

Health and Safety Plan 2021-2022
Upper Bucks Christian School (K-12)

As we prepare for the upcoming school year, I want to assure all UBCS families and prospective families that the health and wellbeing of our students, their families, and our staff/faculty continues to be of utmost importance. We are thankful for God's protection on our school during the 2020-2021 school year. While some of the requirements from 2020-2021 are no longer necessary, some precautions will continue to be in effect.

This plan is designed based on guidance at the time of approval on July 15, 2021 by the UBCS School Board. It will remain in effect for the 2021-2022 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 completed a deep clean throughout all campus buildings to prepare for the opening of school in the fall of 2021.
- 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.
- Students will report to their homerooms at the end of each day to help clean the homeroom for the end of the day as necessary.
- 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.
 - 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:
 - Teacher orientation week
 - Monthly staff meetings and periodic in-service days
 - On an as-needed basis
 - Student training will take place during the following times:
 - Opening school chapels
 - Daily homeroom updates and reminders
 - 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.

Physical Distancing and Other Safety Protocols

- As per Bucks County Department of Health, desks will be spaced as needed for physical distancing in the classroom:
 - Desks in the classroom will be spaced apart to the maximum extent possible, but at a 3' minimum (distance determined from center of student to center of student).
 - Group table times (for reading or small group instruction) will be permitted but students as long as appropriate separation is maintained.
- Upon arrival for the school day, students will report to their homerooms.
 - Students who arrive between 7:30 and 8:00 AM should 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.
 - All students who arrive after 8:00 should report to the school office to sign in prior to reporting to class.
- Large group areas (cafeteria, chapel, choir classes, etc.)
 - When in use, cafeteria seating will be arranged to maintain 3' physical distancing.
 - Chapel will be held in the church auditorium to allow for proper spacing.
 - Large group classes such as choir and music classes will be held in large space areas (auditorium, Timothy social center, or gymnasium) when possible.
- Hygiene practices for students and staff
 - We will remind 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 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.

- Limiting the sharing of materials among students
 - When possible, students will not share supplies.
 - When items are shared, items will be sanitized between uses.
- Staggering the use of communal spaces and hallways.
 - 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.
- Transportation practices will be adjusted to maintain proper distancing between students (athletic events and field trips).
 - If possible, one student per seat. If not possible, no more than two students per seat.
 - When weather permits, windows and roof hatches will be opened to allow for better ventilation.
 - High touch surfaces on busses will be sanitized after each use.
- Foodservice procedures:
 - 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.

Use of face coverings

- The purpose of face coverings is to protect others from being infected by an individual who may not realize they are infected.
- Effective June 28, 2021, the PA mask mandate is lifted. Based on this, masks will not be required by students, faculty, staff, volunteers, or visitors. Should the requirements change for schools in PA, we will comply with that is required.
- If there are times when face coverings are required:
 - Face coverings should be of appropriate design, appropriate graphics, and not distracting.
 - 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.
- Staff/faculty and students will be permitted to wear a face covering at any time, if they desire.
- 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 upon arrival.

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.
 - We are asking parents/guardians to check their child(ren) 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 will 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.
 - 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**.
 - The school nurse (or a designated school employee if the nurse is not present) will evaluate any individual who presents symptoms of illness during 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 without the assistance of temperature reducing drugs (ibuprofen, Tylenol, aspirin, etc.).
- 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 10 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.
- Domestic Travel: UBCS will follow all PA state requirements for travelers entering or returning to the state and associated quarantine requirements.

How to Handle Remote Learning if Required

- If at any time during the 2021-2022 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 possible.
- 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.
- There will be no communal water jugs. All athletes will be required to have their own water bottles.
- We will follow Health Department and PIAA guidance on the usage of masks or shields by players and coaches.

Choir and Music Classes

- Singing is a basic foundation of music education.
- We will continue to take any necessary precautions during choir and music classes.
- Chapel: We will sing at the beginning of Chapel for 5-10 minutes.

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 physical distancing strategies will be implemented.