

Health and Safety Plan: Upper Bucks Christian School (K-12)

As we prepare for the upcoming school year and the unique opportunities it presents, I want to assure all UBCS families and prospective families that the health and wellbeing of our students, their families, and our staff/faculty is of utmost importance. We have a great faculty team that is committed to giving your students the best education possible. It is important for everyone to remember that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. It is the goal of Upper Bucks Christian School to keep transmission as low as possible to safely continue school activities. The Pennsylvania governor's administration has categorized the reopening of Pennsylvania into three phases:

- **Red** Phase: schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital and non-digital platforms. Large gatherings are prohibited.
- **Yellow** and **Green** Phase: schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by their governing body (school board) and posted on the school's publicly available website.

Based on the current designation of Bucks County, we will be totally reopening for all students and staff. The anticipated start date for in-person learning is August 24, 2020.

A Pandemic Team has been developed to assist Upper Bucks Christian School with our Health and Safety Plan.

- Team Purpose:
 - Facilitating the local planning process of the plan.
 - Monitoring the implementation of the plan.
 - Continued monitoring of local data to assess implications on school operations
 - Ongoing evaluation of potential adjustments to the plan through the school year.
- Roles include:
 - Health and Safety Plan Development: individuals who will play a role in drafting the enclosed Health and Safety Plan.
 - Pandemic Crisis Response Team: individuals who will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students.
 - Both (Plan Development and Response Team)
- Team members
 - Scott Bergey (Coordinator) – School Administrator – Both
 - Erin Zwart – School Nurse – Both
 - Elyse Shedal – Daycare Director – Both
 - Pam Duckworth – Financial Secretary – Pandemic Crisis Response Team
 - Josh Scheiderer – Associate Pastor – Pandemic Crisis Response Team
 - Brett Keefer – Secondary Lead Teacher – Pandemic Crisis Response Team
 - Kristin Feldman – Elementary Lead Teacher – Pandemic Crisis Response Team
 - Ranay VanHolstyn – Admin Assistant – Pandemic Crisis Response Team

This plan is designed based on guidance at the time of approval on July 23, 2020. It will remain in effect for the 2020-2021 school year, and will be modified as needed when guidance from the county, state, or CDC changes. Changes to this plan will be communicated as they occur.

Cleaning, Sanitizing, Disinfecting, and Ventilation

- Our custodial staff has been thoroughly putting the campus through a deep clean to prepare for the reopening of school.
- All high touch surfaces (door handles, light switches, etc.) will be cleaned at a minimum of twice daily and on an as needed basis. Cleaning materials that meet CDC recommendations will be used.
- Desks will be cleaned frequently.
- All individuals will be recommended to sanitize and wash their hands on a regular basis.
 - Sanitizer stations will be available at all building entrance locations.
 - Sanitizer bottles will be available in each classroom.
 - Students and staff will be encouraged to bring personal sanitizer bottles.
- Students and staff will be encouraged to carry personal water bottles.
 - Water fountains will be available for filling water bottles/cups but will not be available for drinking from.
 - Students will be permitted to keep water bottles with them in classes.
- Windows will be opened to allow for ventilation of classrooms and common areas as weather permits.
- Training:
 - Staff training will take place during the following times:
 - Summer meetings
 - Teacher orientation week
 - Monthly staff meetings
 - Periodic in-service days
 - On an as-needed basis
 - Student training will take place during the following times:
 - Opening school chapel
 - Daily homeroom updates and reminders
 - Weekly chapel reminders
 - On an as-needed basis
 - Substitute teachers, prior to teaching, will receive training on all pertinent health and safety policies and procedures.
- Cleaning of facility after a confirmed COVID-19 case on site.
 - All rooms used by individual with a confirmed case will be thoroughly cleaned according to approved CDC procedures.
 - Bucks County Department of Health will be consulted to determine if a classroom, building, or school should be temporarily closed.

Social Distancing and Other Safety Protocols

- Desks will be spaced for social distancing in the classroom:
 - As outlined by the Bucks County Department of Health, desks in the classroom will be spaced to the maximum extent possible up to 6', but at a 3' minimum.
 - All desks will be facing the same direction.
 - When appropriate, rows will be staggered.
 - Group table times (for reading or small group instruction) will be permitted but students must maintain the up to a 6' separation to the extent possible, and will avoid across the table seating.

