



Guidelines for Returning to School

COVID-19 Precautions

July 29, 2020 This is a living document subject to change based on COVID-19 updates.

Key Facts 2020-2021

- Parkview Christian School is committed to the mission we have set before us: *to partner with parents to develop lifelong learners who are equipped to be disciples of Christ.*
- Our first day of school will be **Wednesday, August 12 with noon dismissal**. PCS will have students on campus for in-class instruction five days a week.
- With no more than 9 students per classroom, PCS has the ability to physically distance students, teachers and staff; conduct increased cleaning and disinfection; and monitor the health of those on campus.
- PCS will request parents to guard the school by utilizing a standard Covid-19 symptom checker for students.
- Student temperatures will be taken by school personnel during carpool drop off before students will be permitted to enter the building each morning.
- PCS will respond to the status of COVID-19 in our community based on updated, reliable sources of information from Federal (CDC), State (Georgia Department of Health) and local recommendations/regulations. Members of the school community will need to be prepared to adjust as required for each circumstance. Please be aware that the Department of Health may recommend closing the school for several days with short notice.

AUGUST - DECEMBER 2020

We are using a tiered approach to re-opening, remaining open and, if necessary, closing during the fall semester of the school year (*see below for graphic explanation*):

Tier 1: We will meet at school with safety measures in place. We will remain open unless confirmed cases of COVID-19 occur. If any of our staff or students has a confirmed case, we will move to **Tier 2**.

Tier 2 (1 confirmed case): We will close the case-specific *classroom* for one week and the teacher

will convert to Distance Learning. If, after one week of closure, no additional cases of COVID-19 are confirmed, we will reopen the classroom, returning to **Tier 1**.

NOTE: In accordance with current CDC guidelines: The student or staff member who previously tested positive must remain out until he/she receives a negative COVID- 19 test OR until at least 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

- If there are up to 2 additional cases (2-3 total confirmed cases) of COVID-19 among our staff or students during the short-term closure of the classroom, we will move to **Tier 3**.
- If there are 3 or more additional cases (4 or more total confirmed cases) of COVID-19 among our staff or students during the short-term closure, we will move to **Tier 4**.

Tier 3 (2-3 confirmed cases): We will close the *school* for two weeks and proceed with Distance Learning. If, after two weeks/ten school days of closure, no additional cases of COVID-19 are confirmed, we will reopen the school, returning to Tier 1.

NOTE: In accordance with current CDC guidelines: The students or staff members who previously tested positive must remain out until he/she receives a negative COVID- 19 test OR until at least 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

- If at any time we have 4 or more confirmed concurrent cases of COVID-19 in staff or students, we will move to Tier 4.

Tier 4 (4+ confirmed cases): If four or more confirmed concurrent cases, we will continue school-wide Distance Learning beyond the two weeks of Tier 3 and monitor the situation closely. We know the safety of your child is of primary importance until we have no current cases of COVID-19 within PCS staff or students.

- We will reopen the school, returning to Tier 1, once all individuals with confirmed cases have received negative COVID-19 tests OR until at least 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever- reducing medications, and with improvement of other symptoms.

If a family member of a student or staff member has a confirmed case of COVID- 19, the student(s) or staff member must remain at home until at least *10 days have passed* since any household member's symptom onset. Any fever must be resolved for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

Ultimately, decisions regarding when to close and when to re-open will be at the discretion of school leadership after consultation with local health officials. In order to allow learning to continue, some individual class groups may be approved to meet during Tier 4 if safety can be ensured through such measures as physical distancing, wearing masks, and meeting outdoors.

PCS teachers will provide remote learning through Zoom should we reach Tiers 2, 3 and/or 4. Ongoing training begins at pre-planning on August 6th and communication will be school-wide regarding expectations about digital learning for students and preparation by teachers.

We take a step of faith that is new for everyone; and there are different levels of caution. The health and wellbeing of our community depends on parents and families committing to following recommended health practices, fairness, and loving our neighbors as ourselves. Together we can call on the Lord for His clear leading for the weeks ahead.

A list of **Frequently Asked Questions** (FAQs) about exposure, testing, self-isolation, etc. will be added to the school website soon.

Our tiered approach:

Tier 1	School in session with safety measures in place. We will begin classes on August 12th and will remain open unless we know of a confirmed case of Covid-19.
Tier 2	If one student or teacher has a confirmed case of Covid-19, we will close the classroom of that individual for <i>one week</i> of Distance Learning. If additional cases are reported, move to Tier 3.
Tier 3	If two to three confirmed cases of Covid-19 are reported, we will close the school for <i>two-weeks</i> with Distance Learning in place. If more than 2-3 in the school: move to Tier 4.
Tier 4	If at any time we have four (4) or more confirmed concurrent cases of Covid-19 in staff or students, the <i>school</i> will move to Tier 4 and Distance Learning. Tier 4 begins after an additional case is known during the two weeks of Tier 3. The safety of all PCS staff and students is priority. Once no new cases are known, the process returns to Tier 1.

