

PINEWOOD  
CHRISTIAN ACADEMY  
ESTABLISHED 1996



**RE-OPENING PLAN FOR THE  
2020-21 SCHOOL YEAR**

## GUIDING PRINCIPLES

- PCA is an educational ministry that works best through direct instruction in a setting that provides face to face interaction.
- PCA affirms that, while God is ultimately in control of all things, we have a duty to be good stewards of the children and families with whom we partner.
- PCA places a high priority on the health and safety of our students, faculty, and staff (and, by extension, their families).
- PCA acknowledges that people (especially children) get sick and that reducing the spread of communicable diseases is standard operating procedure in a school setting.
- PCA recognizes that individuals may not present symptoms yet still carry and transmit communicable diseases, including COVID-19.
- PCA will take all reasonable precautions and make all reasonable accommodations to reduce the transmission of communicable diseases, including COVID-19.
- PCA relies on the good will of all families and employees to act responsibly and protect the members of our school community (and, by extension, their families) by limiting the spread of communicable diseases, including COVID-19.
- PCA commends all families to choose for themselves what is the most appropriate learning environment for their children, and whether what follows meets their expectations and needs.

## PRECAUTIONS & PROCEDURES

While PCA generally endorses the health and safety measures recommended by scientists and public health experts including social distancing, the use of face masks, and sheltering in place whenever possible, not all of these practices will be feasible in a school setting from day to day.

Therefore, taking into account the recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, state and local officials, and in consideration of our own philosophies, methods, and facilities, the leadership of Pinewood Church and Pinewood Christian Academy have determined to resume normal school activities while taking appropriate steps to mitigate the transmission of communicable diseases, including COVID-19, during the 2020-21 school year.

### **General Health**

In this section, the term “sick” means a combination of runny nose, cough, fatigue, achiness, sore throat, difficulty breathing, loss of taste or smell, vomiting, and/or diarrhea. *Per our Parent / Student Handbook, any student who has a temperature of 100° or more should be kept at home (regardless of other symptoms).*

- All students, faculty, and staff will have their temperature checked twice daily
  - first, upon arrival in the morning
  - second, just before lunch time (at snack time for 3K and PreK students)

- If any student is sick, he or she must be kept at home; if the student has a sibling (or siblings) also attending the school, parents are encouraged to keep them at home as well
- If any faculty or staff member is sick they will stay at home; if a sick teacher or staff member has a child (or multiple children) attending the school, they will be encouraged to keep them home as well
- Any students presenting with a temperature of 100° or more at any time before or during the day will be sent home (parents must ensure that they, or a family member or friend, can come pick up a sick child from school as soon as possible)
- Individuals may return to school after they are symptom free for 24 hours without the use of over-the-counter medication, or if they have a note from a medical professional stating that the child is not contagious (i.e. in the case of antibiotics, allergies, etc.)
- While no student, teacher, or staff member will be required to wear a face mask during the school day, neither will anyone be prohibited from wearing one – *please note that faculty and staff will not be required to enforce parents’ desire for their child to keep a mask on all day (especially younger children)*
- All parents/volunteers who visit classrooms or eat lunch with their child(ren) will check in through the front office and have their temperature taken; individuals who wish to attend chapel will check in through the Grand Hall and have their temperature taken
- After-school activities (e.g. Extended Care, sports, etc.) will operate according to these guidelines

### **Regarding Attendance**

PCA acknowledges that attendance at school is a primary factor contributing to student success. At the same time, given the unprecedented nature of this outbreak, and our desire to protect the health of not only our students, faculty, and staff but all those with whom they come in contact (especially families), *it is imperative that everyone make responsible choices to reduce the spread of communicable diseases by staying home when sick.*

PCA faculty and administration will make every effort to accommodate any family that chooses to keep sick children at home. Our attendance policy is quite lenient when it comes to how many days a child can miss and includes extra grace for absences for medical-related reasons. Please remember, that while we do not differentiate between excused and un-excused absences, a note from home and/or a doctor always helps when/if we have to justify absences.

*\*There will be no Perfect Attendance Awards given at the end of the 2020-21 school year, so please do not send sick children to school for that reason.*

### **School Facilities**

This section refers to parts of the school considered “common” areas where students, faculty, and staff frequently move about including hallways, bathrooms, office, gym, picnic pavilion, etc.

- All “touch points” will be disinfected three times during the school day by an adult faculty or staff member; these include door handles, light switches, bathroom fixtures, counters, etc.
- All hallway bathroom doors will be propped open to reduce contact with hands (these bathrooms are designed such that privacy is maintained even when the doors are open)
- Water fountains will be turned off (see section below regarding Food and Drink)
- Junior High lockers will be spread apart to avoid overcrowding in the hallway
- Classes will have assigned seating during lunch to prevent the double use of any one table each day (again, see section below regarding Food and Drink)
- Students will have daily access to the playground for recess (weather permitting)

### **Classrooms**

This section refers to individual classrooms where students, faculty, and staff spend most of their time together during the school day. *Please note that while the CDC recommends a six-foot distance between every student and/or the use of some sort of barrier (e.g. plexiglass, cardboard, etc.) on each desk, the American Academy of Pediatrics states that such measures are only marginally effective. Therefore, PCA will space students’ desks as far apart as each room and class size realistically allows, but we have to work within the physical spaces that we have.*

