



# Cornerstone Christian School

## Covid-19 Safety Plan

(Revised 1/30/2021)

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### Approach

The Word of God teaches us both to trust God and to plan and prepare for the future. We hope that the plans to reopen the school for the 2020-21 take into account both of these—actively planning for the safety of our community and trusting God to act on our behalf.

For the last several months, the Cornerstone Christian School (CCS) administration, board, and task force have been in prayer and have engaged in research and consultation with other ACSI schools, health care workers, and parents on the question of how to reopen school. The great majority of our parents and staff believe that our children should be on campus learning.

Cornerstone Family Ministries is a discipleship school that partners with parents to provide a Christian education for their children. Biblically, children are under the jurisdiction of parents. It is the parents' responsibility to provide for their children—including their education. Our mission and vision at CCS is to partner with likeminded parents to provide this Christian education for their children. Ultimately, parents (and we as their representatives) answer to God for the training of their children. This kind of Biblical training involves more than knowledge and information. It is genuine discipleship and must be taught in the context of relationship, love, mercy, and Christian character. It cannot be done effectively by remote video or online.

**We do believe that a reasonable and safe approach is contained in this plan that will allow us to return to school with students on campus full-time. This is our responsibility before God and our commitment to our families.**

The CDC and the American Academy of Pediatrics (AAP) have recently published guidance for the reopening of schools. Their recommendations substantially agree with the advice coming from our medical advisory group. A few key ideas from their report:

- The CDC reports, "Scientific studies suggest that COVID-19 transmission among children in schools may be low. International studies that have assessed how readily COVID-19 spreads in schools also reveal low rates of transmission when community transmission is low. Based on current data, the rate of infection among younger school children, and from students to teachers, has been low, especially if proper precautions are followed. There have also been few reports of children being the primary source of COVID-19 transmission among family members."
- Again from the CDC: "Extended school closures are harmful to children's development of social and emotional skills. Important social interactions that facilitate the development of critical social and emotional skills are greatly curtailed or limited when students are not physically in school. In an in-person school environment, children more easily learn how to develop and maintain friendships, how to behave in groups, and how to interact and form relationships with

people outside of their family.” See the full article at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

- “The AAP strongly advocates that all policy considerations for the coming school year should start with the goal of having students physically present in school. No child should be excluded from school unless required to adhere to local public health mandates or because of unique medical needs.”
- “School policies must be flexible and nimble. They should be practical, feasible, and appropriate for a child and adolescent’s developmental stage.”
- “Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. Also, children may be less likely to become infected and spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.”

In addition, the pediatric hospital affiliated with the University of Toronto (UT) has issued the following guidance:

- “When children are in the classroom, to the extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students. However, the daily school routine should not be disrupted to accommodate. . . for physical distancing.”

**This plan is not exhaustive and does not address every aspect of the school day. Additionally, this plan may change as we evaluate positive or negative changes to the outbreak.** While the school will be extremely vigilant on enforcement and ask for the cooperation of all students and families, there can be no guarantees that the complete mitigation of risk will take place. The virus is not going away soon, so this is CCS’s plan to continue the vital work of Christian education in an environment while recognizing the real need for precautions and working faithfully with the County Health Department. This work needs to take place in a world desperate for the Gospel. Like Nehemiah, we will trust that “the God of heaven will give us success” (Neh. 2:20).

### **Ongoing Monitoring of our Plan:**

CCS recognizes that COVID-19 is constantly changing and has assembled a team that will meet as needed to monitor and advise on any outbreaks within the school. This team is made up of two administrators, two teachers, one Board member, and four parents in the medical field.

In conjunction with the [CDPH/CalOSHA’S COVID-19 Industry Guidance for Schools and School-Based Programs](#), the following protocols will be in place to protect the health and safety of the staff, students and families of Cornerstone Christian School.

### **Prayer Team:**

Several families have been assigned to pray weekly for ongoing safety and protection for our families, staff, and school.