- When students are traveling through the hallways and in common areas, social distancing will be maintained as much as possible.
- Large group areas (cafeteria, chapel, choir classes, etc.)
 - When in use, cafeteria seating will be arranged to prevent “across-the-table” seating.
 - Students will sit at the table facing the same direction.
 - Students will be spaced apart to allow proper distancing.
 - Chapel will be held in the church auditorium to allow for proper spacing and students will be seated by grade level.
 - Large group classes such as choir and music classes will be held in large space areas (auditorium, Timothy social center, or gymnasium).
- Hygiene practices for students and staff
 - We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - When soap and water is not available, hand sanitizer which contains at least 60% alcohol will be used.
 - Students and staff will be encouraged to cover coughs and sneezes with a tissue or to use the inside of their elbow if a tissue is not available.
 - After using tissues, hands should be washed with soap and water or sanitized with approved sanitizer.
 - All individuals are to wash/sanitize their hands before and after eating and after recess.
 - Students and staff should avoid touching their face/mouth or mask with their hands.
- Signs promoting everyday protective measures and how to stop the spread of germs will be posted in highly visible areas throughout the buildings.
- We will be limiting or restricting non-essential visitors and volunteers
 - All visitors/volunteers must report to the school office upon arrival to school.
 - Screening will take place to monitor possible COVID symptoms
 - All visitors/volunteers will be instructed on UBCS Health and Safety Plan procedures
 - A visitor/volunteer log will be maintained in the event contact tracing is necessary.
 - All visitors/volunteers will be temperature screened before leaving the school office.
- Recess and Physical Education activities
 - When feasible, activities that limit physical contact should be utilized and should take place outside.
 - Materials and equipment should be sanitized after use when feasible.
- Limiting the sharing of materials among students
 - To the extent possible, students will not share supplies in art class, music class, or in the classroom.
 - When items are shared (STEM, library, computer, PE), items will be sanitized between uses.

- Staggering the use of communal spaces and hallways.
 - Class schedules and hallway traffic patterns will be modified to reduce number of students together in hallways and at lockers.
 - Class period times will be staggered with students in grades 5-8 separate from students in grades 9-12.
 - Example:
 - Grades 5-8 will end period 1 at 9:00 and start period 2 at 9:04.
 - Grades 9-12 will end period 1 at 9:04 and start period 2 at 9:08.
 - Student access to lockers will be spread during alternating periods to limit students in differing classes at lockers during the same time.
 - Example:
 - Grades 5-6, 9-10 will go to their lockers after 2, 4, and 6th period.
 - Grades 7-8, 11-12 will go to their lockers after 1, 3, 5, and 7th period.
 - Students from the same grade levels will not have adjoining lockers to allow for better social distancing while students are at their lockers.
 - Hallways will be one-directional during class transition times.
 - Stairways in each building will be designated as either up or down to have students traveling the same direction when using the stairways.
 - Entrance doors will be labeled as “Enter Only” or “Exit Only” to keep the flow of traffic going in the same direction.
- Transportation practices will be adjusted to create social distancing between students (athletic events and field trips).
 - Limit number of students on each bus as much as possible.
 - Students assigned to sit in the same seat on both trips (to and from).
 - If possible, one student per seat. If not possible, no more than two students per seat.
 - Students will wear a face covering while on the bus.
 - When weather permits, windows and roof hatches will be opened to allow for better ventilation.
 - Insist that students stay facing forward and seated at all times.
 - High touch surfaces on busses will be sanitized after each use.
- Field Trips, inter-group activities, and extracurricular activities
 - Field trip
 - Opening school camps will be held for students in grades 5-8 and 9-12. Camp social distancing rules will be followed at all times.
 - Only outdoor field trips will be permitted in the fall for grades K-4.
 - Schoolwide field trips for grades 5-12 normally held in September will be postponed. If they can be rescheduled for the spring we will do so.
 - The holding of school concerts will be determined based on the status of things at the time of the concert.
 - Schoolwide assemblies and chapels
 - Schoolwide assemblies will be held in the auditorium with proper social distancing and classes sitting together.

- Chapels
 - Elementary chapel will be held in the auditorium with proper distancing between grades and students within grades.
 - Middle and High school chapel will be combined and held in the auditorium with proper distancing between grades and students within grades.
- If possible, hot lunches will be available for students to purchase
 - All kitchen helpers will wear masks and gloves whenever they come in contact with ready to eat food.
 - All lunches will be plated and individually handed to students.
 - Only single served condiments will be made available. If a condiment is needed that is not available in single serve packets, kitchen personnel will give the condiment to the student.
 - All plastic ware will be individually wrapped.

