



Re-entry Plan for Fall 2020
Updated: 7/13/2020

Planning Team: Jessica Potter (Head of School), Mike Deppen (Business Manager), Kathy Bittner (Office Manager)

Approved by the KCA School Board

Signature: _____

Date: _____

Reviewed by Asbury United Methodist Church

Signature: _____

Date: _____

	At-Home Distance Learning	Social Distancing Model	“Business as Usual” Model
Social Distancing	Stay at home	<p>Maintain 6’ social distancing whenever possible.</p> <p>Desks will be spread out in the classrooms giving as close to 6’ of space between students as possible.</p> <p>All desks will be facing the front of the classroom.</p>	None; discretion used for those with symptoms
At-risk Populations	Stay at home	<p>Maintain 6’ social distancing whenever possible.</p> <p>Wear a face mask or shield at all times.</p> <p>The option of working from home will be given if possible.</p>	Discretion

7/14/2020

Max Group Size	All meetings will be held via Zoom or a similar platform.	Per state guidelines Class sizes will be capped at no more than 8-10 students depending on the size of the classroom.	No limit
Staff	Teaching staff will work from home implementing distance learning. Administrative staff may work in the building on a rotating schedule in accordance with state guidelines.	All staff will return to school unless they are deemed at risk and are able to work from home.	Normal operations
Chapel	N/A	Chapels will still be held on the first, third, and fifth Fridays of each month. Chapel speakers will record their talks and submit them no less than two days before their scheduled chapel. Recorded talks will be shown in each classroom. Teachers may include a time of singing before or after showing the recording. On the second and fourth Fridays of each month, teachers will run an extended time of devotion. They	Normal operations

		may use Right Now Media for these devotions.	
Classrooms	<p>Online learning</p> <p>PreK through second grades will use the Seesaw platform.</p> <p>Third grade and up will use the Alpha Omega Ignitia/Alliance platform.</p> <p>Teachers will provide instruction throughout each day at set times through class Zoom meetings. These instructional times will follow a regular school day schedule. Independent work will be completed using the Seesaw or Ignitia platforms. Individual help will be offered as needed.</p> <p>Fridays will be run using the same schedule as Mondays-Thursdays.</p> <p>Enrichment classes will be offered virtually at their normally scheduled times.</p> <p>Grades will be given according to KCA handbooks for the classes that are able to be implemented using virtual platforms.</p>	<p>Classes will be cohorted.</p> <p>Class sizes will be capped at no more than 8-10 students depending on the size of the classroom to allow for social distancing.</p> <p>Enrichment classes will be held in classrooms; no combined classes or changing classrooms. All excess furniture will be removed from the classrooms.</p> <p>Student desks will be spread out around the classroom as close to 6' apart as possible all facing the same direction.</p> <p>Every time students enter their classrooms, they will be required to use hand sanitizer before returning to their desks.</p> <p>Hand sanitizer will be available at the entrance of each classroom.</p> <p>Students will each be assigned a laptop computer from the school that will not be shared with any other students.</p>	<p>Normal operations</p> <p>**Teachers will have a five-day virtual learning plan available at all times.</p>

	<p>Classes that are not implemented using virtual classrooms will receive an N/A on the report card.</p> <p>If students complete less than 50% of the assigned distance learning work, they will receive an Incomplete for that class noted as an <i>I</i> on the report card.</p> <p>Multiple incompletes may result in the student repeating the grade level.</p>	<p>Students will have individual desks or bins to keep their supplies in. Supplies will not be shared between students.</p> <p>Any shared classroom materials will be cleaned/disinfected prior to each student use.</p> <p>Any student in grades 3 and up who is not comfortable being in the building will be offered the option of cyber-schooling using the Ignitia program.</p> <p>**Teachers will have a five-day virtual learning plan available at all times.</p>	
Hallways	N/A	<p>Classes will maintain social distancing between classes if they are in the hallway at the same time.</p> <p>In adherence to state mandates, masks are strongly recommended when walking through the hallways.</p>	
Nurse's Office	Closed	<p>Daily temp checks of staff and students may be performed upon entry into the building.</p> <p>An isolation area will be set up in addition to the health room.</p>	Normal operations

