



**CEDARWOOD
CHRISTIAN ACADEMY**

"Lifting Up the Standard"

A Response Plan to COVID-19
for the 2020-2021 School Year

Dear Parents,

We are eager to begin this 2020-2021 school year with you. We recognize that some of the procedures and guidelines we have outlined in this plan may seem excessive or restrictive. However, we want you to know that we love our students and their families and our teachers, and as such, it is only right that we do all that is in our power to do to create a safe environment for our community.

We admit that this document is fluid and there may need to be adjustments made as new information becomes available. At this time, we are making decisions based on the most current information we have been provided by the health department and have put in place a variety of protective layers (i.e. mask use, social distancing, cohorting, and cleaning and hygiene practices) to help minimize the spread of COVID-19 within our school community.

As our Board prayed about this upcoming year and the procedures we have put in place, the word the Lord gave us was **“Where the Spirit of the Lord is, there is freedom.”** We are encouraged, that although in the physical realm, we have some new restrictions in place, the Holy Spirit does move at CedarWood and our students will experience freedom.

How can you help us this year?

- Pray with us for protection, wisdom, and God’s work to be accomplished this year.
- Keep your student home when they are exhibiting any symptoms of illness (fever, sore throat, coughing, nausea, diarrhea, etc.) and work with the school for a safe return to in-person learning.
- Make sure your student is up to date on their required vaccinations.
- Keep your student stocked with hand sanitizer and disinfecting wipes for personal use
- Cooperate and maintain a positive attitude, especially in encouraging your student to adhere to these guidelines.

- CedarWood Christian Academy

Due to the ongoing changes in health guidelines and the unexpected nature of COVID-19, CedarWood Christian Academy is prepared to transition between unrestricted in-person learning, restricted in-person learning, and distance learning as defined below:

- **Unrestricted In-Person Learning:**

Daily schedule and calendar will run as normal. Screening, cohorting, masking procedures, etc. will be relaxed as directed by the health department.

- **Restricted In-Person Learning:**

Daily schedule will be adjusted to accommodate remote learning procedures for those who need it. Screening, cohorting, masking procedures, etc. will be in full-effect for in-person learning.

- **Distance Learning:**

Classroom or full school closure with at-home learning only. Mandated by the state or Tri-County Health department.

CedarWood will be opening on Friday, August 28, in the Restricted In-Person Learning environment.

Our protocols revolve around health and hygiene, cleaning and disinfecting processes, illness tracking, and communication with state and Tri-County Health Departments. These protocols are outlined further in this document.

CedarWood will continue to follow the guidance of local and state health officials. Adjustments to procedures and health guidelines may be required in response to current health conditions. Please be aware that it is possible that a classroom or specific grade levels be excluded from in-person attendance if an outbreak or individual case can be traced to a particular group.

GENERAL SCHOOL PROTOCOLS

Student Arrival:

Between 8:00 and 8:20 AM, parents will enter the parking lot from Macon Street, carefully proceed through the parking lot around the building to the east side (facing Moline) where students will be screened at the vehicle.

Students and parents should be wearing masks as they arrive at school for screening. In order to keep the screening process moving, parents should remain in the vehicle and should not use this time as a parent/teacher conference to engage with the staff member or to converse with other parents.

The screening process will require that students have their temperature taken and answer some screening questions. If the reading is below 100.4 degrees (F), and the student (or parent should the student's age limit their ability to respond) has answered the screening questions successfully, the

student will be admitted into the building where they will use hand sanitizer and proceed directly to their classroom.

Students will not gather in the hallway, congregate at the bathroom or lockers, but instead proceed directly to the classroom where the teacher will facilitate safe arrival procedures.

Should a student have a higher temperature reading than 100.4 degrees, but screening questions were answered successfully, the parent will be given the option to wait for ten minutes before being re-assessed or to take the student home for the day.

The school will adhere to the flowcharts provided by the health department for when a student should stay home from school, be sent home from school, remain home from school, or return to class.

Mask Policy:

In an effort to protect our entire student body, their families and our teachers, CedarWood believes that wearing a mask is a useful practice to help alleviate the spread of the virus.

All teachers/staff will need to wear masks at all times (indoors and outdoors), apart from times when eating or drinking. Face shields and gloves will also be provided to teachers to wear as desired.

All students entering the building will need to wear a face covering/mask and masks will be required in the classroom, apart from eating and drinking. Students will be given mask breaks when at recess or PE, as long as social distancing procedures are fully enforced.