Use of face coverings (masks, face cover scarfs, or face shields)

- The purpose of face coverings is to protect others from being infected by an individual who may not realize they are infected.
- All staff/faculty, students, and visitors/volunteers will be required to have a face covering with them while at school or school events. If any person does not have a face covering, one will be provided for them by the school.
- Face coverings should be of appropriate design, appropriate graphics, and not distracting.
- Staff/Student usage
 - Effective July 1, 2020, the state of PA issued a statewide mandate that face coverings be worn at all times when 6' social distancing is not possible for individuals age 2 and older.
 - During the time that this state mandate is in effect, staff/faculty and students will be required to wear a face covering when this 6' distancing is not possible. When the mandate is lifted, staff/faculty and students will not be required to wear a face covering, except in specific situations as outlined in this plan.
 - At times when social distancing is not possible (in large groups or in the hallways), staff/faculty and students will be required to wear a face covering.
 - A face shield will be supplied to each student for use as a face covering throughout the school day.
 - Staff/faculty and students will be permitted to wear a face covering at any time, if they desire.
 - Staff/faculty and students will be required to wear a mask if they become symptomatic or are riding in a vehicle where social distancing is not possible.

- According to the governor's order regarding the wearing of face coverings, any student who cannot wear a face covering due to a medical condition, (including those with respiratory issues that impede breathing), a mental health condition (such as anxiety), or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Per the governor's same order, students are not required to show documentation that an exception applies. However, if a parent determines their child falls into one of these categories, they must notify the school of the exception for their child not to be required to wear a face covering.
- Visitors/Volunteers
 - All visitors/volunteers must report to the school office upon arrival and sign in at the log-in sheet.
 - Visitors/volunteers will be screened for symptoms (including a temperature check) upon arrival.
 - During the time that the state mandate requires the use of face coverings in schools, visitors/volunteers will be required to wear a face covering. When the mandate is lifted, visitors/volunteers will not be required to wear a face covering as long as social distancing can be maintained. However, they are strongly encouraged to.

Monitoring Student and Staff Health

- We recognize that COVID and the impact that it is having on all aspects, and especially the educational experience, can have an impact on a student's emotional and mental health. As a school, our faculty and staff will be educated on these issues and are ready to assist your students as needed. Please feel free to reach out to the school nurse or office if you notice increased anxiety/fear and desire to talk to someone about it.
- Monitoring students and staff for symptoms and history of health exposure
 - Step one is to educate all students, parents/guardians, and staff on the signs and symptoms of COVID-19.
 - All students should be checked daily for symptoms of illness (including fever {temperature of 100.4 or higher}, abdominal pain, vomiting, diarrhea, and fatigue) before leaving their homes for school.
 - All faculty should check themselves daily for symptoms of illness (including fever {temperature of 100.4 or higher}, abdominal pain, vomiting, diarrhea, and fatigue) before leaving for school.
 - Any staff or student who is symptomatic should stay home.
 - Student attendance policy will not punish students academically. School attendance requirements will allow for students to miss school when symptomatic.
 - In order to encourage students to not attend school when showing symptoms, there will not be a Perfect Attendance Award.
 - Any student or staff member who is sick with COVID-19 symptoms or a confirmed COVID-19 case, or has been in contact with someone who is sick with COVID-19 symptoms or a confirmed COVID-19 case should notify the school.

- Upon arrival at school, all students and staff will have their temperature checked prior to entering the building for the day. (See Appendix A for Details). Students or staff who register a temperature of 100.4 or higher will be quarantined immediately and sent home as soon as possible.
- The school nurse (or a designated school employee if the nurse is not present) will evaluate any individual who presents symptoms of illness throughout the school day.
- Any student or staff member who starts to show symptoms should report to the school nurse immediately.
- Any student, staff member, or visitor who becomes sick on campus will be isolated from other students/staff until they leave campus.
 - If feasible, any student who becomes sick while at school should wear a mask.
 - All students should sanitize their hands upon arrival and departure from the nurse's station.
- Any student or staff member who misses school or is sent home with symptoms but no known exposure to COVID-19 can return to school in 24 hours if they have been asymptomatic and fever free for 24 hours.
- If any staff or student has a confirmed case, clearance to return will be granted based on current Bucks County Health Department protocol.
 - Just like dealing with other infectious diseases (example: measles), processes will be put in place to allow the classroom, building, or school to remain open.
 - For the 14 day period following a diagnosis, increased education on signs and symptoms will be implemented.
 - There will also be an increased monitoring of hygiene, use of masks, and social distancing enforcement.
- Any confirmed positive COVID-19 tests will be reported to the Bucks County Health Department. Names of students or staff who have a confirmed case of COVID-19 will be protected and communication would be coordinated with the Bucks County Health Department.
- Students/staff members who have been exposed to someone with confirmed COVID-19
 - Any student or staff member who has had direct contact with someone who is a confirmed positive COVID case will follow Bucks County Health Department guidance regarding attendance in or a return to school.
 - All schoolwork missed during required absences will be allowed to be made up and academic support will be supplied by the school to help students to learn missed materials.