- All “touch points” will be disinfected three times during the school day by an adult faculty or staff member; these include door handles, light switches, desks, chairs, tables, etc.
- Teachers will minimize the sharing of classroom supplies such as books, pencils, erasers, markers, scissors, content manipulatives, clipboards, whiteboards, etc.
- Resource and Junior High teachers will ensure that desks, tables, and supplies/equipment are disinfected between each class
- All classrooms will have appropriate disinfectant hand soap and/or sanitizer available for use by faculty, staff, and students
  - *If a student is sensitive to commercial disinfectant soaps and/or alcohol-based sanitizers, parents should communicate with their teacher and personally supply appropriate soap or sanitizer for their child to use*

### **A Note Regarding 3K, PreK, and K**

A major component of early childhood education at PCA is socialization. This occurs both through planned activities and through natural interactions. Therefore, our 3K, PreK, and K classes have tables at which children sit, talk, learn, and play. *While we recognize that distance is key in preventing the spread of communicable diseases, including COVID-19, we also believe that putting young children in desks and expecting them to interact at a “distance” is counter-intuitive and counter-productive to well-documented learning practices at that age level.*

PCA acknowledges that young children learn through play. It is therefore imperative that early childhood classrooms include centers and toys for daily use. *Please be aware that we cannot*

*disinfect every toy handled by a child every day. The CDC has stated recently that COVID-19 in particular is not viable on surfaces for as long as they originally thought. Therefore, PCA will reduce excess toys in these classes.*

### **Food and Drink**

This section refers to school policy (for the foreseeable future) regarding snacks, lunches, and drinks during the school day.

- All students will bring their own snacks to school
- All students will bring their own lunches to school (except when eating hot lunch – *the hot lunch coordinator will wear a mask and gloves when serving food*)
- All students will bring their own water to school – *this is particularly important as all water fountains on campus will be turned off*
- There will be no sharing of food and/or drink during the school day
- All classes will eat lunch, as usual, outside in the picnic pavilion (weather permitting)

### **Response to COVID Exposure and/or Positive Case**

This section outlines procedures PCA will follow if/when a student (or member of his or her household) is exposed to or tests positive for COVID-19. ***In the event that a student (or a member of the student's household) is exposed to and/or tests positive for COVID-19, the school should be notified immediately.***

- If a family suspects a member of their household has been exposed to COVID-19, they are strongly encouraged to keep their child(ren) at home until EITHER no symptoms present for 14 days OR a test shows negative for infection
- When a student or staff (or a member of their household) tests positive for COVID-19, the following actions will be taken:
  - The individual AND any siblings or children that attend the school MUST quarantine at home for the recommended 14-day period; individuals may return to school either
    - if symptomatic: after he/she is symptom-free for 72 hours without the aid of medication and/or a new test proves negative for infection
    - OR
    - if asymptomatic: he/she is still symptom-free after 14 days and/or a new test proves negative for infection after 14 days
  - All parents will be notified by phone and/or text message (parents must ensure their contact information is accurate in Gradelink)
  - Daily temperature checks will be doubled for both students and staff in the class
  - The classroom will be thoroughly disinfected; if the class visited a Resource room on the day the school is notified, that room will be also be disinfected
  - If the positive case is in junior high, all rooms in which the student has classes will be disinfected and temperature checks for all other junior high students will be doubled daily

- While a quarantine period will not be required for all students in a class, teachers and administration will make reasonable efforts to accommodate any family who chooses to keep a child at home for an extended period to monitor him or her for symptoms (this includes siblings of the student who also attend the school)
- Parents should be extra vigilant to closely monitor their children (and any siblings who also attend the school) and keep them at home if they have a temperature of 100° or more and/or show signs of sickness

### **Responsibility to the PCA Community**

Irrespective of an individual's beliefs and/or politics regarding the origins, spread, and/or response to the Corona pandemic, it is the duty of each family to protect others in the PCA community from illness (of any kind). *Therefore, all PCA families are accountable to the following principles upon returning to school in August:*

- Any student that is sick must be kept at home; if the student has a sibling (or siblings) also attending the school, parents are encouraged to keep them at home as well
- Any students presenting with a temperature of 100° or more at any time should be kept home; if a student develops a fever during the school day, he or she must be picked up as soon as possible
- Any family that knowingly sends a student who has tested positive for COVID-19 to school could face dismissal
- Any attempt by any student or family to vilify or ostracize another student and/or his or her family for contracting and/or unwittingly exposing classmates to illness will be viewed as a violation of PCA's Family Covenant which states:

*I acknowledge that there will be times when I may be at odds with a PCA teacher, administrator, staff member, or other parent(s) and that dealing with such conflict publicly (e.g. harassment, gossip, social media, etc.) is potentially harmful to our school partnership, the PCA community in general, and the witness and reputation of PCA as a Christian school (see Galatians 5:13-15). Therefore, I commit to following the biblical principles of peacemaking and reconciliation as set forth in Matthew 18:15-17 and Ephesians 4:29-32 in all of my interactions, with the understanding that all other PCA faculty, administrators, staff, and families commit to doing the same.*

**PCA 2020-2021 HEALTH & SAFETY AGREEMENT**

*I have read, understand, and agree to the principles and guidelines presented in the PCA Re-Opening Plan for the 2020-21 School Year.*

*I consent to send my child(ren) to PCA under the conditions of this plan.*

*I understand that PCA is not responsible for any transmission of an illness among its students and/or staff, and I will not hold PCA liable in the unlikely event that my child(ren) is/are exposed to and/or contract a communicable disease while attending the school.*

*I agree to do my utmost to reduce the spread of communicable diseases in my school community.*

**Both parents / guardians must sign below to indicate assent to this plan.**

\_\_\_\_\_  
PARENT NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PARENT NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE