

Reopening Plan for the 2020-2021 School Year East Palmyra Christian School

2023 East Palmyra Port Gibson Rd.
Palmyra, NY 14522

CEEB: 000003

East Palmyra Christian School believes Christian education to be essential to the health and well being of our students. We strive to provide an environment that offers both high quality education as safely as possible for anyone involved. It is our intent to continue to provide this environment in a least restrictive environment as possible as our students search for normalcy in abnormal times. As we continue to adapt throughout the school year the principal needs of both staff and students will be the primary concern.

This plan addresses the components of reopening:

1. Reopening of school for in-person instruction
2. Monitoring of health conditions to ensure detection of infection
3. Containment to prevent spreading of the disease if infection is detected
4. Closure if infection cannot be contained or otherwise necessary and/or required by the state and local department of health.

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Table of Contents

1. Communication with Parents/Families.....	Page 2
2. Health and Safety.....	Page 2
3. Face Covering.....	Page 3
4. Facilities.....	Page 3
5. Nutrition.....	Page 3
6. Transportation.....	Page 4
7. Social, Emotional, Spiritual Well-Being.....	Page 4
8. School Scheduling.....	Page 4
9. Attendance.....	Page 5
10. Technology.....	Page 5
11. Teaching and Learning.....	Page 5

1. Communication with Parents/Families

- 1.1. Our reopening plan will be posted on our website.
- 1.2. Parents can access the latest information in our weekly publication “The School Door”.
 - 1.2.1. Weekly reminders will be sent out via the school door and other forms of communication such as; Remind, Email Blast, etc.
- 1.3. The school website will include instructions for how to screen students at home for signs of illness.
- 1.4. Signage in highly visible areas will remind students, parents and visitors of safety protocols and procedures.

2. Health and Safety

- 2.1. Reid Robbins has been designated as the COVID-19 Safety Coordinator. He will support compliance with EPCS’s reopening plan as well as resolving operational issues as they arise.
- 2.2. The Following preventative actions will be taken during in person instruction:
 - 2.2.1. Daily Health Screenings
 - 2.2.2. Healthy Hygiene Practices
 - 2.2.3. Social Distancing, when possible
 - 2.2.4. Personal Protective Equipment (PPE) and masks
 - 2.2.5. Management of ill persons
 - 2.2.6. Cleaning and disinfecting all areas of the building
- 2.3. All Students and staff will have daily temperature screenings as they enter the building and may be asked questions from the screening questionnaire periodically.
- 2.4. Students and staff are required to stay home if they have any of the following symptoms/conditions. In addition, students and staff who develop such symptoms while at school or during intake will be isolated and sent home.
 - 2.4.1. If a student is found to have a temperature of 100 or greater.
 - 2.4.2. If a student shows any of the symptoms of COVID 19
 - 2.4.3. Students who have been in close contact with anyone in the past 14 days with anyone who has been tested positive or has symptoms of COVID-19
 - 2.4.4. Students who have traveled in the past 14 days to any location under a travel advisory.
 - 2.4.5. All students and school personnel must immediately disclose to the Principal or Carrie Billings if and when their responses to the COVID questions change, such as the onset of symptoms, whether the change is during or outside of school hours.
- 2.5. If students have not been diagnosed with COVID-19, they can return to school once there is no fever, without the use of fever-reducing medicines, and have felt well for 24 hours. If they have been diagnosed with another health condition, a healthcare provider written note will be required stating they are clear to return to school.
- 2.6. If a student is diagnosed with COVID-19 or does not get a test but is displaying symptoms, they can return to school if it has been at least 10 days since the first symptom, three days without a fever, without the use of fever reducing medicine and three days since the symptoms have improved including cough and shortness of breath.
 - 2.6.1. In the event of a suspected or confirmed case of COVID-19 on school grounds, EPCS will notify the Wayne County Health Department.
 - 2.6.2. EPCS personnel will close off the area used by the person suspected or confirmed to have COVID-19 and then wait 24 hours, if possible, before cleaning and disinfecting that area.
 - 2.6.3. EPCS Personnel will clean and disinfect with PPE and products approved by the CDC for that purpose.
 - 2.6.4. Per State Health Department guidance, once the area has been cleaned and disinfected, it can be reopened for use.

