

BEACON HILL CLASSICAL ACADEMY

Fall 2020

Re-opening Policies and Procedures



Prepared by
Beacon Hill Classical Academy Re-Opening Task Force

www.beaconhillclassical.org

ABOUT OUR PLAN

Beacon Hill's Re-Opening Task Force has developed a plan to re-enter the school in the fall with both our hybrid and full-time programs. We are keeping up to date with the latest COVID-19 guidelines, policies, and procedures of independent schools like ours. With the unknown implications of COVID-19 next year, we've developed a plan that is safe, adaptable, and prioritizes in-person learning.

OUR GUIDING PRINCIPLES

Beacon Hill is a small independent school, and we believe our policies and educational procedures should take our situation into account. Some of the recommended procedures from the California Department of Education will not apply directly to Beacon Hill (bussing, large cafeterias, large class size, etc.). For this reason, we primarily take our educational strategies from the recommendations of the Association of Classical Christian Schools (ACCS) and Independent School Management (ISM).

We believe in the importance of in-person learning and we believe that education is more than the transfer of knowledge. Teaching and learning involve human relationships and lifelong formation. For a full education to occur, then, it should happen within an embodied and face-to-face community. We also believe that online education occurs best only in the context of an already established in-person class community.

We recognize that COVID-19 affects Beacon Hill families in different ways, and in light of these differences and unknowns our educational policies and practices for 2020-2021 must be flexible and accommodating.

What are the different educational models for 2020-2021?

From our study and conversations with independent schools around the country, we believe that there are three models of instruction that can be implemented to respond to the uncertainties of COVID-19 in 2020-2021. Our team has worked to prioritize these models in ways that work best for our school community. The result is a plan that involves three categories of instruction:

Level 1- <i>Low Level of Concern</i>	Level 2- <i>Moderate Level of Concern</i>	Level 3- <i>High level of concern</i>
<p>Full occupancy</p> <ul style="list-style-type: none"> • Normal daily timetable • Athletics and extra-curricular activities per normal and routine schedule • Large venue gatherings permitted • Full chapel program 	<p>Modified On-Campus Cohort Learning</p> <ul style="list-style-type: none"> • Students K-6 will be assigned a classroom cohort with 14 or fewer students with whom they will remain throughout the day • Chapel will be held outdoors • Language Arts and math instruction will take place in classrooms, which will be thoroughly sanitized between cohorts • At-home lesson plans will be provided for art, science, history, geography, music, and P.E. • Both full-time and hybrid schedules resume with applicable tuition rates 	<p>Remote Learning</p> <ul style="list-style-type: none"> • Campus is closed to all community members • Students K-6 will receive live instruction by Zoom and daily lesson plans • Hybrid tuition rates for all families

Modified On-Campus Cohort Schedule

First Grade – Fifth Grade

TIME	COHORT ²	FOCUS	LOCATION	SUPERVISION
8:30-11:30 AM	A	<ul style="list-style-type: none"> • Language Arts • Mathematics 	Classroom	Primary Teacher
	B	<ul style="list-style-type: none"> • Science • History • Geography • Memory Work • Independent Reading/Writing 	At home	Parent
<i>various times to allow for physical distancing</i>				
AM Break ¹				
11:30-12:00 PM Campus Disinfection				
12:00-3:00 PM	B	<ul style="list-style-type: none"> • Language Arts • Mathematics 	Classroom	Primary Teacher
	A	<ul style="list-style-type: none"> • Science • History • Geography • Memory Work • Independent Reading/Writing 	At home	Parent
<i>various times to allow for physical distancing</i>				
PM Break ¹				

Notes:

¹Times are approximate to accommodate staggered break and lunch times for each classroom.

²Classes will be divided into two equal groups, Cohort A and Cohort B, to allow for physical distancing.

What prevention and safety practices will be implemented?

Healthy Hygiene Practices

- Beacon Hill has set up hand sanitizing stations outside each classroom and office.
- Classrooms with sinks will be supplied with soap and paper towels. Each sink in the building will have a poster to remind students about proper handwashing techniques.
- Beacon Hill will teach and reinforce proper hand washing, avoiding contact with one's eyes, and covering coughs and sneezes among students and staff.
- Routines for hand washing will be built into the school schedule, giving students the opportunity to wash their hands frequently throughout the day.
- Students will be required to wash their hands with school provided soap and warm water
 - Upon entering the classroom,
 - After coughing or sneezing,
 - Before and after eating snacks and lunch,
 - Before and after all recesses, and
 - After using the restrooms
- When hand washing is not practicable, ethyl alcohol-based sanitizers may also be used.

Face Coverings

- All employees and families will read and adhere to the [CDPH Guidance for the Use of Face Coverings](#).
- Students in 3rd-6th grades must wear face coverings while on campus.
- Face coverings are **STRONGLY** encouraged for students in Kindergarten-2nd grade.
- Teachers, staff, and volunteers will wear face coverings while on campus.
- Beacon Hill has purchased face shields for all staff.
- Face masks will be available for anyone who needs one.
- Face coverings must cover both the nose and mouth.
- Families and employees will be taught how to properly use, remove, and wash face coverings.
- Exemptions will be made in accordance with the CDPH Guidance for the Use of Face Coverings and training will be provided on how people who are exempted from wearing face coverings will be treated.
- Face coverings can be removed during snack and lunch.
- The administrative offices will have desk shields as an extra layer of protection.