Health and Safety on the Parkview Property

- All people on campus, including employees, students and parents, are expected to maintain physical distance from each other and to wear face coverings while in the halls and travelling to field trips. These measures are effective ways to limit transmission of coronavirus based on CDC studies maintaining that COVID-19 is an airborne disease that spreads mainly from person to person through speaking, laughing, coughing or sneezing. (See note about masks below.)

- Nonessential visitors, volunteers and activities involving external groups or organizations will not be allowed. The Enrichment Day plans for grades 1-2 are under review, with emphasis on outdoor activities and additional vehicles for transportation.
- Virtual meetings will be utilized when in-person meetings are not necessary.
- Physical-distancing protocols of 6 feet of space between people will be implemented across campus as much as is reasonably possible.
- Capacities will be reduced in the lunchroom, and outdoor seating will be utilized.
- Hand sanitizer with alcohol content of at least 60% has been ordered and will be available throughout the building and in classrooms.
- Signs will be posted in visible locations to promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).
- The use of face coverings will be *mandatory in the building hallways*.
- Individual classrooms will not mix with others inside the building with the exception of middle school lunch where physical spacing is observed and the number of students is less than 15. Chapel will be reviewed with an emphasis on appropriate physical distancing and meetings will be in a minimum of two groups, such as K-4 and 5-8.
- We will monitor and report daily symptoms for teachers, staff and students in a confidential format.
- Persons presenting with COVID-19 symptoms or a temperature of 100.4 or above after the school day has commenced, will be put in an isolation room immediately and sent home. Administrators will work with the family to determine whether, in fact, the symptoms are due to COVID-19 infection. During this time, school may be conducted remotely, and return to school will be at the discretion of school leadership.

Masks and Shields Covering Faces

- Inside the building hallways all persons are expected to wear face coverings (surgical or cloth masks, gaiters and/or face shields) that cover the mouth and nose. Our approach will be classroom groups as “pods” to be self-contained with distancing for older children who have the greater risk of transmission. Current recommendations from Children’s Healthcare of Atlanta state:

Instruct students and staff that masks may be removed while eating, drinking and going outdoors, and while in classrooms and other areas where/if adequate social distancing can be achieved.

Teachers will implement the distancing to the best of their ability. The transmission rate from child to child is small, and lower from child to teacher. We want to be in class for teachers to interact with students and anyone may choose to wear a mask at all times. The CDC advises that anyone who has trouble breathing or is unable to remove a face covering without assistance should not wear a face covering. If this applies to you or your child, contact the PCS Office Manager, Olivia Petitt.

- Surgical masks may only be worn for one day and must be properly discarded.
- Cloth face coverings may only be worn for one day and laundered between each use.
- Face shields must be thoroughly cleaned after each use.

Cleaning/Disinfection

- PCS custodial staff will clean five days per week, and will review CDC Guidelines when developing and updating cleaning practices.
- Hand sanitizer will be available at major building entrances (as supplies are obtainable).
- The use of gloves is not required and does not replace good hand hygiene.
- Employees are expected to clean their work areas at the start and end of each teaching period.
- Steps have been taken to reduce the number of common touch points for teachers and students in the school building such as touchless toilets and sinks and a water bottle filling station in the elementary school hallway.
- Each classroom will have a supply of wipes, sanitizing spray, gloves and paper towels to use for regular disinfecting.
- Bathrooms will be cleaned with EPA-approved disinfectants on a regular schedule.
- Trash cans will be emptied as needed or at least once daily.

Carpool and Arrival Procedures for Families

- Parents will be asked to confirm their child has a temperature of less than 100.4 before arriving to school, and a touchless thermometer check will be a requirement for student and family members' admittance into the building.
- School leadership reserves the right not to admit a student into the building if symptoms of illness are detected.
- To limit spread of coronavirus within carpool groups, use of masks for children and drivers within cars is requested.