Handling of missed instruction time and schoolwork assignments due to absences

- Absences for non-COVID related reasons will be handled according to the normal Make-up Work Due to Absence policy.
- Absences for COVID related reasons that are greater than 3 days will be handled using age appropriate means, including zoom meeting class attendance, online videos, and normal make-up procedures.

Travel Restrictions and Associated Quarantine Requirements

- International Travel
 - UBCS will be following all Federal immigration and travel guidelines.
 - As of Monday 7/20/20, these guidelines state that both domestic and international travelers entering the United States from another country are mandated to quarantine for 14-days.
 - At the end of any 14 day quarantine period, students must have been symptom free for a minimum of 24 hours in order to return to school.
- Domestic Travel
 - UBCS will follow all PA state requirements for travelers entering or returning to the state and associated quarantine requirements.
 - As of Monday 7/20/20, PA does not have a mandatory quarantine requirement in place, but does recommend quarantine if traveling from certain identified states.
 - The identified states are Alabama, Arizona, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, and Utah (list of states may change)
 - Any student or staff member who travels to one of these states should notify the school office.
 - During the 14 day period, students and staff may attend school but should monitor themselves for symptoms. In addition to a temperature scan when they arrive each day, we will also take a temperature scan at lunchtime.
 - If symptoms develop, they would then be required to stay home and follow the procedures outlined in the Monitoring Student and Staff Health section of this plan.

How to Handle Remote Learning if Required

- If at any time during the 2020-2021 school year the state requires schools to cease in-person instruction and transition to remote learning for a period of time, UBCS will follow the state requirement but will resume in-person instruction as soon as is permitted and safe.
- Our goal for any instructional time during remote learning is for real teaching and learning to occur with real results and appropriate accountability. In addition to providing instruction, teachers will provide assignments, issue grades, monitor student progress, and engage regularly with students during this time.
- The school will provide technology devices to those students who do not have access to them at home.
- Instruction will be handled in a way to make the remote experience as close to the classroom experience as possible. Each grade level will have a plan in place that is designed for the age of the students involved.
- Teacher support will be available to help each child on a personal basis through remote means while remote learning is in place and in person once in-person instruction resumes.
- Attendance will be expected and monitored during remote learning, no different than when during in-person instruction. We also recognize that accommodating family needs and schedules during remote learning can be complicated and will vary from family to family. We will do our best to work with families to determine how to best support each student and family's needs.

Athletic Events

- We will be following all PA DOE and PIAA requirements for participating in K-12 sporting events.
- For indoor events in the fall, attendance capacity will be monitored and enforced according to current state guidelines.
- There will be no communal water jugs. All athletes will be required to have their own water bottles.
- There will be no shared locker rooms or team rooms. For away games, all athletes will be dressed to play before leaving school.
- We will follow Health Department and PIAA guidance on the usage of masks or shields by coaches.
- Whenever possible, we will limit bus passengers to enable each person to have their own seat, but no more than two students per seat.
- Summer workouts and fall practices will follow the guidelines as set forth in Appendix B of this document. Winter and spring sport policies will be established closer to those seasons and in accordance with current guidance from Bucks County Health Department, PIAA, and PDE.

Students at higher risk

- The school nurse will discuss specific needs with the parents of students at higher risk to develop a student-specific plan.
- This student-specific plan will be developed for his/her attendance and a safe return to school.
- As needed, increased social distancing strategies will be implemented.

Appendix A

Upon arrival for the school day, instead of students gathering in the gymnasium until the start of school, students will report to their homerooms.

- Students who arrive between 7:30 and 8:00 AM:
 - Use the following entrances:
 - Students in grades K-3 use the church resource area entrance of the building by the inside stairway to the school office/nurse station.
 - Students in grades 4-8 will use the high school wing door on the gymnasium side.
 - Students in grades 9-12 will go to the Timothy Education Center and use the cafeteria entrance.
 - Students will have their temperatures checked before being permitted to enter the buildings.
 - Once students have had their temperatures checked, they will go to their lockers and homerooms.
- All students who arrive at 8:00 or after must enter using the school office to sign in and have their temperature checked prior to reporting to class.

Appendix B

Based on the July 1 state mandate regarding masks and indoor capacity restrictions, the following procedures will be in effect for all athletes participating in UBCS athletics, whether during the offseason workouts, during the preseason (starting August 17, 2020), and during the fall sports season. These guidelines will be updated as necessary if new guidance is issued by Bucks County Department of Health, the PIAA, or the PDE.