Daily Temperature and Health Screenings

- Touchless thermometers will be used to take the temperature of each student, faculty, staff, and volunteer upon entering the school campus. If a student or staff member has a fever equal or greater than 99.5°F (regardless of method taken, oral or temporal) they will be quarantined and sent home as a suspected COVID-19 exposure.
- All teachers, staff, parents, and students will be required to use the COVID-19 electronic self-screening questionnaire prior to entering the campus available via QR code or website link. Students and staff will be monitored for symptoms throughout the day.
- Students and staff will be asked to stay home if they have had any close contact with someone who has COVID-19.
- The Ventura County Health Department will be notified immediately of positive cases while maintaining confidentiality of staff and students.
- Beacon Hill will document and track incidents of possible exposure to COVID-19 while at school. FERPA and HIPAA privacy regulations will be strictly adhered to. Families will be notified if their child has potentially been exposed to COVID-19.
- Staff will communicate with the parents of a sick child regarding symptoms of COVID-19.
- Students, staff, or visitors who display symptoms will be moved to an outdoor isolation area while waiting to be transported home. Students and staff may not return to campus until they have met the CDC criteria to discontinue home isolation (three days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared). Students will be provided with distance learning during their time away from school.
- Disinfection with [EPA approved list "N" cleaning products](#) using proper PPE equipment will take place in areas where symptomatic students or staff have been in contact. These areas may be closed for 24 hours.

Cohorts

- Grades K-6 will each be assigned a stable classroom cohort of 14 or fewer students with whom they will remain throughout the day.
- The cohort groups will be stable without mixing with or traveling between other cohort groups.
- Students will be kept in cohort groups during recess to minimize crossover among teachers and students.
- Recess times will be staggered to prevent overlap between cohort groups.
- Teachers will remain with cohorts as much as is practicable.

Physical Distancing

- Student and teacher desks will be physically distanced by 4-6 feet.
- All desks will face forward and be arranged in staggered rows.
- Markings on the floor will ensure adherence to physical distancing requirements within classrooms and in common areas.
- Hallways will have markings to minimize traffic and keep flow in one direction.
- Outdoor lessons may include music, P.E., art, history, geography, and science. Social distancing of six feet will be enforced during outdoor lessons. Cones and other tools will be used to show 6-foot distances.
- There will be no after school, on-campus extra-curricular activities, including use of playground equipment.

Entrance, Egress, and Movement Within the School

- Classroom doors will remain open during drop off (8:15-8:30am) with students proceeding directly to their classrooms through the main gate.
- At the end of the day, parents will pick up children from the back doors of classrooms.
- The playground will be closed before and after school.
- Hallways will have clearly marked one-direction movement around campus.
- Traffic flow with minimal group movement in hallways and common areas will be monitored and enforced.
- Visitors will be limited on campus. All parent meetings must be pre-scheduled and if possible, held outside.
- If necessary and pre-approved, small adult groups (fewer than 10 people) may meet if they adhere to social distancing and CDPH Face Covering guidelines. These meetings will be held outside if possible.
- All staff meetings and professional development will be conducted with social distancing of 6 feet and adequate air ventilation. When feasible, these meetings will be held outside.

Cleaning and Disinfection Procedures

- Trained Beacon Hill staff will conduct routine cleaning and disinfection of frequently touched surfaces, such as chairs, desks, tables, door handles, light switches, sinks and faucet handles, etc. using [EPA approved list “N” cleaning products](#).
- While cleaning, proper PPE will be used and air ventilation will be implemented by opening windows and using fans.
- Bathrooms, classrooms, and offices will receive cleaning and disinfection by a professional cleaning company after school each day.
- Classroom desks, tables, and chairs will be disinfected daily using [EPA approved list “N” cleaning products](#) before school, between cohorts, and after school.
- Water fountains will be closed, although the no-touch water bottle station will remain open.
- Each child’s individual supplies (pencils, crayons, markers, pens, etc.) will be labeled with the child’s name and kept in their own personal container. They will not be shared with other students. These supplies will be sent home each afternoon to be sanitized by families.
- Adequate supplies will be available to ensure minimal sharing of high touch materials, such as art supplies. When necessary, shared supplies such as books will be disinfected daily **and** between student use.
- Adequate outdoor air circulation will be maintained in classrooms and offices with fans and, as much as possible, by opening windows and doors, without compromising the safety of our students. Hepa-13 air purifiers will be used on days when air quality is not safe for students and staff.
- Clean pens and dirty pens will be in designated containers in office spaces and communal areas.