- Morning carpool procedures and temperature checks will begin at 8:05. Students will begin admittance into the building until 8:25. Arrival to PCS after 8:25 will be considered tardy. Classes will begin promptly at 8:30.
- Carpool drop-off for students will occur in two areas: Middle School students in grades 6-8 (and their carpool members) will enter the building through the front door by the flagpole.. All others will use the portico. Directions will be
 - After passing temperature checks, students will be released from their cars one carpool at a time and *at teacher direction only*.
 - Students will proceed directly to homerooms, maintaining adequate social distances en route.
 - Students will be given hand sanitizer to use when entering the building.
- Parents will not be allowed to accompany students into the building.
- Parent concerns and questions, if not able to be dealt with on the phone or by email, will need to wait until after 8:30. After students are in classrooms, parents may enter the office if necessary.

Noon carpool pickup will begin at 11:55 and continue until 12:10 at the portico.
 Afternoon carpool pickup will begin at 3:00 and continue until 3:15 at the portico.

Classroom Procedures

- Classroom surfaces and student supplies will not be shared unless easily cleaned between uses.
- Students will be trained in and held responsible for cleaning workplaces and surfaces regularly. Chairs, desktops and personal items will be cleaned daily. Designated “student cleaners” will wipe door handles, light switches and other common touchpoints twice daily.
- Students will be able to bring backpacks to school as long as they are properly maintained. Families should spray backpacks daily with disinfectant and hang them outside over weekends. Backpacks will be kept next to assigned desks or on the backs of assigned chairs. Middle school students will have access to lockers while they are able to maintain physical distance - no two lockers will be beside each other. (This is possible due to the quantity of available lockers and small class sizes.)
- Whenever possible, windows and doors will remain open to increase ventilation.

- Teachers will design lessons to be conducted outside as much as possible.
- Each classroom will form its own “pod” and these groupings will not mix with others inside the school building with the exception of middle school lunch.
 - Teachers will design a schedule to ensure that only one class is utilizing the restroom facilities at a time and that no more than three (3) students are in the bathroom simultaneously.
 - Classes will limit time in the hallway as much as possible, walking to restrooms and exiting/entering the building with distance between students in hallways.
 - Students will remain in their homeroom classrooms each day, with a music teacher rotating around to each classroom. Spanish, and IT classes will implement cleaning of desks and keyboards as appropriate, with PE held outdoors weather permitting.

Playground/Recess Procedures

- SPARK will not occur in August, each classroom teacher may conduct activities for her own students on separate play areas.
- Use of playground equipment will be limited to provide social distancing and daily cleaning between classroom usages will be implemented.
- Students will be required to bring personal water bottles from home. Traditional water fountains will be closed for drinking, but hallway water fill stations will be open. Water bottles will be taken home each day to be washed and refilled.
- Birthdays may be celebrated in classrooms or outside. Homemade items will not be allowed. If parents choose, they may send individually prepackaged snacks to school with their child for a birthday celebration.

Lunch/Recess Procedures (Afternoon Adventures and Grades 3-8)

There will be no lunch orders during August until local cases are past the recent peak.

- Students will bring hand sanitizer from home in lunch boxes or bags to use before and after recess.
- Classroom teachers and lunch monitors will take “back-up” hand sanitizer outside for student use until the school supply is delivered where it will be located at each entry point.
- Students will be required to wash hands thoroughly before exiting the building for lunch and use hand sanitizer before re-entering.
- Students in grades 3-5 will need to provide non-microwavable lunches to be eaten outside or in

their classrooms during lunch. Microwave ovens will not be available.

- Students in grades 3-5 will participate in outdoor recess on a staggered schedule. Middle school students will eat lunch and play outside in a separate lunch period from grades 3-5.
- The lunchroom will be utilized as needed with students facing in the same direction.
- Teachers and students will be responsible for washing, maintaining and transporting play equipment to and from assigned play areas.
- Students will be asked to bring personal water bottles from home. Traditional water fountains will be closed for drinking, but one hallway water fill station will be available. Water bottles will be taken home each day for washing and refilling.
- Students will be required to keep track of personal disposable trash items and discard them at home or in school trash cans. (*Picking up after yourself is an important habit anytime!*)
- Birthdays may be celebrated in classrooms or outside. Homemade items will not be permitted at this time. If parents choose, they may send individually prepackaged snacks to school with their child for a birthday celebration.

Physical Education Procedures

- Whenever possible, students will participate in PE classes outside in the open air.
- Students will be required to wash hands thoroughly or use hand sanitizer before and after participating in PE.
- Students will be asked to bring personal water bottles from home. Traditional water fountains will be closed for drinking but a water fill station will be open. Water bottles will be taken home each day for washing and refilling.
- While participating in active play, students will be monitored for appropriate distancing.
- PE activities will be selected and approved in consultation with school administration. Activities assigned will minimize student contact and limit the use of shared equipment, e.g., walking, running, calisthenics, individual dancing, and stretching.
- PE will be moved inside to the sanctuary space on days of inclement weather. While inside, students will participate in low intensity activities such as stretching. At the teacher's discretion, poor weather days can also be used for teaching fitness theory in the classroom.
- All equipment will be washed and disinfected at the end of each class period and before the use of a new group of students. Whenever possible, different equipment will be used for each class section.