Recess:

Students will participate in recess with only their class. Recess should take place outside twice daily unless inclement weather (precipitation or low temperatures/wind chill). Recess play time will be directed to ensure that students are able to get adequate movement and expend energy without sacrificing social distancing. Any equipment utilized will be issued to individual students for the recess period and thoroughly sanitized should it be a shared supply.

Should a class size be small enough to warrant co-mingling of classrooms when on recess, written permission must be obtained from the school principal. Recess must occur outside; social distancing procedures will be exceeded (greater than 6 feet) and will not last longer than fifteen minutes.

Physical Education:

Elementary Physical Education will take place with individual classrooms and will be held outside as much as is possible. Social distancing procedures (6 feet) will be adhered to at all times. The class will focus on individual exercises rather than group sports. Any equipment used such as balls, jump ropes, etc., will be assigned to an individual student to use for the duration of the class and will be thoroughly disinfected at the close of class and returned to proper storage. Sharing of equipment (even catching balls from other students) will not be allowed. Games that do not involve student contact, where social distancing can be maintained, and do not involve touching equipment with hands can be played.

Upper level sports are suspended until further notice.

Morning Worship, Chapel and Special Gatherings:

Morning worship will take place in individual classrooms. Furthermore, all-school gatherings in the chapel will be suspended until it is safe to do so. Should a special service be necessary, it will take place via broadcast methods (FM Transmitter, Zoom, etc.) and students will remain in their classroom.

Chapel dress will not be required on Wednesdays for the first semester. Regular CedarWood dress code will be acceptable on Wednesdays.

Birthdays/Pop/Meals:

Parents wishing to send in food or items to celebrate their child's birthday may do so as long as they adhere to the following guidelines:

- Parents will not be allowed in the classroom
- Any food or items must be individually wrapped

Pop/Gatorade/Water sales will be allowed. A staff person or their delegate will be in charge of taking orders, maintaining proper social distancing, opening the refrigerator, and wiping down the beverage with a food-safe disinfectant wipe. Students will not be allowed to serve themselves.

Hot lunch will be suspended until further notice.

Dismissal:

All grade levels will be dismissed at 3:10 PM. Parents will enter the parking lot from Macon Street, proceeding slowly and cautiously through the parking lot. The attendant on duty will alert teachers via two-way radio when a student's ride is in the pick-up line. Students will depart from the classroom, directly out the school playground exit to the vehicle. In order to ensure a safe and timely departure, there will be no congregating in the hallway outside the classroom or at the vehicle. **All students must be picked up by 3:30 PM.**

At 3:30 PM, students enrolled in the Extended Day Learning will be escorted from their classroom by the classroom teacher to the EDL room for that program's supervision.

Early Pick-Up for Appointment or Illness

All pick-ups or drop-offs during the school day (8:20 AM – 3:10 PM) will take place at the North entrance (19th Street).

If a parent is notified of a student's illness, they will need to head to school for immediate pick-up of the student. Upon arrival, the parent should call the office and a staff member will escort the student to the car.

If a student needs to be picked up early due to an appointment, parents must notify the office ahead of time and upon arrival and a staff member will escort the student to the car.

Illness & Confirmed COVID Cases

If at any time a student spikes a fever of greater than 100.4°F, they will be isolated and parents will be required to pick up their child immediately. Students will not be allowed to return to the classroom to retrieve books or a bag; a staff member will gather student belongings.

CedarWood will work closely with the Tri-County Health Department who will help determine a course of action for the school when a confirmed case of COVID-19 occurs. Tri-County Health will provide guidance regarding the dismissal of just the individual, the entire cohort, or the entire school. Parents will be communicated with immediately when a case has been confirmed and the decision of how long and who must stay home has been made.

CedarWood will use the flowcharts created by Tri-County Health Department to determine when a student should stay home, how long they should stay home, and when it is safe to return to school. Parents and staff are encouraged to use these flowcharts, as well, to help us maintain a safe in-person learning environment.

CLASSROOM MANAGEMENT

Classroom furniture will be arranged to ensure proper social distancing (6 feet). Extra desks/chairs have been removed or marked as unavailable.

Classroom activities will be completed with proper social distancing (6 feet) in effect at all times. Circle time, partner/group work, free play, stations, etc. if utilized must be conducted within these guidelines at all times. No exceptions.

Each student will have assigned seating and assigned storage for additional supplies. Student backpacks, coats, lunchboxes should be stored separately and not stored together with other students' supplies.