Staff Training and Family Education

- All staff and families will be trained in the following safety protocols:
 - enhanced sanitation practices
 - physical distancing guidelines and their importance
 - the proper use, removal, and washing of face coverings
 - screening practices
 - how COVID-19 is spread
 - COVID-19 symptom identification and when to seek medical attention
 - Plans and procedures when staff or students become ill at school
 - Plans and procedures to protect staff against COVID-19 illness
- Teachers will instruct students directly and frequently about cough/sneeze etiquette (coughing into the elbow and washing hands afterwards)
- Teachers have been and will continue to be trained in health and safety protocols during weekly faculty meetings beginning in August.
- Teachers will be asked to review and sign an acknowledgment of the reopening plans and safety protocols.
- Families will be asked to review the reopening plans and safety protocols posted on the school website (posted August 21st). They are required to sign an acknowledgement of understanding and willingness to comply with the posted safety protocols and reopening plans before they return to campus.

COVID-19 Testing of Students and Staff

- Staff will be will have access to a private company to be tested for COVID-19 before the start of on-campus instruction.
- Students and staff who have two or more symptoms of COVID-19 or have been exposed to someone with COVID-19 will be required to obtain testing and self-quarantine for 14 days.
- Random staff will be tested mid-fall and periodically over the course of the school year to detect asymptomatic infections.

Identification and Tracing of Contacts and Communication Plans

- Principal, Danielle Roberts, and Office Administrator, Lindsay Leeds, are the designated COVID-19 trackers.
- The Ventura County Health Department will be notified immediately of any positive cases on campus.
- Confidentiality and privacy will be maintained by the staff at Beacon Hill per FERPA and HIPAA requirements.
- Please see the chart below for actions and communication that will be initiated by Beacon Hill when there are COVID-19 symptoms, exposure, or confirmed cases.

	Student or staff with...	Action	Communication
1	COVID-19 symptoms (i.e. fever of 99.5 F or above, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> • Send home immediately • Areas exposed to symptomatic staff or student will be closed off for 24 hours, where practicable, and disinfected with safe and correct application of disinfectants using proper PPE equipment. • Testing is required for 2 or more symptoms (if positive, see #3, if negative see #4) 	No action needed
2	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Stay at home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) 	Affected cohorts and staff will be notified that they “may” have been exposed to COVID-19
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Ventura County Health Department will be contacted by either Lindsay Leeds or Danielle Roberts • Case will be isolated and excluded from school for 14 days from symptom onset or test date • Contacts will be identified, quarantined & excluded (entire cohort) for 14 days after the last date the case was present at school while infectious. • All areas exposed to the case will be closed for 24 hours before disinfection and cleaning. 	School community will be notified, maintaining privacy per FERPA and HIPAA requirements, that there has been a confirmed COVID-19 case on campus. Distance learning will be put in place for affected cohort groups.
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve 	School community will be notified

What constitutes a school closure and return to distance learning?

School Campus Closure for Students

Beacon Hill will monitor state and local orders and health department notices daily about transmission in the area and adjust accordingly. Campus closure will be based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and consultation with the Ventura County Health Officer. Campus closure may be appropriate when there are multiple cases in multiple cohorts on a campus 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.

If Beacon Hill is closed for in-person learning, when will it reopen?

According to state guidelines, schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

Individual Class Closure for Students

Individual classes and/or cohorts may be closed if the confirmed COVID-19 cases are found to be contained within a particular class or cohort.

Health Protocol Action Checklist

- School-wide temperature screenings will be administered and digital self-screening questionnaires will be filled out by staff and students daily. Temperatures at or above 99.5°F (regardless of method taken, oral or temporal) will be documented. Those students/staff will be asked to stay at home until they have been without a fever for at least 48 hours.
- If a student become symptomatic during school hours, the student will be walked to the designated isolation area (bench outside front office)
 - Parents will be contacted.
 - Point contact persons, Danielle Roberts and Lindsay Leeds, will be notified.
 - Point contact persons will notify Head of School, Dennis Deutsch.
 - Temperature screen will take place as the student is in isolation. Any student or staff member with a fever will be sent home immediately.
 - Student name, date, time, symptoms, and temperature will be recorded on excel spreadsheets.
 - Classroom teacher will be updated.
- If a negative case is confirmed, the student may return to school 3 days after symptoms resolve.
- If a positive case is confirmed, the student/staff member will be quarantined at home for 14 days after the last date at school.
 - Household members of positive case will be traced:
 - Do they have siblings or relatives at school?
 - How and with whom did the student travel to school today and within last 48 hours?
 - What areas did the student pass through and possibly touch on their way to the classroom?
 - Has the student been wearing a mask at all times?
 - A templated email will be quickly composed and sent from Mrs. Roberts (Principal) or Mr. Deutsch (Head of School). The email will be sent to staff, teachers, and parents in the grade of the symptomatic student.
 - Administration will meet to discuss the following questions:
 - Will student and teacher testing be required, evaluating primary and secondary exposure?
 - Will the student in the specific grade need to be picked up right away?
 - Is there a need to cancel the grade and/or entire school for a 24-hour cleaning period?
 - A 24-hour deep cleaning and disinfecting period will immediately begin the classroom once all students have left the building. Areas identified in the student's contact tracing evaluation will be closed off until proper cleaning has taken place.
 - Cleaning supplies will be monitored by Lindsay Leeds in the front office.