Attendance Policy

- Leniency will be granted for tardy arrivals and absences due to COVID-19 concerns, but please allow extra time for carpool procedures to become routine. After 8:25, parents must walk their child to the door to have their temperature taken, and to sign them in.
- Please keep your students at home if you have any doubts about their health or exposure to COVID-19. Self check information [here](#).
- If you or any members of your family have any of the following symptoms, stay home and notify the school office:
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fever of 100.4 or above
 - ☐ Chills
 - ☐ Muscle pain or body aches
 - ☐ New loss of taste or smell
 - ☐ GI symptoms (e.g., nausea, vomiting or diarrhea)
 - ☐ Sore throat
 - ☐ Headache
 - ☐ Fatigue
 - ☐ Congestion or runny nose (not due to seasonal allergies)
- Students and family members with these symptoms will not be allowed back into the building unless given permission by administration.
- If you or a member of your household tests positive for COVID-19, please follow the quarantine guidelines at the following link:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- Quarantined students will have access to their education through general lesson plans posted on RenWeb or Google classroom, and teachers will be available through emails and calls. (Webcam access is under review.) PCS will not penalize students in any way for lack of attendance due to COVID- 19 symptoms or concerns.

Parent Meetings

- PCS Campus Meetings will take place with appropriate physical distance for one parent to attend, wearing masks will be required. Virtual attendance is possible with live stream or a recording with details to be announced.

Office Policies

- Only one non-office personnel will be allowed in the office at a time. Visitors and guests will be asked to wait in the foyer until space is open.

Waiver

Please sign and return the waiver that follows. It can be scanned and sent electronically or a paper copy will be available for you on Monday, August 10th. Due date: Tuesday, August 11th. Thank you.



PARKVIEW CHRISTIAN SCHOOL WAIVER

This is a legally binding ASSUMPTION OF RISK, COVENANT NOT TO SUE, AGREEMENT TO INDEMNIFY, AND RELEASE AND WAIVER OF LIABILITY (“Agreement”) made by me and my child in favor of Parkview Christian School (the “School”).

During the 2020-2021 school year, my child wishes to engage in the academic, and student life programs and services of the School (the “Programs”). In consideration for the School allowing my child to participate in its Programs, I hereby agree as follows:

1. My child’s participation in the School’s Programs is of my own free will.
2. I acknowledge receipt of the COVID-19 Health and Safety Protocols and confirm that I have reviewed this document with my child and that s/he agrees to abide by these protocols. In the case of a Middle School student, I also confirm that my child has independently read these policies.
3. I understand that, by participating in the Programs, my child may be exposed to the risk of contracting COVID-19, and as a result be subject to foreseeable and/or unforeseeable risks related to COVID-19. I further understand that the School and its employees cannot guarantee my child’s health or safety. It is my responsibility to abide by School policy and guidance related to COVID-19 prevention and treatment for my child and for others.
4. On behalf of my child and my family, heirs, and personal representatives, I hereby accept and assume all risks related to COVID-19 transmission (both foreseeable and unforeseeable) arising from or relating to my child’s participation in the School’s Programs, and hereby assume all responsibility for all losses, costs, and/or damages related to such participation, even if caused, in whole or in part, by the negligence of the School or its employees or agents.
5. On behalf of my child and my family, heirs, and personal representatives, I hereby (1) release and hold harmless, (2) covenant not to sue, and (3) agree to indemnify the School, its trustees, officers, agents, and employees to the fullest extent permitted by law from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to exposure to or transmission of COVID-19 during my child’s participation in the School’s Programs, even if caused, in whole or in part, by the negligence of the School or its employees or agents.
6. This Agreement shall be construed in accordance with the laws of the state of Georgia. Gwinnett County, Georgia shall be the exclusive forum for any lawsuits filed in connection with or pursuant to this Agreement. The terms of this Agreement shall be severable such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions of this Agreement shall not be affected thereby and shall still be enforceable to the extent permitted by applicable law. I am fully competent to read and understand this Agreement, have carefully and thoroughly read it, fully understand its contents, and sign it of my own free will. My child is likewise entering into this Agreement and agrees to be fully bound by its terms.

Parent Signature

Print Name

Date