## Daily Screening & Wellness Check

It is imperative that parents understand when to keep children home from school. Parent-school partnership is an important part of keeping our campus healthy. To help, we have outlined key protocols to help you decide when your child should stay home.

All decisions for exposure and return to school will follow current Public Health Guidelines. At this time our guidelines are as follows:

- All students, with the help of parents or a caregiver, must self-screen before leaving home each school day for the symptoms listed below.
- All faculty, staff, and volunteers must self-screen before leaving home each school day for the symptoms listed below.
- Additionally a temp check will be done on each child by his or her homeroom teacher before entering the classroom.

### DAILY HEALTH SCREENING QUESTIONS FOR HOME AND SCHOOL:

- **Q1:** Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?
- *If yes, please stay home and follow directions from the Symptoms and Response section below:*
- **Q2:** Since your last time on campus, have you had any two of these symptoms: fever, chills, muscle pain, sore throat, headache, sore throat, or loss of taste or smell?
- *If yes, please stay home and follow directions from the Symptoms and Response section below:*

### KNOW COVID-19 SYMPTOMS

- A body temperature of 100.4° or higher any time in the previous 24 hours
- Cough (new onset, unrelated to any underlying medical conditions, such as asthma or allergies)
- Shortness of breath or difficulty breathing
- Nausea, vomiting, or diarrhea
- Muscle or body aches
- Fatigue
- Chills
- Loss of taste or smell
- Head ache
- Sore throat
- Runny nose or congestion

## When to Stay Home

- **SYMPTOMS**—If a student has a fever, a new onset cough (not due to underlying medical conditions such as asthma or allergies), or any type of cold or flu symptoms. Please be familiar with the symptoms list.
- **STUDENT TEMPERATURE**—If a student or a sibling has a fever of 100.4° or higher he or she will not be permitted on campus. A student who becomes ill during the day will immediately put on and wear a mask, be put in isolation, and must be picked up by a caregiver within one hour.
- **FAMILY MEMBER COVID POSITIVE**—If a student or member of the household tests positive for COVID-19.
- **HOW DO I KNOW IF MY CHILD HAS BEEN EXPOSED TO SOMEONE WHO HAS HAD COVID-19**—Exposure is someone who has had “close contact” with a positive case. “Close contact” is defined as **1. An individual who was within 6 feet of the infected person for more than 15 minutes. 2. An individual who had unprotected contact with the infected person’s body fluids such as being coughed or sneezed on, or sharing utensils.**
- **SAFE RETURN**—If a student is sent home with a fever of 100.4° or higher, he or she will be permitted to return to campus only when symptoms improve and he or she is fever free for 24 hours (without use of fever reducing medications.)

**ALL STUDENTS OUT WITH AN ABSENCE OF ANY KIND MUST BE CLEARED THROUGH THE OFFICE IN PERSON OR WITH A DOCTOR’S NOTE AND WILL BE ADMITTED TO CLASS ONLY WITH A CLEARANCE SLIP FROM THE OFFICE.**

## Identification and Tracing of Contacts

The School staff will track via a real-time reporting system. Any positive COVID-19 tests of student or faculty-staff member will be reported to the Sacramento County Public Health Department (SCPH) by our designated Point of Contact Principal, Richard Batista, to the Sacramento County Public Health School Hotline: 916-661-7331. The Point of Contact will plan to take the [Johns Hopkins COVID-19 Contact Tracing course](#).

We will maintain the confidentiality of family information in alignment with school communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records and other privacy laws.

Exposed contacts will be quarantined and excluded for 14 days.

## Testing of Students and Staff

COVID-19 testing for staff at regular intervals is voluntary in an effort to detect asymptomatic infections. [Sacramento County Testing Locations](#) and [Sacramento County Rite Aid & Walgreens COVID Test Sites](#). Recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time. Routine surveillance testing allows for the detection of asymptomatic infection. Subsequent isolation of positives and quarantine of close contacts can help reduce the spread of disease within a school or organization.