- 2.7. Hand sanitizer will be provided throughout the school, especially in common areas and near high-touch surfaces. Students will be encouraged to use soap and water to wash their hands.
- 2.8. All visitors, guests or vendors will be greeted at the door for a temperature check and screening questionnaire.
- 2.9. School personnel will check their classrooms daily to make sure they have sufficient supplies to maintain a healthy environment.
- 2.10. School personnel will instruct and re-instruct students in proper hand and respiratory hygiene. Signage throughout the building will remind students of the importance of hand washing and respiratory hygiene.

3. Face Covering

- 3.1. All Students and Staff must wear a face covering when entering the building, in the hallways and bathrooms, and at any time they cannot maintain six feet of distance. Students and Staff may take off their masks when they are at their desks, allowing mask breaks for much of the school day. Students and Staff will be provided with a face covering if they forgot their own. Face coverings are for individual use and will not be shared. Cloth Face coverings must be washed daily and disposable masks discarded.
- 3.2. If a student or staff are not medically able to wear a face covering, such documentation must be provided from a healthcare provider.

4. Facilities

- 4.1. Each area in our school facility will have a cleaning schedule maintained by designated personnel. All areas will be cleaned and disinfected daily. Additional cleaning will be applied to common or high traffic areas.
- 4.2. Students will be scheduled in groups/cohorts in order to limit exposure and help maintain six feet of social distancing. Classrooms have been rearranged to maximize our social distancing. Additional classrooms were built out of larger common areas to further maximize space.
- 4.3. As much as possible, cohorts will stay together as a class. Everyone will have assigned seating and supplies will not be shared. Weather permitting, windows will be open and fans will be provided for air circulation. The installation of a ventilation system and an air purifier will be added to the piano practice room.
- 4.4. If students make a transition between rooms, mostly the high-school, high-touch surfaces will be cleaned.
- 4.5. Students will conduct evacuation and lockdown drills with social distancing and face covering in mind but in preparation for an actual emergency.
- 4.6. Student assemblies and chapels will be modified will be broadcast live into student's rooms.
- 4.7. Physical education classes and recess will be held outside as long as the weather permits in cohorts. The use of cold weather gear will be used to maximize our outdoor equipment and gear.
- 4.8. East Palmyra Christian school will be providing a non-touch water bottle filling unit to replace our water fountain and students will be using reusable water bottles to stay hydrated throughout the day.
- 4.9. Reducing cross contamination by using touch-free paper towel dispensers in school restrooms.
- 4.10. In order to reduce the distance required to continue wind instrument lessons a plastic barrier will be constructed for 1:1 lessons and classroom settings.
- 4.11. Student entry and exit points will differ from faculty and staff entry and exit points.

5. Nutrition

- 5.1. Students will be eating lunch in separate cohorts in separate locations around the building: Cafeteria, Classrooms, etc. Any common use area will be cleaned after each use.

- 5.2. We will suspend our hot-lunch service until it is safe to do so and students will bring their own lunch to school daily.
- 5.3. Students will be encouraged and provided an opportunity to wash their hands with soap and water before and after lunch.
- 5.4. Parents of students with food allergies should notify the school nurse so that proper safety precautions can be made. Cleaning will occur after lunch to prepare the room for the next class.

6. Transportation

- 6.1. The school bus is an extension of the classroom. Face covering and social distancing procedures will be applied to the school bus.
- 6.2. Temperature check and hand sanitizer will be applied before entry to the school.
- 6.3. Transportation via bus is provided by local school districts and EPCS will follow, communicate and enforce any expectation placed by the school district.
- 6.4. We will be accommodating to provide ample time for loading and unloading as students will be dismissed from their classrooms by form of transportation.
- 6.5. We will be encouraging families to pick up and drop off their own student in order to reduce the contact with other potential infected individuals from other districts and keep our circle small.
- 6.6. Parents will wait in their cars for students to come to them and not wait inside to pick up their student.