Classrooms that utilize lockers in the room or in the hallway will assign lockers to individual students and will allow students to visit lockers in limited numbers to maintain proper social distancing (6 feet).

Each student will use their own supplies and will utilize their own hand sanitizer and disinfectant wipes. (Students in lower elementary may need to have these supplies stored out of reach to avoid improper usage.)

Each classroom will have a water station (a fillable water cooler dispenser) that the teacher is responsible for cleaning and filling each day. Each student will bring a personal water bottle which will be filled from the water station. If students fill their own bottle, the water dispenser nozzle and other high touch areas must be sanitized between use.

Students will bring lunch from home and eat at their desks or other properly distanced (6 feet) space within the classroom. Surfaces will be disinfected and students will wash hands thoroughly before eating. After lunch, the surface will be disinfected. If classroom microwave is used, it must be wiped down after each use.

Teachers will be vigilant in regularly wiping down surfaces, cleaning floors, and general disinfecting procedures to ensure that their classroom remains safe throughout the day for students.

Each classroom teacher will establish a communication protocol for parents to use as parents will no longer be able to visit with the student's teacher before or after school on the playground.

BUILDING MANAGEMENT

All restrooms will be sanitized and disinfected throughout the day.

Drinking fountains have been turned off and out of use until further notice. Water filling stations will be available in each classroom. It is very important that all students have their own refillable water bottle.

Desks and other classroom and hall surfaces will be cleaned and sanitized at the end of each day. Further, other high touch and high usage areas will be cleaned and disinfected nightly.

Air conditioners will run in each classroom for a minimum of 1-hour in the morning and 1-hour in the afternoon with the air intake set to remove air from the inside to the outside to increase air circulation.

Hand sanitizer is available in every classroom and in general areas. Students will be required to wash their hands before eating any food. In addition to bathroom sinks, kitchen sinks will be utilized for student hand-washing.

REMOTE LEARNING

This year, CedarWood will make available classroom instruction via the Zoom platform and Google Classroom (some classrooms may utilize additional programs). It is understood that every student may need to move to remote instruction at various times during the year in response to isolation guidelines or health concerns and may transition from in-person to remote learning and back, as is necessary.

The following general expectations are in place for those who join the classroom remotely:

- The students attending school from home will be required to sign on by 8:20 AM and participate in classes as required by the classroom teacher.
- The student will adhere to CedarWood's dress code.
- The student should be set up in an area of the home where distractions and interruptions will be minimal to nonexistent. Parents and others in the home should be mindful of the learning environment required and seek to support the student's focusing needs. Answering the phone, playing with toys or siblings, completing chores, etc. are all activities that should not be engaged in during classroom instruction time.
- The student's webcam is to remain on at all times and the student in view of the camera. (Webcams are available for loan from the school office.)
- The student should follow the teacher's procedures for bathroom breaks, snacks, etc. and return to the class in a timely manner.

CedarWood will utilize a simple Green – Yellow- Red feedback system to communicate with parents and students regarding student participation and other concerns.

Green:

- Student is present & participates in class
- Student adheres to general expectations as outlined above
- Student meets teacher-set expectations
- Student completes and turns in work in timely manner

Students receiving green feedback for class are successfully participating in remote learning.

Yellow:

- Student is present and does not participate in class or misses portions of class without permission
- Student does not adhere to general expectations as outlined above
- Student does not meet teacher-set expectations
- Student experiences technology or connectivity issues

Students receiving yellow feedback for class (three in a five-day period) are having difficulty participating in remote learning and adjustments will need to be made with parent and teacher support.

Red:

- Student is not present in class (no prior communication from parent regarding absence)
- Student does not complete or turn in work in timely manner

Students receiving red feedback for class are not participating in remote learning and adjustments will need to be made with administrator, teacher and parent support.

FINAL THOUGHTS & CHARGE

The 2020-2021 school year presents a unique challenge for students, parents, and teachers alike. We ask that every family take seriously the responsibility of creating and maintaining a safe, productive learning environment for our community. We recognize that there may be changes that need to be made to these protocols as required and those will be communicated to you.

We are thankful for your adherence to these guidelines, for your flexibility as we adjust to changing requirements, and your kindness as we interact safely with one another. Please pray with us for the Lord's purposes to be accomplished in your student as we continue our mission of teaching and training young people to know and serve God by nurturing a daily relationship with the Lord Jesus Christ, building godly character and developing the mind with excellent academics.