If a student shows signs of COVID-19 or was in close contact with a confirmed COVID-19 case, testing will be recommended or quarantined for 14 days.

**TABLE 1**

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Scenario 1:</b> Student or staff member answers “yes” to a health screening question OR Exhibits COVID-19 symptoms:</p>	<p>The student or staff is isolated until he/she can be sent home or to a healthcare facility.</p> <p><b>To return to school:</b> Allowed 10 days after symptom onset AND 24 hours after symptoms begin to improve AND at least 24 hours without a fever and be fine without the use of fever reducing medications OR A healthcare provider will determine if a COVID-19 test is needed, AND he / she may provide an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g. seasonal allergies).</p> <p>POSITIVE COVID TEST: See Scenario 3</p> <p>NEGATIVE COVID TEST: See TABLE 2.</p>	<p>A COVID-19 symptoms letter is provided to the individual or guardian.</p>

<p><b>Scenario 2:</b> A family member or someone in close contact with a student or staff member tests positive for COVID-19. (outside the school community)</p>	<ul style="list-style-type: none"> <li>• The student / staff member is sent home</li> <li>• School Liaison is contacted</li> <li>• The student / staff member is instructed to <b>quarantine</b> and monitor for symptoms even if he/she test negative for a <b>full 14 days after the date of exposure</b></li> <li>• If a student or staff member begin to show COVID-19 symptoms, we recommend testing.</li> <li>• <b>If student of staff tests positive, see Scenario 3</b></li> </ul>	<p><b>Student (Guardian) or Staff Member:</b> Immediately notify the COVID-19 School Liaison if he/she is defined as a close contact of a confirmed case.</p>
<p><b>SCHOOL SITE WILL REMAIN OPEN</b></p>		

<p><b>Scenario 3:</b> A student of staff member tests positive for COVID-19:</p>	<ul style="list-style-type: none"> <li>• The student/staff member is sent home.</li> <li>• The school administration and school liaison are notified.</li> <li>• Public Health-School Unit (PHSU) is notified.</li> <li>• We will close off and clean any areas used by the person who tested positive per CDPH and CDC guidance.</li> <li>• <b>Student / Staff member that tested positive</b> will isolate for 14 days after symptom onset or test date.</li> <li>• <b>School based close contacts:</b> Identified and instructed to self –quarantine and monitor symptoms for 14 days.</li> </ul>	<p><b>COVID-19 POSITIVE:</b></p> <ul style="list-style-type: none"> <li>• <b>Individual:</b> Notify school administration and/or COVID-19 School Liaison immediately.</li> <li>• <b>School Site:</b></li> <li>• Contact PHSU.</li> <li>• Close Contact Letter and Self Quarantine instructions are sent to close contacts within 48 hrs.</li> <li>• Confirmed COVID-109 case notification is sent to school community.</li> </ul>
<p><b>SCHOOL SITE WILL REMAIN OPEN</b></p>		

**TABLE 2: Steps to take for a Negative COVID-19 TEST Result**

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
<p>A student or staff member tests negative for COVID-19 after scenario 1 (symptomatic):</p>	<p>The student/ staff member may return to school after 24 hours with no fever (without fever reducing medications) and improvement in other symptoms.</p>	<p>Student family / staff will bring evidence of a negative COVID-19 test or medical note if testing is not performed.</p>
<p>A student or staff member tests negative after Scenario 2 (close contact):</p>	<p>The student /staff member must remain in <b>quarantine for a full 14 days</b> after:</p> <ol style="list-style-type: none"> <li>1) The date of last exposure:</li> <li>2) The date that COVID -19 positive household member completes his/her isolation.</li> </ol>	<p>No action is needed.</p>
<p>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed case):</p>	<p>The student or staff member may return to school immediately.</p>	<p>No action is needed.</p>

## **School closure and reopening:**

- Cornerstone Christian School in consultation with the Public Health Department will determine if a partial or full school closure is needed based on guidance and recommendations from CDPH. Please refer to the most recent guidance.
- Closure is recommended based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following the consultation with the County Health Officer.
  - Multiple cases in multiple cohorts at a school
  - At least 10 cases or 5 percent of the total number of teachers/ students/ staff cases within a 14 day period, depending on the size and layout of the school.

