

HARVEST

CHRISTIAN ACADEMY

HCA In-Class Operations Plan Updated 1.6.2021

Harvest Christian Academy is a K3 - 12th grade school committed to providing a quality academic experience in a Christian environment. Since 1975, HCA has served our island by delivering an outstanding education in a positive learning environment, as well as offering students the opportunities to pursue music, art, drama, sports, electives, enrichment programs, honors clubs, and other student-led clubs. This combination fosters a love for learning and gives students the ability to fine-tune their talents. At HCA our mission is to teach students to love God, others, and learning. Our school is a place where children can realize their fullest potential in every area of life by providing challenging academics, character-building within a Christian environment, and individualized life mentoring.

With the current state of the COVID-19 pandemic, HCA recognizes the need to implement a detailed school re-entry plan to minimize the risk of transmission of COVID-19 disease to members of our student body, school families, faculty and staff, and the greater Guam community. HCA's re-entry task force committee includes guidance from our accreditation agency, healthcare professionals, DPHSS, CDC, parents, teachers, and HCA Administration. HCA is able to execute the physical campus modifications needed to support students returning to campus in the fall of 2020.

As we prepare to move into the reopening of Harvest Christian Academy, we provide this guidance as a summary and in compliance with Department of Health Guidance Minimum Requirement Memorandum.

General Guidelines

- Direct students and staff to stay home if they, or anyone in their community living spaces, have COVID-19 symptoms. [COVID-19 symptoms are according to the CDC:](#)
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
 - This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.
- Symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) will not exclude staff or students from school.
- Direct hand hygiene on entry to school every day: Wash with soap and water or use an alcohol-based hand sanitizer with 60-95% alcohol. Students and staff will be reminded to practice hand hygiene throughout the day.

Entering Campus

- Students entry to campus
 - Passive Screening. Instruct parents to screen students before leaving for school and to keep students at home if they have symptoms consistent with COVID-19.
 - Active Screening. Engage in symptom screening (consistent with public health guidance) as students enter campus, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and monitor for COVID-19 symptoms.
 - Those with COVID-19 symptoms must remain home until 72 hours after the fever and symptoms are gone (without use of fever reducing medicine).
 - Anyone displaying or reporting COVID-19 symptoms of concern must be isolated and sent home as soon as possible.
 - Anyone diagnosed with COVID-19 may return to school:
 - 10 days after the date of their first positive COVID test; and
 - 24 hours with no fever (without use of fever-reducing medications) and other symptoms have improved.
 - The HCA Nurse must clear any student that is sent home for being sick prior to the student returning to class.

- Staff entry to campus
 - Passive Screening. Instruct staff to self-screen before leaving for work and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
 - Active Screening. As staff enter worksites, engage in symptom screening, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure below 100.4 degrees Fahrenheit), and ask staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Infrared No-Touch forehead thermometers will be used to check staff and student temperatures daily.
 - Anyone displaying or reporting COVID-19 symptoms of concern must be isolated and sent home as soon as possible.
 - Anyone diagnosed with COVID-19 may return to work:
 - 10 days after the date of their first positive COVID test; and
 - 24 hours with no fever (without use of fever-reducing medications) and other symptoms have improved.
 - Drop-off locations
 - HCA will utilize multiple drop off locations and staggered drop off times across campus to reduce student traffic as they enter the facilities.
 - When possible, hallway traffic flow will be designated to a single direction.
 - Establish procedures for keeping parent/guardian/caregiver drop-off as brief as possible.
 - Encourage [CDC recommended social distancing](#) during arrival procedures.
- Staff and student attendance records will be recorded to aide in contact tracing.

Entering the Classroom

- Infrared No-Touch forehead thermometers will be used to check student temperatures before entering the student's homeroom.
- Students will be encouraged to practice [hand hygiene](#) as recommended by the CDC when entering the classroom.

In the Classroom

- Faculty & staff face coverings required:
 - Staff who are regularly within six feet of students and/or other individuals on campus. To facilitate the learning process, teachers may wear facemasks when the distance between individuals is greater than 6 feet.
 - Staff preparing and/or serving/delivering meals
 - Front office staff
 - School RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.
- Student face coverings required:
 - Face coverings are not recommended for anyone who has trouble breathing or other related health conditions.
 - Face coverings are not required when a student is eating/drinking.
 - Face shields may be worn in addition, but may not replace face coverings.
 - Additional information on the use of cloth masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Seating:
 - Seating will be arranged to ensure a 6' separation between students as outlined by Guam Department of Public Health and Social Services.
 - When possible, arrange student desks so that all students are facing the same direction, or have a plexiglass shield.
 - When possible, assign seating so students are in the same seat during the day.
 - If seats are used by multiple students throughout the day, sanitation wipes are accessible for the students/teachers.
 - All desks will be sanitized throughout each school day.
- Materials
 - Provide masks if the student/staff does not have a clean face covering.
 - Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.).
 - Clean these items frequently. Provide hand sanitizer, wipes, and tissues for use by students and staff.

- Air Quality
 - Classrooms are equipped with HEPA certified air filtration units.
- Handwashing
 - Remind students through signage and regular reminders from staff of the importance of hand hygiene and respiratory etiquette.
 - Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately.
 - Wash hands with soap and water or use an [alcohol-based hand sanitizer with 60-95% alcohol as recommended by the CDC](#).
 - Students will be trained and reminded to maintain social distancing and proper hygiene while in the bathroom.

Hallways

- Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.

Recess

- Keep school playgrounds closed to the general public.
- Limit the number of students on the playground to promote physical distancing.
- At the conclusion of recess, the students and staff will wash hands with soap and water or use an alcohol-based hand sanitizer with 60-95% alcohol.
- Disinfect the playground between sessions.

Lunch

- Normal DPHSS food standards and protocol will be followed.
- Staff serving meals must wear face coverings.
- Students must wash hands before meals and will be encouraged to do so after meals.
- Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items).
- Disinfecting and cleaning of tables between meal periods.
- Lunch schedules and locations will shift so that students can spread out and safely remove their masks for the lunch period. This will require some classes eating in their homeroom, or in outside seating options.

After School Pick-Up

- Utilize multiple pick-up locations across campus to reduce student and parent traffic as they exit the facilities.
- Create a staggered dismissal schedule.
- Encourage physical distancing during dismissal procedures.
- Establish procedures for keeping parent/guardian/caregiver pick-up as brief as possible.

Extended Care

- Practice hand hygiene upon entering extended care, and throughout the time, as necessary.
- Limit the number of students in each section to allow for physical distancing.
- Establish procedures to centralize parent/guardian/caregiver pick-up to limit interaction.

Visitors on Campus

- Restrict non-essential visitors.
- Essential visitors must observe social distancing while on campus.
- Screen all visitors for symptoms upon every entry.
- Visitors must wash or sanitize their hands upon entry.
- Visitors must wear face coverings in accordance with local public health authority and CDC guidelines.
- Have hand sanitizer and hand washing stations available if signing children in or out using an electronic device or paper/paper sheets.

Facility Cleaning & Disinfection

- Install hand sanitizer dispensers near main building entrances and high-traffic areas. Hand sanitizer will be available in every classroom.
- Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.
- Equipment: Develop and use sanitizing protocols for equipment.
- Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be

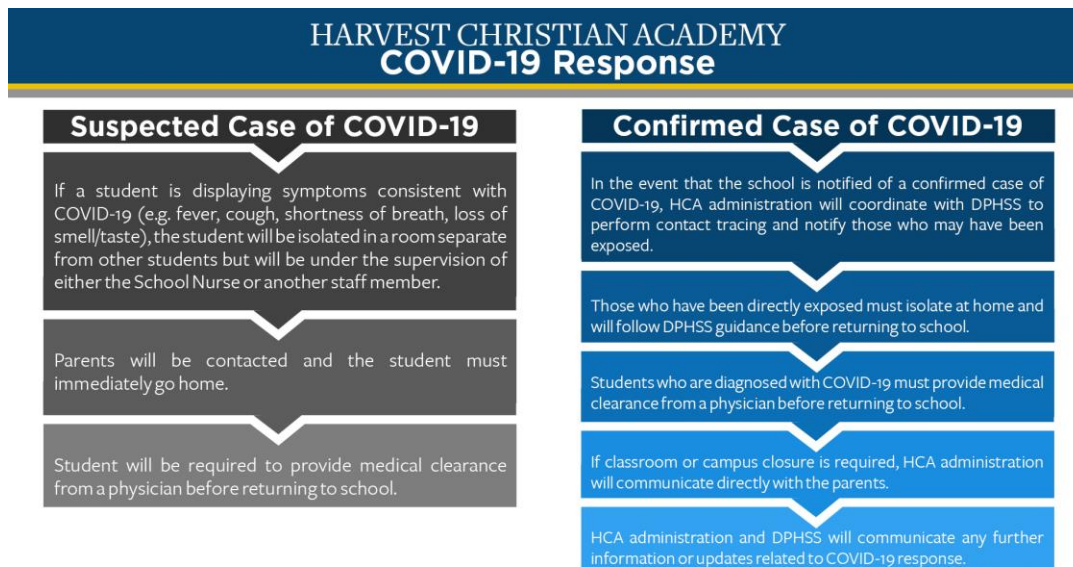
labeled prior to entering school and use should be limited to the item owner.

- Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies). Maintain clean and disinfected ([CDC guidance](#)) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.
- Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.
- Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible.
- Facilities will be cleaned and disinfected daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).

Events

- Modify field trips, assemblies, athletic events, special performances, and other large gatherings to meet requirements for physical distancing.
- Special Classes (P.E., Music, Art): Modify schedules and room layouts to allow physical distancing within these classes. Students will remain with their own class and practice hand hygiene before and after these classes.

Response to Outbreak



**All information is subject to change to align with guidance received from the Guam Department of Public Health and Social Services*

- Sign-in/sign-out protocol and/or daily attendance will help facilitate contact tracing.
- Coordinate with DPHSS and the CDC for outbreak response.

- In the event of closure, distance learning will begin without interruption.
- Before staff and students return to campus, the facilities will be cleaned, sanitized and disinfected in accordance with CDC guidelines.

Early Learning Center Child Care Guidelines

- Students will stay with their own cohort group each day to limit possible transmission of COVID-19.
- Sanitation stations will be set up at the entrance to the Early Learning Center and at the entrance of every classroom. When handwashing is not possible, students will be provided hand sanitizer with at least 60% alcohol.
- Staff members, aides, and older children will wear face coverings within the ELC facility.
- Teachers and aides will greet children outside the ELC and escort them inside, to limit outside visitors on campus.
- Parents/guardians will be instructed to take their child's temperature and screen for symptoms prior to arriving on campus.
- Teachers, aides and students will also be screened upon arrival, with a temperature check and a visual inspection for possible symptoms.
- Each classroom will have a classroom aide throughout the day to assist with hand hygiene and the regular sanitizing and disinfecting of tables, chairs, other surfaces, toys, and materials in the classroom.
- Teachers will model and implement social distancing measures with students.
- Classroom seating at tables and the carpet will be structured to promote physical distancing.
- Classroom seating will include Plexiglass separation between student work areas.
- Students will be assisted with hand hygiene (washing or sanitizer) frequently throughout the day, including before and after meals.
- Materials will be personalized (pencils, crayons, etc.) to limit the sharing of items.
- The Early Learning Center playground equipment and benches will be disinfected between sessions. Students will practice hand hygiene before and after playground use.
- During nap time, nap mats will be staggered in accordance with DPHSS guidelines to promote physical distancing between students. Mats will be used by the same student every day and will be disinfected after each use. Blankets and pillows will be disinfected regularly.

- Students will remain in their classroom during dismissal. Teachers and aides will escort children to the car during dismissal.

Resources & School Nurse

HCA has dedicated a team of professionals for the implementation and maintenance of COVID safety protocols. The school nurse is a key resource for health questions and evaluations of staff and students. Any questions related to this plan should be directed to the HCA Administration office at (671) 477-6341 or Lindsay.nagengast@hcaguam.net