7. Social, Emotional, Spiritual Well-Being

- 7.1. Along with physical health, we will focus on social and emotional well-being of our students. Teachers will be reminded to support these, not at the expense of academics, but in order to provide sufficient space for academic learning to occur.
- 7.2. EPCS will encourage our Chapel Speakers and Bible teachers to address biblical truths to support a student's spiritual well-being.
- 7.3. Our Principal will engage with families and students to check in on their social and spiritual well-being. Working in collaboration with each family's pastor, they will intervene on an as-need basis. Our principal is available for students to reach out to for biblical support and encouragement.
- 7.4. EPCS will survey staff, students and families throughout the year in various ways to monitor; academic, physical, social and spiritual health.
- 7.5. EPCS will offer opportunities for movement and physical activity as it is interconnected with a holistic approach to well-being.
- 7.6. Administration and teachers will continue to provide this whether in the classroom, in a hybrid situation or a remote learning situation.

8. School Scheduling

- 8.1. EPCS will be opening for school on September 9th, where we will implement the new COVID-19 procedures and spend the day training students.
- 8.2. Before School starts staff will be trained and continue to look for ways to provide a least restrictive learning environment while maintaining the safety of all. Staff input is sought for adaptations and implementation as they are our main barrier of defense here at the school.
- 8.3. EPCS is prepared to offer a hybrid, distance or in-person instruction. We recognize that the most successful, least restrictive environment for classroom learning is in-person, in the classroom.
- 8.4. EPCS is prepared to implement a plan for short-term quarantines for individual students as well, to continue to flow of education.
 - 8.4.1. If a student is home due to parental choice, illness or medical quarantine they may take part in school via our remote learning option. The same expectations exist for the completion of

learning whether at home or at school and the use of online tools (Google Classroom, Email, Remind etc.) will support this learning.

- 8.4.2. Students will be considered “Absent” any day they do not appear in person or log into their classroom.
- 8.4.3. If the school is closed by the state or local health department, we will be prepared to transition to remote learning within 24 hours. Some classes will be modified in the transition from in-person to online.
- 8.4.4. If a student is high-risk and wishes to participate remotely, they may. The same academic rigor will be expected regardless of the location of the learning.
- 8.5. NYSPHSAA and other lead athletic organizations will determine the scope and scale of athletics.
- 8.6. All band and choral concerts, as well as practice, will be suspended until such time is determined that it is safe for them to continue.

9. Attendance

- 9.1. It is understood that staff and students may be absent more this year than in previous years due to tightened medical procedures. It is our intention to continue to strive for an excellent educational opportunity regardless. If a student fails to report to their teacher, they will be marked absent.
- 9.2. If a student is going to be absent, an email is required to be sent to the main office at office@eastpalmchristianschool.com. Students have the responsibility to make up for any missed work during an absence.
- 9.3. Chronic or excessive absences will be addressed first by the classroom teacher and then by the administration in order to prevent students from falling behind on their work.

10. Technology

- 10.1. Students will be provided with a Chromebook or a laptop if one does not exist, or there is not enough technology in the home to maintain a sufficient level of learning at home. They will stay in the school unless our region goes into a prolonged period of quarantine.
- 10.2. To maintain social distancing, students will not share technology, unless they live within the same household.
- 10.3. All students will be provided with an EPCS email as well as any credentials they may need to log in while working remotely.
- 10.4. A technology “help desk” is available for support via our website.
- 10.5. EPCS recommends that families have a plan for reliable internet access if their student has to work online in a hybrid or remote learning environment.

11. Teaching and Learning

- 11.1. Teachers have been taking professional development this summer and have been planning for more effective hybrid and remote learning opportunities.
- 11.2. It is our intention that there will be substantive daily interaction between teacher and students in all educational environments.
- 11.3. Special courses such as music, art, Physical education and science labs may be flexible if we are moved to remote learning.
- 11.4. Accommodations and services provided to the students via an IEP or a 504 plan will continue to be supported in all educational environments: In-person, hybrid or remote learning. Services will be provided either in-person or remotely to the greatest extent possible.

Updates: This plan will be updated periodically and in accordance with guidance provided by the East Palmyra Christian School Board of Trustees, Wayne County and State Health Departments and the State Education Department. Any questions or concerns regarding this plan or its implementation can be directed to either Principal Reid Robbins at 315.597.4400 or via email at rrobbins@eastpalmyrachristianschool.com.