		Staff who interact with symptomatic children will wear a face mask or shield.	
COVID Positive Contingency Plan	N/A	<p>Should we have any cases of COVID-19 in the building, the Department of Health (DOH) will be notified and asked for guidance which will then be communicated to staff, families, and Asbury Church administrative team.</p> <p>If a student is required to self-quarantine, online learning will be done throughout the quarantine period.</p> <p>If a staff member is required to self-quarantine, he/she will be required to work from home as long as they are able. This may include distance learning if a whole class is required to self-quarantine. Teaching staff may be required to electronically submit substitute plans, video record and share lessons, and/or participate in their classrooms virtually.</p> <p>All other students and staff will continue daily monitoring for symptoms.</p>	<p>Should we have any cases of COVID-19 in the building, the Department of Health (DOH) will be notified and asked for guidance which will then be communicated to staff and families.</p> <p>If a student is required to self-quarantine, online learning will be done throughout the quarantine period.</p> <p>If a staff member is required to self-quarantine, he/she will be required to work from home as long as they are able. This may include distance learning if a whole class is required to self-quarantine. Teaching staff may be required to electronically submit substitute plans, video record and share lessons, and/or participate in their classrooms virtually.</p> <p>All other students and staff will continue daily monitoring for symptoms.</p>

		<p>The entire room/office space will be cleaned/disinfected according to CDC guidelines prior to return to school.</p> <p>Quarantined staff and students will be allowed to return to school if they have been symptom free for 14 days.</p> <p>Staff and students who have been diagnosed with COVID-19 will be required to be cleared by a doctor before returning to school.</p>	<p>The entire room/office space will be cleaned/disinfected according to CDC guidelines prior to return to school.</p> <p>Quarantined staff and students will be allowed to return to school if they have been symptom free for 14 days.</p> <p>Staff and students who have been diagnosed with COVID-19 will be required to be cleared by a doctor before returning to school.</p>
Morning Drop-off	None	<p>Lobby duty teacher will arrive by 7:30am. Teachers will be in their classrooms by 7:40am.</p> <p>No Before Care will be offered.</p> <p>Beginning at 7:45am, parents, buses, and vans will pull up to the building and check to see if other students are being dropped off.</p> <p>In adherence to state mandates, students are strongly recommended to wear masks during arrival time.</p> <p>Students will stagger- one at the door, one at the bottom of the</p>	Normal operations

		<p>steps; any additional students will wait in their cars, buses, or vans.</p> <p>All students may have a temperature check done at the door prior to entering the building.</p> <p>Parents will wait for the temperature check to be completed before leaving. If a child's temperature registers above 100.4, the child will be sent back to the car to be taken home by the parent.</p> <p>Bus/Van students will adhere to district policies for transportation. If a school district is not providing in-person education, transportation will not be provided.</p> <p>A student who arrives on a bus/van and has a temperature at or above 100.4 upon arrival will be isolated until parents can come to pick him/her up.</p> <p>Students will report directly to their classrooms upon arrival to school. They may unpack and choose an activity to do at their desks (play with toys brought from home, color, draw, write). Once students are settled at their desks, they may remove their masks.</p>	
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<p>Afternoon pick-up</p>	<p>None</p>	<p>Teachers will bring students to the Social Hall at 2:55pm.</p> <p>Each class will have a designated place to stand in the Social Hall. Students will not be sitting in the chairs or touching the tables.</p> <p>In adherence to state mandates, students will be strongly recommended to wear masks throughout dismissal. Parents will park in one of the church parking lots and walk to the school entrance.</p> <p>In adherence to state mandates, parents are strongly recommended to wear masks when picking up their children.</p> <p>Parents will be required to maintain social distancing while waiting for their children to be dismissed by lining up from the door around to the side of the church building and the sidewalk along Reinecke.</p> <p>Administrative staff will communicate via walkie-talkie about students whose parents are waiting to pick them up.</p>	<p>Normal Operations</p>
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		<p>Students will be released from the Social Hall as their parents arrive.</p> <p>Bus students will be dismissed through the school office exit door that leads out to Reinecke.</p> <p>Bus/Van students will adhere to district policies for transportation. If a school district is not providing in-person education, transportation will not be provided.</p>	
Student Electronic Devices	N/A	<p>Students will keep all electronic devices in their backpacks. Electronic devices will remain turned off throughout the duration of the school day.</p> <p>Electronic devices will be confiscated by the teacher if a student has one out during the school day. The device will be returned to the parent at dismissal.</p>	Normal Operations
Masks/Shields	N/A	<p>Green Phase: In adherence to state mandates, students will be strongly recommended to wear masks in hallways and bathrooms.</p> <p>It is optional for students to wear masks in the classrooms while they are at their desks.</p>	Discretion for at-risk people