## **Physical Distancing**

- All persons on campus will practice social distancing of six feet whenever possible.
- Signage will be used throughout campus to support social distancing and proper hygiene norms.
- Large gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks. Support staff will monitor our restroom breaks and will manage this.

## **All classrooms will follow these guidelines:**

- The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely-used strategy during the pandemic. However, in a school setting, interaction, such as playing and socializing, is central to child and student development and will not be discouraged.
- All desks will face the same direction and be spaced 6 feet apart. Seating will not be arranged to form tables in which students face each other.
- When possible, the sharing of supplies will be avoided. When they are shared, supplies will be disinfected between use.
- Windows will be opened for proper ventilation
- Teachers will use outdoor space as much as possible. Additional picnic tables will be purchased and spread out in three covered areas.
- All persons on campus will practice social distancing of six feet or more as much as is practicable. The nature of the teacher to student relationship makes adherence to this impractical and perhaps even undesirable. However, teachers will use common sense in applying distancing between themselves and their students.

## Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cornerstone has just one class per grade and each grade will be defined as a cohort.
- All restroom use, breaks, lunches, and play areas are divided and used on a schedule to avoid mixing. Surfaces are cleaned between use. ***Schedule available upon request.***
- Teachers that serve multiple cohorts (except P.E. which is conducted outdoors) will provide remote instruction from another physical space, or we may discontinue the class.
- Teachers should not have contact with multiple cohorts.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses.
- Students will have a designated space solely for their use in their classrooms and extended care spaces.
- Any shared items will be cleaned between uses.
- Specialty teachers (music, art) will go to homeroom classrooms to teach.

## Shared Spaces

- Employees are encouraged to disinfect their workspace multiple time throughout the day paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workspace to disinfect frequently.
- Employees will limit use of the teacher work room to essential copying or procuring supplies.
- Signs will be posted to encourage compliance.
- All water fountains are closed, except for touchless bottle filling stations.
- The office will restrict the number of persons inside at a time to maintain social distancing
- Shared refrigerator, microwave, and Keurig coffee pots will be used one employee at a time and will be disinfected after each use.

## Hand Hygiene

Regular hand washing and sanitizing are among the most effective ways to control viral spread. Students will have regular access to soap, water, and alcohol-based hand sanitizers.

- All classrooms and common spaces will have hand sanitization stations available to students and staff. Students will be encouraged to use these regularly.
- Additional handwashing stations will be added outside restrooms and on the playground.
- Students will be expected to wash their hands before and after recess, lunch, and after using the restroom.
- Instruction and reminders on handwashing will be provided by staff. Signs, announcements, and other methods will be used to reinforce the importance of hand hygiene and keeping hands away from faces.
- Disinfectants will be readily available so commonly used items and surfaces can be sanitized between use.



## Face Covering

Per [CDPH/CalOSHA Industry-Specific Guidance](#):

### FACE COVERINGS FOR STUDENTS 3<sup>rd</sup> Grade and above:

- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecoving>.
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).
  - Children preschool –2<sup>nd</sup> grade will be socially distanced in their desks and not required to wear a mask as per the CDC and AAP Guidance:
  - Students engaged in socially distanced outdoor activity will be exempt.
  - For pedagogical or developmental reasons (such as communicating, learning phonograms, and children with special needs), students will be exempt.
  - A face shield may be used by staff in the classroom instead of cloth face coverings as long as the wearer maintains physical distance from others.
- A cloth face covering or face shield should be removed for meals, snacks, outdoor recreation, or when it needs to be replaced.