- Offseason workouts for UBCS teams may be held only at UBCS.
- A member of the coaching staff will be wearing a mask and will perform the COVID-19 symptom screening for all student-athletes and family members who wish to attend.
 - The screening will take place prior to the athlete entering the gym or stepping on the soccer field.
 - All student-athletes (and accompanying family members) must wear a mask upon exiting their vehicles until the completion of his/her screening:
 - Temperature Check: Using a non-contact thermometer, anyone with a temperature of 100.4 F or greater will be asked to return home, along as with or anyone with whom they traveled to the activity.
 - Anyone who attends the event will also be asked the following questions.
 - If his/her answer is “yes” to any of the following questions, he/she will be asked to return home along with all of his/her accompanying family members (or anyone with whom they traveled to the activity).
 - Today or in the past 48 hours, have you had any of these symptoms?
 - Fever (100.4 F or greater)
 - New or worsening cough
 - Shortness of breath or trouble breathing
 - Sore throat (different than seasonal allergies)
 - New loss of smell and/or taste
 - Nausea, diarrhea, or vomiting
 - Have you been in contact with any confirmed COVID-19 patients or probable (symptomatic, but not tested or awaiting test results) COVID-19 patients in the past 14 days?
 - Have you ever been diagnosed with or tested positive for COVID-19? If yes, does UBCS have on record required written clearance from your health care provider to return to physical activity?
 - Students will also be asked if they have you traveled to a high-risk area for COVID-19 (per CDC) in the past 14 days?
 - As of Monday 7/20/20, PA does not have a mandatory quarantine requirement in place, but does recommend quarantine if traveling from certain identified states.
 - The identified states are Alabama, Arizona, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, and Utah (list may change)
 - Any student or staff member who travels to one of these states should notify their coach or AD.
 - During the 14 day period, students and staff may attend workouts and practices, but should monitor themselves for symptoms.

- If symptoms develop, they would then be required to stay home and follow the procedures outlined in the Monitoring Student and Staff Health section of this plan.
- Student- athletes who are sick or showing symptoms must stay home.
- If a parent is dropping off his/her child for the activity, he/she is required to remain on-campus in the vehicle until the completion of his/her child's symptom screen, in order to escort home in the event of a positive symptom screen.
- Coaches will keep a record of everyone in attendance at the activity (and the result of his/her symptom screen) to assist in contact tracing should a case of COVID-19 occur.
- Coaches will notify Coach Roberts of anyone sent home due to a positive symptom screen.
- Any student or coach who misses practice or is sent home with symptoms but no known exposure to COVID-19 can return to practice in 24 hours if they have been asymptomatic and fever free for 24 hours.
- No activity may have more than 25 individuals in attendance.
- Coaches should consider and plan for activities that allow for social distancing and minimal equipment, whenever possible
 - School-issued water bottles, jugs, and fixed water fountains may not be used. Student-athletes and coaches should bring their own water bottles clearly identified with their name. Any student-athlete who does not bring adequate hydration assumes liability and risk for dehydration due to exercise.
 - Hand sanitizer will be available and should be used frequently, and will be required upon entry into the gym area for any reason.
 - Gym entrance doors should be propped open (both building entrance and lobby doors to gym) by the coaches prior to the beginning of the activity. No student-athletes should enter the facilities prior to entrance doors being propped by the coach. The screening will take place prior to being permitted entry.
- Student-athletes may be permitted to wear a mask if they so choose, and be excused from any strenuous activity in which wearing a mask would jeopardize their health.
- When permitted by state mask policy, masks are not required to be worn by coaches or non-participants, but it is strongly encouraged that coaches and any accompanying family members of student-athletes wear a mask for the entirety of the activity, unless it is medically necessary for them to refrain (per CDC guidelines).
- Student-athletes and coaches are encouraged to shower and wash all workout clothes immediately upon returning home.
- It is not permitted to share individual sports equipment (such as mouth guards, water bottles, clothing, etc.) or any personal equipment (such as chapstick, deodorant, etc.). If a player is in need of any items to practice, they should go to the coach for direction.
- Frequently-used team equipment (balls, cones, etc.) will be cleaned regularly by coaches using sanitizing wipes.
- Coaches will end the activity promptly at the designated end time as communicated to parents, in order to minimize lingering. Parents should pick up student-athletes promptly at the designated time.
- Students-athletes should exit (for activities in the gym) using the exit by the soccer field.
- At the completion of the activity by the coach, no student-athletes or coaches may use equipment or facilities for any reason. No lingering should occur by any person.