		<p>Students will be given shields to wear in the classroom when social distancing is not possible.</p> <p>Students and parents are requested to follow local, state, and federal mandates and guidelines regarding masks.</p> <p>Staff will be required to wear masks or shields in hallways and bathrooms and when in close interaction with students.</p> <p>Yellow Phase: In adherence to state mandates, students will be strongly recommended to wear masks in hallways and bathrooms. It is optional for students to wear masks in the classrooms while they are at their desks.</p> <p>Students will be given shields to wear in the classroom when social distancing is not possible.</p> <p>Students and parents are requested to follow local, state, and federal mandates and guidelines regarding masks.</p>	
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		<p>Staff will be required to wear school provided shields at all times throughout the day (in classrooms, hallways, bathrooms, etc.).</p> <p>Both Green and Yellow Phases: Parents may choose to have their students wear masks more often than what is requested.</p> <p>Staff may choose to wear masks/shields more often than required.</p>	
Sanitizing/Cleaning	N/A	<p>All learning spaces will be fully cleaned and disinfected prior to the return of staff on Aug. 19, 2020 and students on Aug. 26, 2020. Staff will train students in proper handwashing and will have set times for their classes to wash hands throughout the day. This will include before and after lunch, before and after recess and gym classes, and other transition times.</p> <p>Throughout the school day, teachers will clean frequently touched surface areas a minimum of every two hours.</p> <p>All teachers and staff will be trained in cleaning procedures at</p>	Continue regular cleaning

		<p>faculty in-service on Aug. 20, 2020.</p> <p>A full cleaning and sanitizing of the building will take place at the end of each school day.</p>	
Bathrooms	N/A	<p>In adherence to state mandates, students are strongly recommended to wear masks when using the bathrooms.</p> <p>One person at a time will be allowed in the bathrooms.</p> <p>Individual bathroom passes will be provided for each student and staff member.</p> <p>Tape will be placed on the floors to maintain social distancing while students wait for the bathroom.</p> <p>Bathrooms will be thoroughly cleaned and disinfected twice a day.</p> <p>High touch areas in the bathrooms will be cleaned a minimum of every two hours.</p>	Normal operations
Food	N/A	Grab and go breakfast items provided by Asbury Church will be handed to students when they	Normal operations

		<p>enter the building. They will take these to their classrooms to eat.</p> <p>Morning snacks and lunches will be brought from home.</p> <p>Students will eat lunch in their classrooms.</p> <p>Students will wash their hands before and after lunch according to a staggered schedule.</p> <p>Desks will be cleaned before and after students eat lunch.</p>	
Water Fountains	N/A	<p>The water fountain will be off-limits.</p> <p>Students will bring and carry water bottles from home.</p> <p>Staff can give students water from the sink in disposable cups.</p>	Normal operations
Recess	N/A	<p>Green Phase: Classes will not be combined for recess.</p> <p>In adherence to state mandates, students will be strongly recommended to wear masks until they get outside. They may</p>	Normal operations