### FACE COVERINGS FOR STAFF

- **All staff must use face coverings** in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs), a **face shield can be used by staff** in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”<sup>1</sup>

*Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.*

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<sup>1</sup> COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

## Cleaning and Sanitation

Although the primary method of coronavirus transmission is through respiratory means, cleaning frequently touched surfaces can also reduce transmission.

- Daily cleaning and sanitizing by teachers, students, and janitors will take place, paying special attention to high touch areas such as doors, desks, tables, and shared materials.
- Cleaning tubs with disposable wipes, 70% alcohol spray and masks will be placed in each classroom and lunch area. They will be refilled daily by designated staff.
- Students, staff, and families will be instructed in proper cleaning procedures.
  - Wipe the area clean with a disposable wipe, spray with 70% alcohol solution, letting the area sit for 20 seconds, and wiping again.
  - [Cleaning hands at key times](#) with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available, is essential.
  - We will build time into daily routines for students and staff to wash hands.
- Disinfectants will be used in a ventilated space. Heavy use of disinfectant products will be done when children are not present and the facility can air out before children return.
- The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals.
- We will wipe the surface clean before sanitizing.
- Classroom desks / doors will be disinfected at before school, mid-day, and at the end of the day.
- Musical instruments and computer keyboards will be cleaned with 70% alcohol spray after each use.
- Interior doors will be propped open during class changeovers, and whenever else it is practical.
- Heating / Ventilation / Air Conditioning (HVAC) systems will be examined to see if they can be set to draw in fresh outside air rather than using recycled air.
- HEPA- approved filters will be used throughout the HVAC system and replaced on schedule.

## Staff Training and Family Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines
- The headmaster will review the full Return-to-School plan with faculty and staff a second time prior to students returning to campus. (see Appendix A)
- Parents will be emailed the revised plan.
- Parents must review and sign a “Health and Safety Commitment” and Waiver prior to their students returning to campus.
- The headmaster and the administrative team will review the plan with school families and make themselves available for questioning.
  - The school will draw particular attention to at-home and at-school screening, PPE, and hygienic procedures and materials
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this health plan.

## Before and After School Drop off and Pick up

- **Before & School Care** (BASS) will only be available to those families who MUST drop off children in order to go to work. Parents must pre-register before the school year and will be billed \$5.00 per day. **Note: this will be a VERY small number of students.**
  - Students will enter through the front gate and go directly to the outdoor table designated for their grade.
  - Students will have their health screening and temperature check directly upon arrival.
  - Students will remain at their grade's table and will not play.
  - Students in BASS will be dismissed to their classrooms at 8:15 using the same entrance points as listed below for their cohorts.
- **Regular school drop off** will be at 8:15.
- Parents must keep students in their cars until 8:15. The playground gate will be closed. Only students previously enrolled in BASS will be permitted to enter early.
- Students will enter and exit classrooms using their designated doors and hallways (marked throughout the campus). The playground is off limits. *This means there is not more than one class in any corridor.*
  - Preschool will use preschool entrance; Kindergarten will use the kindergarten door entrance; 2<sup>nd</sup> and 4<sup>th</sup> go directly to portable classroom; 5<sup>th</sup> will use the back stairway entrance; 3<sup>rd</sup> will enter through the side door to preschool building and up the stairs; 1<sup>st</sup> will enter the side door to the preschool and through the double doors to their class; 6<sup>th</sup> will use the back door to the hallway.
- **Temperature check and screening questions will be done by teachers at the classroom door as students enter.**
- Students arriving late will be screened in the front office.
- **After school pick up:** Students will remain in their classes at their desks to be dismissed at 3:00 by walkie-talkie to walk to their cars.
- Students will use their designated entrance and exit hallways (clearly marked), wear masks, and physically distance. (see above)
- Students will be leaving as their cars arrive allowing for a staggered dismissal.
- Younger students will have assistance into their cars. Parents, PLEASE DO NOT ARRIVE EARLIER THAN 2:55 and remain in your cars.
- **During the day:** Parents are to remain in the office to check out their children. They should inform the teacher at the beginning of the day of the early pick up.
- **After school Care (BASS):** Students will be dismissed to BASS from their classrooms through their designated entrance / exits. They will go directly to their designated outdoor grade table and will not be allowed to play or mix. Parents will have a 15 min. grace period, but will be charged \$5.00 per hour or any part of an hour thereafter.

## Guests and Visitors

- Visitors and guests will be limited. All visitors must complete a temperature check and health screening in the front office and receive permission to be on campus.
- The school will limit volunteers on campus to those performing essential tasks.
- Approved visitation by the headmaster will be conditional on the visitor passing the same screening process as staff.
- Parent volunteers can be permitted in their own child's classroom if deemed essential by the headmaster, but not in other classrooms.
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols.

## Recess, Playground, and Lunch

- At lunch and recess, students will eat and play only within their cohort or classroom group. A detailed schedule of lunch, playground and restroom use has been created. (**Appendix D**)
- Students will eat lunch in their desks and be dismissed to play outside in their designated play areas. If not finished in ten minutes, they may finish at the designated tables sitting with appropriate physical distance.
- Tables will be disinfected by playground supervisors and /or students between lunch groups.
- Distancing requirements will not be required in play although supervisors will use common sense.
- Students will be required to wash and sanitize hands before and after recess.

## Lunches and Water Fountains

- Water fountains will be off limits (bottle filling stations excluded). Two additional bottle filling stations will be added. Students **MUST** bring their own labeled water bottles.
- There will be *absolutely* no sharing of lunches or food.
- Hot lunches from Elena's Kitchen and Chick Fil A will continue to be individually packaged and distributed by a designated parent volunteer or playground supervisor directly to classrooms.
- Workers who serve or distribute food must wear gloves and use proper hand hygiene.
- Microwaves will be off limits to students.

## Library (converted for classroom use)

- School library books will still be available for check out through our online program.
- The librarian will deliver books to classrooms for students.
- A book return box will be available in each classroom.

## Instructional Provisions for Students Out of School Due to Illness

- All class rooms will be equipped with devices and cameras so teachers can record lectures **as needed**. Parents may access these videos via: Google Classroom or RenWeb, per the homeroom teacher's instruction.
- Assignments will be listed on RenWeb as usual.
- Parents may request books and assignments be sent to the office **for pick up between 12:00 – 3:15 p.m.**
- As in the past, if a student is very sick or out for an extended time, parents will email or call the teacher to see what assignments must be completed and which may be excused.
- **NOTE: Work from unexcused absences will still not be excused without a pass** (see JH/HS handbooks and elementary class meetings). *We beg you not to take any unnecessary trips during school this year. Managing absence work will be especially challenging for teachers this year. Teachers are not required or expected to film and/or provide recorded material to students out for unexcused absences.*

## Distance Learning Outline:

**General Guidelines from CDPH:** Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period, depending on the size and physical layout of the school.

- Campus Open**---Our primary goal is to provide a quality education while in Christian Community. When campus is open, students' learning will take place in the classroom under direct instruction, unless they are home sick.
- Cohort Distance Learning**—If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include scheduled live stream Google Meet for synchronous instruction, links to recorded asynchronous instruction, and some paper/pencil assignments depending on the grade level. All lessons and assignments will be posted in RenWeb / FACTS (Kdg-6<sup>th</sup> grade) and on RenWeb / FACTS and Google Classroom (7<sup>th</sup>-12<sup>th</sup> grade).
- Campus Closed**—The entire school will move to distance learning if the campus is closed by the health department, just as in the cohort scenario but campus wide. ***(See separate Distance Learning Overview and/or grade overview on site).***

## Athletics

- At this time, CIF, the league that our students participate in, is not reopening sports for the fall. We will add sports if restrictions are lifted and include any protocols at that time.

