classroom when feasible and appropriate.

Sharing of supplies:

- AVCS will minimize the use of high-touch materials, limiting the use of the materials as appropriate and will disinfect shared materials between use in enrichment classes.
- AVCS will avoid sharing of clothing, toys, books, and other learning aids as practical.

Part 5: Educating Staff and Families

- AVCS Staff will be required to attend training at the start of school and throughout the school year on practices and procedures for staff, student and school safety specific to COVID-19.
- Training will include:
 - Sanitation practices
 - Physical Distancing guidelines and importance
 - Use of face coverings

Part 6: Signs and Symptoms

- AVCS will not discriminate against students, families, or staff who were/are diagnosed with COVID-19.
- Staff and student families who are sick are required to stay home for 10 consecutive days based upon current CDC and Health organization recommendations.
- Students within close contact with an infected family member must quarantine for 10 days.
- AVCS has developed policies that encourage sick staff and students to stay home without fear or reprisal. Families should communicate absences to teachers. In the case of a long-term absence families should notify both the teacher and the administration of the reasoning for the absence.
- AVCS will document/track incidents of possible exposure and notify appropriate entities of any positive cases of COVID-19 while maintaining confidentiality, as required under FERPA and HIPAA laws.
- In the case of a student exhibiting symptoms of COVID-19, Meredith Arldt or a designated staff member will communicate with the parent/caregiver regarding the next steps for student and community safety.

- AVCS will monitor staff and students throughout the day for signs of illness; staff and students with a fever of 100.4 or higher, cough or other COVID-19 symptoms will be sent home.
- AVCS will not penalize students or families for missing class.

Part 6: Plans for When a Staff Member or Child Becomes Sick with COVID-19

- Sick individuals and anyone exhibiting signs of COVID-19 will be required to wear a face covering and to wait in an isolated area until they can be transported home or to a healthcare facility.
- In the case of a staff member or student showing symptoms of COVID-19, AVCS will communicate with the identified Emergency Contact, as appropriate.
- Sick staff and students are not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days have passed since symptoms first appeared.

Part 7: Maintaining Healthy Operations

- AVCS will monitor staff absenteeism.
- In the case of a long-term absence, AVCS will assign a long-term sub. In the case in which a long-term sub cannot be found, AVCS enrichment teachers or Instructional Assistants may be asked to serve as the long-term substitute teacher.
- Meredith Arldt will serve as the designated staff liaison and will be the responsible party for responding to COVID-19 concerns. Employees will be notified on how to best contact her.
- AVCS will provide notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state laws.

Part 8: Considerations for Closure

- AVCS will monitor both state and local orders as well as health department notices daily about transmission in the area or closures and will adjust operations accordingly. Specifics regarding the impact to school functions are found in the AVCS School Re-Entry document.
- When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, AVCS will implement the following steps:

- In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary.
- Institute standard guidance for isolation at home for at least 10 days after close contact, the classroom or office space where the patient was based will typically need to close temporarily as students or staff isolate.
- In addition, other areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- When 5% or more of a grade level cohort concurrently tests positive for COVID-19, the impacted cohort will move to remote learning for 10 calendar days. The school will communicate this to parents via email and will include the date learning will return to in-person instruction.
- If at any time 5% over the overall population of the school concurrently test positive for COVID-19 the school will transition to remote learning for 14 calendar days.
- If at any time 5% of the overall staff of AVCS concurrently test positive for COVID-19. The school will transition to remote learning for 14 Calendar days.
- AVCS will implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.
- AVCS will develop a plan for continuity of education during a school closure.