		<p>remove their masks while playing outside. Masks will be placed in individual plastic bags by the students and placed in a specified location during recess.</p> <p>Students will maintain moderate social distancing. Students will not be allowed to touch each other.</p> <p>Students will be requested to retrieve their masks and wear them when entering back into the building and returning to their classroom.</p> <p>Students will wash their hands before returning to their classrooms.</p> <p>For indoor recess, students will bring toys from home in a plastic gallon sized plastic bag to play with. These will be returned home each day for cleaning. Students who do not bring toys from home will have access to classroom toys, and those will be cleaned at the end of the day.</p> <p>Yellow Phase: Students will follow all of the Green Phase guidelines, but social distancing will be more strictly</p>	
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		<p>enforced. Games will be teacher-directed with students spread out and minimal interaction.</p> <p>**For both phases, parents may choose to have their students wear masks more often than what is required.</p>	
Gym class	Gym activities may be offered virtually, but will not be required.	<p>Green Phase: Classes will not be combined for gym.</p> <p>If class is held outside, in adherence to state mandates students will be strongly recommended to wear masks until they get outside. They may remove their masks while participating in class activities. Masks will be placed in individual plastic bags by the students and placed in a specified location during class.</p> <p>Students will maintain moderate social distancing. Students will not be allowed to touch each other.</p> <p>Students will be requested to retrieve their masks and wear them when re-entering the building and returning to their classroom.</p>	

		<p>Students will wash their hands before returning to their classroom.</p> <p>Yellow Phase: Students will follow all of the Green Phase guidelines, but social distancing will be more strictly enforced. Games will include spreading students out and minimal interaction.</p> <p>**For both phases, parents may choose to have their students wear masks more often than what is required.</p>	
Other Enrichment Classes	Art and Spanish assignments may be given through distance learning.	<p>Enrichment teachers will travel to classrooms.</p> <p>Students will not change classrooms.</p>	Normal operations
Field Trips	N/A	No field trips will be taken.	Normal operations
Air Flow	N/A	<p>Filters for the air conditioning unit will be checked/replaced monthly.</p> <p>Staff in classrooms with windows will be encouraged to open the windows.</p> <p>Staff will be encouraged to keep classroom doors open as much as possible.</p>	Normal operations

Visitors and Volunteers	N/A	<p>Green Phase: Parents, visitors, and volunteers may be allowed in the classrooms.</p> <p>Parents, visitors, and volunteers will be required to sign a waiver before entering the building stating that they are not exhibiting any symptoms of COVID-19 and have not been exposed to someone diagnosed with COVID-19.</p> <p>Parents, visitors, and volunteers are required to follow the teacher guidelines for wearing masks/shields.</p> <p>If a parent, visitor, or volunteer does not have a mask or shield, one will be provided by the school.</p> <p>Yellow Phase: Parents, visitors, and volunteers will not be allowed in the classrooms.</p> <p>Parents, visitors, and volunteers will be required to sign a waiver before entering the building stating that they are not exhibiting any symptoms of COVID-19 and have not been exposed to someone diagnosed with COVID-19.</p>	Normal operations
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		<p>Parents, visitors, and volunteers may have their temperature checked to verify a temperature of less than 100.4 before entering the building.</p> <p>Parents, visitors, and volunteers are required to wear masks or shields when entering the office.</p>	
Waivers	N/A	<p>Staff will be required to sign a waiver stating that they will not come to work if they are exhibiting the symptoms of COVID-19 as stated by the CDC.</p> <p>Parents will be required to sign a waiver stating that they will not send a child to school if he or she is exhibiting the symptoms of COVID-19 as stated by the CDC.</p>	Normal operations
Communication	<p>Head of School will communicate with staff and families about closures and within-school-year changes in safety protocols through email, text, and handouts that will be sent home or handed directly to families at dismissal.</p> <p>Head of School will communicate with public about closures and within-school-year changes in safety protocols through postings</p>	<p>Signs regarding good health and safety practices will be posted in the hallways, classrooms, and bathrooms.</p> <p>Head of School will communicate with staff and families about closures and within-school-year changes in safety protocols through email, text, and handouts that will be sent home or handed directly to families at dismissal.</p>	Normal operations

	on the school website and/or social media pages.	Head of School will communicate with public about closures and within-school-year changes in safety protocols through postings on the school website and/or social media pages.	
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Symptoms: as updated by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

*This plan is intended to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of transmission. However, implementation of these interventions can greatly reduce the risk to our staff and students. (American Academy of Pediatrics, services.aap.org)

**This document may be changed or updated at any time as state and federal safety recommendations change.