## Waiver of Liability and Health & Safety Commitment

- All staff members and parents must sign and return the attached **Waiver of Liability** prior to campus reopening. Student admission to campus for the 2020-2021 school year is contingent upon parent signatures.
- All staff members and parents must sign and return the attached **CCS Health and Safety Commitment** prior to the first day of school. Student admission to campus for the 2020-2021 school year is contingent upon parent signatures.

## Closing Commentary

Martin Luther, the igniter of the great Reformation in 1517, was as much an education reformer as he was a church reformer. Like the early church fathers who placed the Bible at the center of their school's curriculum, Luther said:

*Above all, in schools of all kinds the chief and most common lesson should be in the Scriptures.... But where the Holy Scriptures are not the rule, I advise no one to send his child. Everything must perish where God's word is not studied unceasingly. When schools prosper, the Church remains righteous and her doctrine pure. Young pupils and students are the seed and source of the Church. If we were dead, whence would come our successors, if not from the schools? For the sake of the Church we must have and maintain Christian schools".* Martin Luther, quoted in F.V.N. Painter, Luther on Education (St. Louis: Concordia Publishing House, 1889), p. 168; as reproduced in CSE Magazine, "1,900 Years of Christian Schools and Their Impact on Society," available at ACSI.org.

# APPENDIX A

## Evidence of Consultation with Labor (Teachers and Staff)

Each staff member signed the following letter which is on file and can be scanned and submitted by PDF.

September 11, 2020

Olivia Kasirye, MD, MS  
Public Health Officer  
Division of Public Health

Dear Ms. Kasirye,

I am a teacher/ support staff (circle one) at Cornerstone Christian School. I have read our school's Health Plan for reopening our school. We met for staff training over the week of August 17<sup>th</sup> and worked through our plan item by item so that we can bring students back to campus safely. This review included:

- Procedures for providing asynchronous and synchronous instruction for students who are ill or quarantined or if a cohort or entire school must switch to online instruction.
- Technology training for implementing the above.
- Procedures for teaching remotely if a teacher must quarantine
- Procedures for arrival, dismissal, use of hallways and entrances to keep students separated
- Procedures for keeping students separated in cohorts both for instruction, breaks and lunches
- Procedures for handwashing and cleaning throughout the day
- Procedures to eliminate shared items as much as possible
- In short, we have worked hard to think through the details involved to implement these many new procedures.

I understand the risks of being on campus, and the risk to my students of prolonged distance learning in the developmental years. I am committed to working with our school to provide a safe, healthy environment for students and staff to learn on campus, and to following the guidelines set forth in our Health and Safety Plan.

Additional Comments: \_\_\_\_\_

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Signature

Date

## **APPENDIX B**

### **Evidence of Consultation Parent and Community Organizations**

#### **PARENT ORGANIZATION**

CCS has emailed our health and safety plan to parents, and we are scheduled to meet in order to review the plan and provide an opportunity for questions. We will also provide a parent checklist at that time to help cover the important daily procedures and COVID-19 screening, quarantining, and reporting protocols.

All parents will sign a Parent Commitment outlining the serious need for EACH member of our community to adhere to plan in order to protect the health of all. They will also sign a waiver of liability before returning to campus.

#### **COMMUNITY ORGANIZATION**

We informed local businesses who partner with our school of our plans to reopen. Additionally our landlords, Christian Faith Center, the Sacramento County Sheriff, and the Sacramento Fire Marshall have also been informed of our plans to re-open.



# APPENDIX C

## Staff Daily Screening Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**Q1:** Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

**If yes, circle what applies above and see your supervisor immediately.**

**Q2:** Since your last time on campus, have you had any two of these symptoms

Fever

Muscle pain

Sore throat

Chills    Headache

New loss of taste or smell

Repeated shaking with chills

**If yes, circle symptoms and see your supervisor immediately.**

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

**If a person is exhibiting symptoms or exceeds the body temperature allowable by the Sacramento county HHS, he or she will be instructed to go home or to the nearest health center, then, complete the following section of this form:**

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_

# APPENDIX D

## APPENDIX D: AGENCY UPDATES

### Sacramento County COVID Community Testing

Information for students and families: [https://www.saccounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

### CA Department of Public Health Guidance

<https://covid19.ca.gov/pdf/guidance-schools.pdf>

### CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

### Campus Access

- [CDC: What to Do If You Are Sick](#)
- [CDC: People Who Are at Higher Risk for Severe Illness](#)

### Hygiene and PPE

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#) (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

### Cleaning and Disinfecting

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

### Information for Staff Training

- [Healthy Schools Act](#) (PDF)
- [CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#)

### Communication with School Community

- [CDC: Criteria to Discontinue Home Isolation](#)
- [CDC: Public Health Recommendations for Community-Related Exposure](#)

### Food Services

- [Student Meals Cal/OSHA Guidance for Restaurants](#)

# APPENDIX E: COMMUNICATIONS

## Cases and Exposures Correspondence

**Note: We provide these letters as models for correspondence. We may modify them in collaboration with County Health as appropriate.**

### Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at (Name of School) School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep him or her home if he or she are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

(Name of County) County Public Health has been notified. (Name of School) School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, name. Additional resources can be found at the following website:

(Insert County COVID-19 Portal Page Here)

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes. The last date of known exposure was \_\_\_\_\_[date].

[Name of County] County Public Health advises that your child immediately stay at home, except to get medical care, even if he or she do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly, they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from [Name of County] County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- [Insert County COVID-19 portal page link here]
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- (Updates about our school's situation)

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Name and contact information of principal]

## Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

This letter is to inform you that your child feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

To return to school, your child must wait at least 10 days after symptom onset, 24 hours with no fever (and no fever reducing medication), and improvement in other symptoms. If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If your child tests positive, please notify school administration immediately. If your child tests negative for COVID-19, he or she should remain home at least 24 hours with no fever (without fever reducing medicine) and symptoms improvement. If testing was not done, the individual may have a medical note by a physician that provides alternative explanation for symptoms and reason for not having a COVID-19 test or, follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

Our Remote Learning Liaison will connect with you ASAP to discuss providing instruction during this hiatus.

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

- [Insert county COVID-19 portal page link here]

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Principal name and contact information]

## Scenario 3 - Quarantine Letter

August ZZ, 2020

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at [Name of School] School has tested positive for COVID-19. The date of possible on-campus contact was August ZZ, 2020. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Administration, the Regional Director, the school contact tracer, [Name of County] County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after August ZZ. Testing does not shorten the 14-day quarantine.

Please note that all information, including the name(s) of reporting individuals, is confidential.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites.

The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.

If you have any questions or concerns, please contact principal [insert principal name and contact information here].

Sincerely,

Richard Batista  
Headmaster  
Cornerstone Christian School

## **WAIVER OF LIABILITY**

Cornerstone Christian School (CCS) is hereby providing notice to me that it intends to reopen its in-person school program on Monday, September 21, 2020. I/we understand that CCS cannot protect my child/student and/or me from risks, which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus, or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization, or death.

I hereby agree not to enter the CCS campus nor permit my child/student to enter the CCS campus if I or my child has exhibited within the previous 48 hours any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

I hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my child/student participating in any CCS activity or school program, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Cornerstone Christian School, its officers, directors, employees, agents, and representatives ("CCS Parties") from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student while in attendance at or participating in any CCS school or activity, including, but not limited to, the preschool, K-12 schooling, and/or afterschool program, including any medical expenses, injury and/or death.

I agree to indemnify Cornerstone Christian School, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence, intentional actions, or omissions of CCS Parties. I fully understand, on my behalf, and behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release, and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this Release shall be governed by the laws of the State of California.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**I understand that by signing this agreement, I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.**

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

**[A copy of the above Release must be signed, and returned to CCS prior to September 21, 2020.]**

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Printed Name of CCS Family

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Father / Guardian Signature

Date

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Mother / Guardian Signature

Date